



City of Greenfield

City Hall: P.O. Box 127/599 El Camino Real/Greenfield, California
93927 (831)674-5591 FAX
(831)674-3149

BUSINESS LICENSE APPLICATION

NAME OF BUSINESS _____

OWNER _____

MAILING/BILLING ADDRESS _____

SITE ADDRESS (only if in city limits) _____

PHONE # () _____ CELL# () _____

BUSINESS FAX# _____

EMAIL ADDRESS _____

BUSINESS ACTIVITY _____

STATE LICENSE # (if applicable) _____

EMPLOYER I.D/TAX I.D/SOCIAL SECURITY # _____

DATE SIGNATURE APPLICANT

ACORD FORM 25, CERTIFICATE OF WORKMAN'S COMPENSATION INSURANCE IS REQUIRED, AS

APPLICABLE. COPY OF HEALTH PERMIT TO BE INCLUDED, AS APPLICABLE.

CITY BUSINESS LICENSE APPLICATION/FEE ARE REQUIRED BY GREENFIELD MUNICIPAL CODE SECTION 5.04.040

*****DO NOT WRITE BELOW THIS LINE*****

SITE APPROVAL _____
DATE POLICE CHIEF

DATE COMMUNITY DEVELOPMENT DIRECTOR

INITIAL LIC # _____ ISSUED _____ EXPIRES _____ HEALTH PERMIT _____ SOLICITOR LIC _____

*******NOTICE*******

ALL BUSINESS SIGNS, WHETHER PAINTED OR ATTACHED TO A WALL, REQUIRE ARCHITECTURAL REVIEW FROM THE CITY'S COMMUNITY DEVELOPMENT DEPARTMENT.

ALL SIGN PERMIT APPLICATIONS MUST INCLUDE A DRAWING SHOWING SIGN SIZE, LETTERING, COLOR, AND PROPOSED MATERIALS THAT WILL BE USED TO ATTACH OR SUPPORT THE SIGN.

SALES OR USERS TAX MAY APPLY TO YOUR BUSINESS ACTIVITIES. YOU MAY SEEK WRITTEN ADVICE REGARDING THE APPLICATION OF TAX TO YOUR PARTICULAR BUSINESS BY WRITING TO THE NEAREST STATE BOARD OF EQUALIZATION OFFICE.

ALONG WITH BUSINESS LICENSE INFORMATION, ALL APPLICATIONS MUST COMPLETE THE ATTACHED "**HAZARDOUS MATERIAL QUESTIONNAIRE**". BASED ON OCCUPANCY TYPE, THE QUESTIONNAIRE MAY BE CIRCULATED TO THE MONTEREY COUNTY HEALTH DEPARTMENT AND THE MONTEREY BAY UNIFIED AIR POLLUTION CONTROL DISTRICT FOR THEIR REVIEW.

IF THE QUESTIONNAIRE IS NOT RETURNED WITH THE LICENSE APPLICATION YOUR APPLICATION WILL NOT BE PROCESSED.

WORKERS' COMPENSATION DECLARATION

I HERBY AFFIRM UNDER PENALTY OF PERJURY ONE OF THE FOLLOWING DECLARATIONS:

I HAVE AND WILL MAINTAIN A CERTIFICATE OF CONSENT TO SELF-INSURE FOR WORKERS' COMPENSATION, AS PROVIDED BY SECTION 3700, FOR THE DURATION OF ANY BUSINESS ACTIVITIES CONDUCTED FOR WHICH THIS LICENSE IS ISSUED.

I HAVE AND WILL MAINTAIN WORKERS' COMPENSATION INSURANCE, AS REQUIRED BY SECTION 3700, FOR THE DURATION OF ANY BUSINESS ACTIVITIES CONDUCTED FOR WHICH THIS LICENSE IS ISSUED.

MY WORKERS' COMPENSATION INSURANCE INFORMATION IS:

CARRIER _____

POLICY NUMBER _____

I CERTIFY THAT IN THE PERFORMANCE OF ANY BUSINESS ACTIVITIES FOR WHICH THIS LICENSE IS ISSUED I SHALL NOT EMPLOY ANY PERSON IN ANY MANNER SO AS TO BECOME SUBJECT TO WORKERS' COMPENSATION LAWS OF CALIFORNIA, AND AGREE THAT IF I SHOULD BECOME SUBJECT TO THE WORKERS' COMPENSATION PROVISIONS OF SECTION 3700 OF THE LABOR CODE. I SHALL FORTHWITH COMPLY WITH THE PROVISIONS OF SECTION 3700.

