



# Finance Department

2100 Thousand Oaks Boulevard • Thousand Oaks, CA 91362  
 Phone 805/449.2200 • Fax 805/449.2250 • www.toaks.org

## STATE LICENSED CONTRACTOR – COMMERCIAL LOCATION INSIDE CITY

If your business is in the city limits of Thousand Oaks in a commercial location, the City requires your company to obtain a Business Tax Certificate and Certificate of Occupancy for the business. Please complete both application forms 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](mailto:businesslicenses@toaks.org)

Fax Number - (805) 449-2289

If you are submitting your application forms by email or fax, the Certificate of Occupancy Application form will be forwarded to Community Development Department for approval. This could take 5-10 business days. Upon approval, 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		<b>Business Tax</b> (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 schedule above \$ \_\_\_\_\_
2. Certificate of Occupancy Permit Fee \$ 143.00 \_\_\_\_\_
3. Processing Fee (\$70\* for New or \$24\* for Renewal) \$ \_\_\_\_\_
4. Total Tax/Fee (Add lines 1, 2 & 3) \$ \_\_\_\_\_

\* 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](mailto: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 Email		Business Phone No	Business Fax No		
Ownership Type: <input type="checkbox"/> Sole Owner <input type="checkbox"/> Partnership <input type="checkbox"/> Limited Liability Co <input type="checkbox"/> Corporation / State _____ <input type="checkbox"/> 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 <input type="checkbox"/> Retail <input type="checkbox"/> Wholesale <input type="checkbox"/> Service <input type="checkbox"/> Contractor <input type="checkbox"/> Manufacturing <input type="checkbox"/> Admin Only <input type="checkbox"/> Delivery					
Detailed Description of Business Activity			WDID #/NPDES	NAICS Code	
Gross Receipts (12-Month Estimate / Actual)	# Employees	# Vehicles	Building 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					
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.			<input type="checkbox"/> ADDRESS <input type="checkbox"/> 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 <a href="http://www.dgs.ca.gov/dsa/home.aspx">www.dgs.ca.gov/dsa/home.aspx</a> →The Department of Rehabilitation at <a href="http://www.rehab.cahwnet.gov">www.rehab.cahwnet.gov</a> →The California Commission on Disability Access at <a href="http://www.cdda.ca.gov">www.cdda.ca.gov</a>					

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				
Account #	Staff Initial	License	Amount	Receipt HDL #
<input type="checkbox"/> Update Only	Pin #	Comments		



# Community Development Department

2100 Thousand Oaks Boulevard • Thousand Oaks, CA 91362  
 Phone 805/449.2500 • Fax 805/449.2575 • www.toaks.org

## CERTIFICATE OF OCCUPANCY APPLICATION

Submit this application to Finance/Public Services with your Business License application.

Business Name		
Business Address		
Business Owner		
Business Phone No.		Alternate Phone No.
Email Address		
Date Business Opening	Floor Area (Sq Ft)	Number of Employees
Proposed Building Use		
List of products and/or services to be provided		
Type of equipment to be used		
Is there any storage of handling of hazardous materials? <input type="checkbox"/> Yes <input type="checkbox"/> No		
If yes, give the quantities and nature of use		

I declare under penalty of perjury that the foregoing statements are true and correct to the best of my knowledge and understand that the information is subject to verification.

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date

FOR OFFICE USE ONLY				
<b>FINANCE</b>	Date to Planning	Account #	Business License #	Receipt HDL #
	Comments			
<b>PLANNING</b>	<input type="checkbox"/> Approved <input type="checkbox"/> Denied	City Official		Date
	Use Zone	Comments		
<b>BUILDING</b>	<input type="checkbox"/> Approved <input type="checkbox"/> Denied	City Official		Date
	Occupancy Type	Design Occupancy Load	Type of Construction	
	Comments			
<b>ADMINISTRATION</b>	Entered By	Date Entered	Date Mailed	



