

STATE LICENSED CONTRACTOR

If your business plans to advertise or perform contracting service in the city limits of Thousand Oaks, the City requires your company to obtain a Business Tax Certificate. Please complete the Business Tax Certificate Application form and submit with a copy of your current state contractor's card by mail, email or fax.

Mailing Address - City of Thousand Oaks
Finance Department - Business License
2100 Thousand Oaks Blvd., Thousand Oaks, CA 91362

Email Address - businesslicenses@toaks.org

Fax Number - (805) 449-2289

If you are submitting your application form by email or fax, we will process the Business Tax Certificate Application and will require payment at that time. Our staff will contact you by phone or email for payment. Payment may be made by credit card (Visa or Mastercard only) over the phone. If you are paying by check, please make the check payable to the City of Thousand Oaks.

BUSINESS TAX SCHEDULE

State licensed contractors pay a flat-rate business tax that is prorated quarterly. The tax amount due is determined by the month your company begins work in the City. The Business Tax Certificate will expire at the end of the calendar year.

If the business starts during this quarter		Business Tax (Enter this amount on Line 1)
January, February, March	⇒	\$67.50
April, May, June	⇒	\$50.63
July, August, September	⇒	\$33.75
October, November, December	⇒	\$16.88

FEE WORKSHEET

1. Business Tax from the schedule above \$ _____
2. Processing Fee (\$64* for New or \$20* for Renewal) \$ _____
3. Total Tax/Fee (Add lines 1 & 2) \$ _____

* Includes State Mandated \$4 fee per AB 1379-disabled access

For any questions, please call (805) 449-2201 during regular business hours Monday through Thursday 7:30 a.m. to 5:00 p.m. and alternating Fridays 8:00 a.m. to 5:00 p.m.



CITY OF THOUSAND OAKS

BUSINESS TAX CERTIFICATE APPLICATION

2100 E Thousand Oaks Blvd, Thousand Oaks, CA 91362-2903
 Phone (805) 449-2201 · Fax (805) 449-2289 · Email businesslicenses@toaks.org

PLEASE COMPLETE ALL APPLICABLE FIELDS ON THIS FORM

Business Name (DBA)		Start Date in Thousand Oaks	
Corporate Name (If applicable)		Federal Tax ID	
Business Address (Physical Address Required)		City	State Zip Code
Mailing Address (If different from Business Address)		City	State Zip Code
Business Phone No	Business Fax No	Business Email	

Ownership Type: Sole Owner Partnership Limited Liability Co Corporation / State _____ Exempt

1) Owner / Officer Name		Title	
Address		City	State Zip Code
Phone No	Social Security No	Date of Birth	Driver's License or ID/State

2) Owner / Officer Name		Title	
Address		City	State Zip Code
Phone No	Social Security No	Date of Birth	Driver's License or ID/State

Business Category Retail Wholesale Service Contractor Manufacturing Admin Only Delivery

Detailed Description of Business Activity		NPDES Permit #	NAICS Code
Gross Receipts (12-Month Estimate / Actual)	# Employees	# Vehicles	Bldg Square Footage
Seller's Permit # or Resale Certificate #	CA Contractor's License #	Expiration Date	Class Verify CSLB CSR

FOR HOME-BASED BUSINESSES LOCATED WITHIN THE CITY OF THOUSAND OAKS ADDRESS
 Business owners may elect to exclude the address & telephone number from a business license listing available to the public. If you wish to EXCLUDE your business address or telephone number, check the appropriate box for exclusion. PHONE NUMBER

Under Federal and state law, compliance with disability access laws is a serious and significant responsibility that applies to all California building owners and tenants with buildings open to the public. You may obtain information about your legal obligations and how to comply with disability access laws at the following agencies: →The Division of the State Architect at www.dgs.ca.gov/dsa/home.aspx →The Department of Rehabilitation at www.rehab.cahwnet.gov →The California Commission on Disability Access at www.cdda.ca.gov

Your Business License will be issued under the provisions of Title 3, Chapter 1 of the Thousand Oaks Municipal Code. You are cautioned that this License does not permit operation of a business in violation of other provisions of the Thousand Oaks Municipal Code.

I declare under penalty of perjury that, to the best of my knowledge and belief, the statements made herein are correct and true and that the information is subject to verification. I understand that acceptance of payment by the City does not constitute approval of the Business License; authorization to conduct business is not granted until issuance of the license.