NAME _____ ADDRESS _____

DATE _____ SIGNATURE _____

WARNING: FAILURE TO SECURE WORKERS' COMPENSATION COVERAGE IS UNLAWFUL, AND SHALL SUBJECT AN EMPLOYER TO CRIMINAL PENALTIES AND CIVIL FINES UP TO \$100,000, IN ADDITION TO THE COST OF COMPENSATION, DAMAGES AS PROVIDED BY SECTION 3706 OF THE LABOR CODE, INTEREST, AND ATTORNEY'S FEES.

MONTEREY COUNTY HEALTH DEPARTMENT
1270 NATIVIDAD ROAD
SALINAS, CA. 93906

HAZARDOUS MATERIAL QUESTIONNAIRE

ASSESSOR'S PARCEL NUMBER _____

BUSINESS NAME _____ TYPE OF BUSINESS _____

SITE ADDRESS _____ CITY _____

MAILING ADDRESS _____

BUSINESS CONTACT/NAME _____ PHONE _____

PROPERTY OWNER/NAME _____ PHONE _____

1. WILL YOUR BUSINESS/PROPOSED PROJECT BE USING ANY HAZARDOUS MATERIALS SUCH AS OIL, FUELS, SOLVENTS, COMPRESSED GASES, ACIDS, CORROSIVES, PESTICIDES, FERTILIZERS, PAINTS OR OTHER CHEMICALS?
() YES () NO
2. WILL YOUR BUSINESS/PROPOSED PROJECT BE USING HAZARDOUS MATERIALS IN QUANTITIES OF 55 GALLONS AND ABOVE FOR LIQUIDS, 500LBS, AND ABOVE FOR SOLIDS AND/OR 200 CUBIC FEET AND ABOVE FOR COMPRESSED GASES?
() YES () NO
3. WILL YOUR BUSINESS/PROPOSED PROJECT BE USING ANY QUANTITIES OF ACUTELY HAZARDOUS MATERIAL SUCH AS AMMONIA, CHLORINE, SULFURIC ACID, FORMAIDEHYDE, HYDROGEN PEROXIDE, METHYL BROMIDE OR OTHER RESTRICTED PESTICIDES?
() YES () NO
4. WILL YOUR BUSINESS/PROPOSED PROJECT BE USING UNDERGROUND STORAGE TANKS TO STORE HAZARDOUS MATERIALS?
() YES () NO
5. WILL YOUR BUSINESS/PROPOSED PROJECT BE GENERATING ANY QUANTITIES OF HAZARDOUS WASTE SUCH AS WASTE OIL, WASTE SOLVENTS ETC.?
() YES () NO
6. WILL YOUR BUSINESS/PROPOSED PROJECT BE EMITTING ANY HAZARDOUS AIR EMISSIONS?
() YES () NO

CERTIFICATION:
I DECLARE UNDER PENALTY OF PERJURY,
UNDER THE LAWS OF THE STATE OF CALIFORNIA, THAT
THE FOREGOING IS TRUE AND CORRECT TO THE
BEST OF MY KNOWLEDGE AND BELIEF.

ANY QUESTIONS REGARDING THIS FORM CAN BE DIRECTED TO:
MONTEREY COUNTY HEALTH DEPARTMENT
DIVISION OF ENVIRONMENTAL HEALTH
1270 NATIVIDAD ROAD
SALINAS, CA. 93906 (831)755-4511

EXECUTED AT:

CITY, STATE

PRINT NAME OF OWNER/OPERATOR _____

SIGNATURE OF OWNER/OPERATOR _____

FOR LOCAL JURISDICTION USE ONLY

1. IS THERE A KNOWN OR PROPOSED SCHOOL, HOSPITAL, DAY CARE, OR LONG TERM CARE FACILITY WITHIN 1,000 FEET OF THIS SITE LOCATION? () YES () NO
2. IS THERE A KNOWN OR PROPOSED SCHOOL, HOSPITAL, DAY CARE, OR LONG TERM CARE FACILITY WITHIN ¼ MILE OF THIS SITE LOCATION? () YES () NO