# CITY OF THOUSAND OAKS

## STATE BILL 205 - STORMWATER DISCHARGE COMPLIANCE FORM

2100 E Thousand Oaks Blvd, Thousand Oaks, CA 91362-2903

Phone (805) 449-2201 - Fax (805) 449-2289 - Email [businesslicenses@toaks.org](mailto:businesslicenses@toaks.org)

Business Name: \_\_\_\_\_

Business Address: \_\_\_\_\_

Business Owner Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Business Primary SIC Code \_\_\_\_\_ Waste Discharge Identification (WDID) Number: \_\_\_\_\_  
(if a business type listed between 1 and 9 applies)

Business License Number \_\_\_\_\_

Facilities, which industrial activities are described by one of the following criteria, are required to obtain coverage under the National Pollutant Discharge Elimination System (NPDES), General Permit for Storm Water Discharges Associated with Industrial Activities, Order No. CAS000001. For more information regarding NPDES permit, please call Environmental Compliance at (805) 449-2499. More information on how to apply and complete NPDES Permit application is available at [www.waterboards.ca.gov/water\\_issues/programs/stormwater/industrial.html](http://www.waterboards.ca.gov/water_issues/programs/stormwater/industrial.html)

- 1. Facilities Subject To Storm Water Effluent Limitations Guidelines, New Source Performance Standards, or Toxic Pollutant Effluent Standards Found in 40 Code of Federal Regulations, Chapter I, Subchapter N: Cement manufacturing (40 C.F.R. Part 411); Feedlots (40 C.F.R. Part 412); Fertilizer Manufacturing (40 C.F.R. Part 418); Petroleum Refining (40 C.F.R. Part 419), Phosphate Manufacturing (40 C.F.R. Part 422), Steam Electric (40 C.F.R. Part 423), Coal Mining (40 C.F.R. Part 434), Mineral Mining and Processing (40 C.F.R. Part 436), Ore Mining and Dressing (40 C.F.R. Part 440), Asphalt Emulsion (40 C.F.R. Part 443), Landfills (40 C.F.R. Part 445), and Airport Deicing (40 C.F.R. Part 449).
- 2. Manufacturing Facilities: Facilities with Standard Industrial Classifications (SICs) 20XX through 39XX, 4221 through 4225.
- 3. Oil and Gas/Mining Facilities: Facilities classified as SICs 10XX through 14XX, including active or inactive mining operations. For more info, please visit [www.waterboards.ca.gov/water\\_issues/programs/stormwater/industrial.html](http://www.waterboards.ca.gov/water_issues/programs/stormwater/industrial.html).
- 4. Hazardous Waste Treatment, Storage, or Disposal Facilities: Hazardous waste treatment, storage, or disposal facilities, including any facility operating under interim status or a general permit under Subtitle C of the Federal Resource, Conservation, and Recovery Act.
- 5. Landfills, Land Application Sites, and Open Dumps: Landfills, land application sites, and open dumps that receive or have received industrial waste from any facility within any other category of this Attachment; including facilities subject to regulation under Subtitle D of the Federal Resource, Conservation, and Recovery Act, and facilities that have accepted wastes from construction activities (construction activities include any clearing, grading, or excavation that results in disturbance).
- 6. Recycling Facilities: Facilities involved in the recycling of materials, including metal scrapyards, battery reclaimers, salvage yards, and automobile junkyards, including but limited to those classified as Standard Industrial Classification 5015 and 5093.
- 7. Steam Electric Power Generating Facilities: Any facility that generates steam for electric power through the combustion of coal, oil, wood, etc.
- 8. Transportation Facilities: Facilities with SICs 40XX through 45XX (except 4221-25) and 5171 with vehicle maintenance shops, equipment cleaning operations, or airport deicing operations. Only those portions of the facility involved in vehicle maintenance (including vehicle rehabilitation, mechanical repairs, painting, fueling, and lubrication) or other operations identified under this Permit as associated with industrial activity.
- 9. Sewage or Wastewater Treatment Works: Facilities used in the storage, treatment, recycling, and reclamation of municipal or domestic sewage, including land dedicated to the disposal of sewage sludge, that are located within the confines of the facility, with a design flow of one million gallons per day or more, or required to have an approved pretreatment program under 40 Code of Federal Regulations part 403. Not included are farm lands, domestic gardens, or lands used for sludge management where sludge is beneficially reused and are not physically located in the confines of the facility, or areas that are in compliance with Section 405 of the Clean Water Act.
- 10. None of the above; my business is not subject to coverage under the NPDES Permit.