Signature: _____ Title _____ Date _____

FOR OFFICE USE ONLY				
Control #	Staff Initial	License <input type="checkbox"/> OL <input type="checkbox"/> OR	Amount	Receipt #
<input type="checkbox"/> Update Only		Comments:		



Community Development Department

2100 Thousand Oaks Boulevard • Thousand Oaks, CA 91362
Planning Division • Phone 805/449.2323 • Fax 805/449.2350 • www.toaks.org
Building Division • Phone 805/449.2500 • Fax 805/449.2575 • www.toaks.org

DISABILITY ACCESS REQUIREMENTS AND RESOURCES

NOTICE TO APPLICANTS FOR BUSINESS LICENSES AND COMMERCIAL BUILDING PERMITS:

Under federal and state law, compliance with disability access laws is a serious and significant responsibility that applies to all California building owners and tenants with buildings open to the public. You may obtain information about your legal obligations and how to comply with disability access laws at the following agencies:

DEPARTMENT OF
GENERALSERVICES
Division of the State
Architect, CASp Program

www.dgs.ca.gov/dsa
www.dgs.ca.gov/casp

DEPARTMENT OF REHABILITATION
Disability Access Services

www.dor.ca.gov
www.rehab.cahwnet.gov/disabilityaccessinfo

DEPARTMENT OF
GENERALSERVICES
California Commission on
Disability Access

www.cdda.ca.gov
www.cdda.ca.gov/resourcesmenu/

CERTIFIED ACCESS SPECIALIST INSPECTION SERVICES

Compliance with state and federal construction-related accessibility standards ensures that public places are accessible and available to individuals with disabilities. Whether your business is moving into a newly constructed facility or you are planning an alteration to your current facility, by engaging the services of a Certified Access Specialist (CASp) early in this process you will benefit from the advantages of compliance and under the Construction-Related Accessibility Standards Compliance Act (CRASCA, Civil Code 55.51-55.545), also benefit from legal protections.

Although your new facility may have already been permitted and approved by the building department, it is important to obtain CASp inspection services after your move-in because unintended access barriers and violations can be created, for example, placing your furniture and equipment in areas required to be maintained clear of obstructions. For planned alterations, a CASp can provide plan review of your improvement plans and an access compliance evaluation of the public accommodation areas of your facility that may not be part of the alteration.

A CASp is a professional who has been certified by the State of California to have specialized knowledge regarding the applicability of accessibility standards. CASp inspection reports prepared according to CRASCA entitle business and facility owners to specific legal benefits, in the event that a construction-related accessibility claim is filed against them.

To find a CASp, visit www.apps2.dgs.ca.gov/DSA/casp/casp_certified_list.aspx.

GOVERNMENT TAX CREDITS, TAX DEDUCTIONS AND FINANCING

State and federal programs to assist businesses with access compliance and access expenditures are available:

Disabled Access Credit for Eligible Small Businesses

FEDERAL TAX CREDIT — Internal Revenue Code Section 44 provides a federal tax credit for small businesses that incur expenditures for the purpose of providing access to persons with disabilities. For more information, refer to Internal Revenue Service (IRS) Form 8826: Disabled Access Credit at www.irs.gov.

STATE TAX CREDIT — Revenue and Taxation Code Sections 17053.42 and 23642 provide a state tax credit similar to the federal Disabled Access Credit, with exceptions. For more information, refer to Franchise Tax Board (FTB) Form 3548: Disabled Access Credit for Eligible Small Businesses at www.ftb.ca.gov.

Architectural and Transportation Barrier Removal Deduction

FEDERAL TAX DEDUCTION — Internal Revenue Code Section 190 allows businesses of all sizes to claim an annual deduction for qualified expenses incurred to remove physical, structural and transportation barriers for persons with disabilities. For more information, refer to IRS Publication 535: Business Expenses at www.irs.gov.

California Capital Access Financing Program

STATE FINANCE OPTION — The California Capital Access Program (CalCAP) Americans with Disabilities Act (CalCAP/ADA) financing program assists small businesses with financing the costs to alter or retrofit existing small business facilities to comply with the requirements of the federal ADA. Learn more at www.treasurer.ca.gov/cpcfca/calcap/.

FEDERAL AND STATE LEGAL REQUIREMENTS ON ACCESSIBILITY FOR INDIVIDUALS WITH DISABILITIES

AMERICANS WITH DISABILITIES ACT OF 1990 (ADA) — The ADA is a federal civil rights law that prohibits discrimination against individuals with disabilities and requires all public accommodations and commercial facilities to be accessible to individuals with disabilities. Learn more at www.ada.gov.

CALIFORNIA BUILDING CODE (CBC) — The CBC contains the construction-related accessibility provisions that are the standards for compliant construction. A facility's compliance is based on the version of the CBC in place at the time of construction or alteration. Learn more at www.bsc.ca.gov.

(Issued 12-28-18)