HEALTH DEPARTMENT CLEARANCE:

SIGNATURE _____ DATE _____
PRINT NAME/TITLE _____

AIR POLLUTION DISTRICT CLEARANCE

SIGNATURE _____ DATE _____
PRINT NAME/TITLE _____

**CITY OF GREENFIELD
ZONING CLEARANCE AND OCCUPANCY PERMIT
APPLICATION**

NOTE: THIS APPLICATION FORM IS FOR ZONING CLEARANCE ONLY, AND DOES NOT AUTHORIZE CONSTRUCTION OR PHYSICAL OCCUPATION OF A STRUCTURE, WHICH DOES NOT COMPLY WITH THE APPROPRIATE BUILDING CODES. IT AUTHORIZES THE ESTABLISHMENT OF A NEW USE FOR WHICH NO CONDITIONAL USE PERMIT IS REQUIRED OR THE SUBSTITUTION OF AN EXISTING CONDITIONAL USE PERMIT WITH ANOTHER, WHICH IS CONSISTENT WITH THE APPROVED USE PERMIT FOR THE SITE.

1. GENERAL INFORMATION

ADDRESS OF THE BUSINESS _____ PHONE _____
NAME OF BUSINESS _____
APPLICANT'S NAME _____ PHONE _____
APPLICANT'S ADDRESS _____
DESCRIPTION OF BUSINESS _____

DATE OF OCCUPANCY _____ PREVIOUS USE _____
NUMBER OF EMPLOYEES _____ BUSINESS HOURS _____ DAYS _____

2. LOCATION INFORMATION

BUSINESS AREA 1ST FLOOR _____ SQ/FT 2ND FLOOR _____ SQ/FT
OUTSIDE AREA FOR STORAGE AND SEATING _____ SQ/FT TOTAL _____ SQ/FT
CHECK ONE _____ SINGLE TENANT BUILDING _____ MULTI-TENANT BUILDING
NUMBER OF PARKING SPACES (TOTAL) _____ FOR YOUR BUSINESS _____
(DO NOT INCLUDE PARKING ON STREET)
CHECK ONE _____ EXISTING SIGN TO BE REFACED _____ NEW SIGN
PROPOSED _____ NO SIGN
**(ALL SIGNS MUST BE CONSISTENT WITH THE CITY OF GREENFIELD
SIGN ORDINANCE AND REQUIRES ARCHITECTURAL REVIEW AND MAY
REQUIRE A BUILDING PERMIT)**

3. DECLARATION

I DECLARE UNDER PENALTY OF PERJURY THAT THE ABOVE INFORMATION, WHICH I HAVE SET FORTH IN THIS APPLICATION, IS TRUE AND ACCURATE TO THE BEST OF MY KNOWLEDGE AND THAT I AGREE TO OPERATE THE ABOVE DESCRIBED BUSINESS IN STRICT COMPLIANCE WITH THE CITY ZONING REGULATIONS GOVERNING THAT BUSINESS.
SIGNATURE _____ DATE _____

4. FOR OFFICE USE ONLY

AUTHORIZING ORDINANCE SECTION _____
DATE APPROVED _____ BY _____
DATE DENIED _____ BY _____
REASON FOR DENIAL _____
COMMENTS/STIPULATIONS _____



GREENFIELD POLICE DEPARTMENT BUSINESS EMERGENCY CONTACT

Business Name: _____ **Bus. Tel:** _____

Business Address: _____

Business Owner: _____

Address: _____

Home Tel: _____

Cellular: _____

Fax: _____

Emergency Contacts Other Than Owner:

Name: _____ **Telephone:** _____

Address: _____ **Cellular:** _____

Name: _____ **Telephone:** _____

Address: _____ **Cellular:** _____

Property/Building Owner:

Name: _____

Address: _____

Home Tel: _____

Cellular: _____

Fax: _____

**Please mail or return to Greenfield Police Department 599 El Camino Real,
Greenfield, CA 93927 or Fax to (831) 674-3747**