I certify that the provided business information is correct and accurate.

Business Owner Signature: \_\_\_\_\_ Date: \_\_\_\_\_



# Community Development Department

2100 Thousand Oaks Boulevard • Thousand Oaks, CA 91362  
Planning Division • Phone 805/449.2323 • Fax 805/449.2350 • [www.toaks.org](http://www.toaks.org)  
Building Division • Phone 805/449.2500 • Fax 805/449.2575 • [www.toaks.org](http://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](http://www.dgs.ca.gov/dsa)  
[www.dgs.ca.gov/casp](http://www.dgs.ca.gov/casp)

DEPARTMENT OF REHABILITATION  
Disability Access Services

[www.dor.ca.gov](http://www.dor.ca.gov)  
[www.rehab.cahwnet.gov/disabilityaccessinfo](http://www.rehab.cahwnet.gov/disabilityaccessinfo)

DEPARTMENT OF  
GENERALSERVICES  
California Commission on  
Disability Access

[www.cdda.ca.gov](http://www.cdda.ca.gov)  
[www.cdda.ca.gov/resourcesmenu/](http://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](http://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](http://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](http://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](http://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/](http://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](http://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](http://www.bsc.ca.gov).

(Issued 12-28-18)



# PREVENTION OF GENDER-BASED DISCRIMINATION: BUSINESS ESTABLISHMENTS' LEGAL OBLIGATIONS

The [Gender Tax Repeal Act of 1995](#) (Act) prohibits a business from discriminating based on a person's gender for prices of similar or like-kind goods and services. However, the Act does not prohibit price differences based on the amount of time, difficulty, or cost of providing the services.

In addition to prohibiting discrimination based on a person's gender, the Act **requires certain businesses** to clearly and conspicuously disclose to customers in writing the pricing for each standard service provided. The posting requirement applies to:

- Barbers and hair salons
- Tailors or businesses providing aftermarket clothing alterations
- Dry cleaners and laundries providing services to individuals

These businesses must follow **specific posting requirements**. The price list must:

- Clearly and completely display pricing for every standard service, which means the 15 most-frequently requested services.
- Use a font 14-point boldface or larger.
- Be posted in an area conspicuous to customers.

The business establishment must also provide a customer with a **complete written price list** upon request.

In addition, the business establishment **must display in a conspicuous place at least one sign**—printed in no less than 24-point boldface type—that states:

**CALIFORNIA LAW PROHIBITS ANY BUSINESS ESTABLISHMENT FROM DISCRIMINATING, WITH RESPECT TO THE PRICE CHARGED FOR SERVICES OF SIMILAR OR LIKE KIND, AGAINST A PERSON BECAUSE OF THE PERSON'S GENDER. A COMPLETE PRICE LIST IS AVAILABLE UPON REQUEST.**

Business establishments **may be fined \$1,000** for failing to correct within 30 days a violation of any of the requirements after receiving a written notice. The 30-day correction period only applies to posting violations and not to discriminatory pricing violations.

In addition, according to Civil Code section 52(a), a business may be liable for any amount determined by a jury, or a court sitting without a jury, up to three times the amount of actual damage but no less than \$4,000, plus any attorney's fees. However, an action under this section does not prohibit an aggrieved party from seeking any other available remedy or procedure.

## OTHER PROVISIONS

This Act does not change or affect provisions of the Health and Safety Code, the Insurance Code, or other laws that govern a health care service plan, or insurer underwriting or rating practices.

To read the full text of the [Gender Tax Repeal Act of 1995 \(Civil Code section 51.6\)](#), visit the California Legislative Information website at <https://leginfo.legislature.ca.gov>.

