

**NO BUSINESS TO BE CONDUCTED PRIOR TO BUSINESS LICENSE
APPROVAL.**

PROCESSING OF NEW BUSINESS WILL TAKE A MINIMUM OF TWO (2) WEEKS.

(Prior to submitting your business license application, contact the Planning Department for zoning approval.)

Business license applications require prior approval from the city Building and Planning Departments. If your business is located in a commercial structure, the Building Inspector will perform a site inspection. You may also be required to contact the Lake County Fire Department at 707-994-2170 for an inspection prior to city approval. (To be determined by the Building Inspector.)

Once your business license has been approved, a copy of your application form along with your business license will be mailed to the address provided on the application form. If you prefer to pick up your license please make prior arrangements by contacting the Finance Department at 707-994-8201, Ext 340.

For questions concerning - Home Occupation, Zoning Clearance, Parking and Sign Requirements, Permanent and Temporary Outdoor Display or Building permits contact the Planning Department.

For merchandise sales (including wholesales, manufactures and retailers) first obtain a permit from the State Board of Equalization (707)576-2100 and submit a copy with your business license application.

When using a fictitious name (Clearlake Jewelry) in place of your sir name (John Doe= Doe Jewelry) you are required to file an application for Fictitious Business name by contacting the Lake County Auditor's Office (707) 263-2311 and submit a copy of the receipt with your business license application.

When serving food items, obtain prior approval from Lake County Environmental Health Department (707) 263-1164 prior to submitting your business license application.

GENERAL BUSINESS LICENSE ANNUAL FEES (Pro-Rated)
A \$10.00 processing fee will be added for a new Business License.

	<u>10/1 - 12/31</u>	<u>1/1 - 3/31</u>	<u>4/1 - 6/30</u>	<u>7/1 - 9/30</u>
0 - 1 Employees	\$ 74.00	\$ 56.50	\$ 39.00	\$ 21.50
Over 1 - 5	\$ 94.00	\$ 71.50	\$ 49.00	\$ 26.50
Over 5 - 10	\$124.00	\$ 94.00	\$ 64.00	\$ 34.00
Over 10 - 25	\$154.00	\$116.50	\$ 79.00	\$ 41.50
Over 25 - 50	\$204.00	\$154.00	\$104.00	\$ 54.00
50 -Plus	\$304.00	\$229.00	\$154.00	\$ 79.00

GENERAL BUSINESS LICENSE ANNUAL FEES (Annual Period Oct. 1 – Sept. 30)

0 through 1 F.T.E. Employee	\$ 74.00
Over 1 through 5 F.T.E Employee	\$ 94.00
Over 5 through 10 F.T.E. Employees	\$124.00
Over 0 through 25 F.T.E. Employees	\$154.00
Over 25 through 50 F.T.E. Employees	\$204.00
Over 50 F.T.E. Employees	\$304.00

(F.T.E. = Full Time Employees)

(Amount of employees are based on F.T.E, Full Time Equivalent)

Formula for calculating Full Time Equivalent (F.T.E.) Total number of paid hours worked by all employees during the calendar year ending December 31, prior to the October licensing period divided by 2,080 hours.

The following is not prorated. A \$10.00 application fee will be required

SECONDARY LICENSE: One-half (1/2) of the General License Fee listed above.
 (Primary business is within the City of Clearlake city limits and second business is located at the same address)

The following fees will be prorated. A \$10.00 application fee will be required

SPECIAL CATEGORY:

BEAUTY SHOPS	\$74.00 PLUS \$5.00 PER BOOTH
REAL ESTATE	\$74.00 PLUS \$5.00 FOR EACH REALTOR AND/OR EMPLOYEE WHO IS PAID COMMISSION OR SALARY
FLEA MARKET	\$74.00 PLUS \$5.00 FOR EACH RENTAL SPACE

The following fees may not be prorated. The \$10.00 application fee will be not be required

DOOR TO DOOR SALES & ITINERANT VENDOR \$64.00

SEASONAL LICENSE: \$ 24.00 (Christmas tree lots, pumpkin sales, etc)

SPECIAL EVENTS: \$ 79.00 per day (Circus, carnival, etc.)

For questions regarding business licensing fees contact the Finance Department at:
 (707) 994-8201 ext.340