License & Permit Information-Monterey County

Business License	<p><u>Monterey:</u></p> <ul style="list-style-type: none"> City of Monterey, Revenue Division, 735 Pacific St., Ste A, Monterey, CA 93940 (831) 646-3944 <p><u>Carmel by the Sea:</u></p> <ul style="list-style-type: none"> City Hall, Planning & Building Dept., East Side of Monteverde between Ocean Ave & 7th, P.O. Box CC, Carmel-By-The-Sea, CA 93921 (831) 620-2010 <p><u>Marina:</u></p> <ul style="list-style-type: none"> 211 Hill Crest Avenue, Marina, CA, 93933; (831) 884-1274 <p><u>Seaside:</u></p> <ul style="list-style-type: none"> City Hall, 440 Harcourt Avenue, Seaside, 93955; (831) 899-6715 <p><u>Salinas:</u></p> <ul style="list-style-type: none"> 200 Lincoln Avenue, Salinas, CA, 93901, (831) 758-7211 <p><u>Other areas:</u> Del Rey Oaks: 394-8511; Gonzales: 675-5000; Greenfield: 674-5591; King City: 385-3281; Pacific Grove: 648-3190; Sand City: 394-3054; Soledad: 223-5000</p>
California License & Permit Information	<p>CalGOLD http://www.calgold.ca.gov</p>
Dept of Alcoholic Beverage Control Information	<p>California ABC Office 1137 Westridge Parkway Salinas, CA 93907 (831) 755-1990 http://www.abc.ca.gov/permits/permits.html</p>
Environmental Health Services	<p>County Health Care Services Agency Monterey: 755-4508; Salinas: 755-4505; King City: 755-4452</p>
Employer Identification Number	<p>State: California Employment Development Department</p> <ul style="list-style-type: none"> (888) 745-3886 http://www.caljobs.ca.gov <p>Federal: Internal Revenue Service</p> <ul style="list-style-type: none"> 1-800- TAX-FORM http://www.irs.gov
Fictitious Business Name	<p>County Clerk's Office 240 Church Street, 3rd Floor, Room 305, P.O. Box 29 Salinas, CA 93902 (831) 755-5450 http://www.co.monterey.ca.us</p>
Federal Withholding Taxes	<p>Internal Revenue Service (800) 829-4933 http://www.irs.gov</p>
Incorporation/ LLC/ Limited Partnerships	<p>Secretary of State 1500 11th Street, Sacramento, CA 95814 (916) 657-5448 http://www.ss.ca.gov/business/be/contact.htm</p>
Seller's permit	<p>California State Board of Equalization- Salinas Office: 111 E. Navajo Drive, Suite 100, Salinas, CA 93906-2452 (831) 443-3003</p>
Employment Development Department	<p>480 Webster St., Ste. 150, Monterey, CA 93940 (888) 745-3886 http://www.edd.ca.gov</p>
Zoning Requirements	<p>Planning Department Monterey: 646-3885; Carmel: 620-2010; Del Rey Oaks: 394-8511; Gonzales: 675-5000; Greenfield: 304-0333; King City: 385-3281; Marina: 884-1220; Pacific Grove: 648-3190; Salinas: 758-7206; Seaside: 899-6825; Soledad: 223-5000</p>

Frequently Asked Questions

Where do I get a Business License for my company?

You can obtain a business license where your business is located. Typically, the City Clerk, Business Office, or Finance Department will issue the licenses for the city. If you are a home-based business in the unincorporated area of Monterey County, you may also be required to obtain a Home Occupational Permit in addition to a business license.

What is a Fictitious Business Name Statement?

A fictitious business name statement is filed with the County Clerk in the county where your business is located. If the business name is available your filing will grant you the exclusive right to use the name in that county. The filing identifies you to potential creditors as the owner of the business you are starting, buying, or renaming. Once you have filed, you will be required to advertise your filing in the newspaper for four weeks. Upon completion of the advertising, you will be granted the business name.

What is a Business Plan and why do I need one?

A business plan is considered to be the "road map" for your business operation. A well-written business plan will set forth the goals for your business and guide your current and future operations. Every plan should include information on the history and development of your business, the product or service you offer, your marketing strategy, the ownership structure, personnel requirements, and the financial plan of the business. For the startup business, a business plan acts as a "feasibility study" to determine whether the potential business is viable.

A completed business plan can also be used as a tool to gain financing for the business, or to recruit employees. However, the greatest benefit of the plan is that you, the business owner, will have a clear understanding of your business, industry, and marketplace. This knowledge will lead to better decision-making, and ultimately, increased profitability. The SBDC offers monthly Business planning workshop.