



Administrative Services Department
420 South Imperial Ave, Imperial CA 92251
Phone (760) 355-3050
Fax (760) 355-4718
dquintana@cityofimperial.org

BUSINESS LICENSES APPLICATION INSTRUCTIONS FOR SPECIAL EVENTS MERCHANTS

1. If you are applying for a Business License, please complete the attached Business License application. DO NOT LEAVE ANY BLANKS.
2. Required. Imperial City Code Chapter 12, Section 12-1 states "It shall be unlawful for any person to commence, conduct or carry on, within the City any business, occupation, show, exhibition or game, without first procuring a license to do so."
3. Business License ANNUAL FEE \$64.00 (or) 1-DAY EVENT FEE \$6.00, plus Item #6 below. If not submitted within 2 weeks before the event, the expedited fee will be \$25.00.
4. **A Seller's Permit is required for any retail business indicating your Imperial location.** Please provide a copy of your Seller's Permit with this application to expedite processing. For general information, please call the CA Department of Tax and Fee Administration at (800) 400-7115. You may also apply online on their website <https://www.cdtfa.ca.gov> or contact the local office located at 1550 West Main Street, El Centro, CA 92243 with phone number (760) 352-3431, fax 1-760-352-8149, or ElCentroInquiries@cdtfa.ca.gov.
5. Merchant booth may require special permits if applicable from other agencies.
6. On September 19, 2012 Governor Brown signed into law SB-1186 which adds a state fee of \$4.00 on any applicant for a local business license or similar instrument or permit, or renewal thereof. The purpose is to increase disability access and compliance with construction-related accessibility requirements and to develop educational resources for businesses in order to facilitate compliance with federal and state disability laws, as specified.
7. 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 law 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

Please note that if you are no longer conducting business in the City of Imperial, you will need to state that in writing and submit it to the City of Imperial Administrative Services Department.

SPECIAL EVENTS BUSINESS LICENSE APPLICATION

<i>BUSINESS INFORMATION</i>		
Business Name:		
Business Address (location):		
Mailing Address:		
E-mail:	Phone:	Fax:

Business Description:			
Please select one of the following:			
<i>For profit</i>		<i>Non-profit</i>	
<i>(If non-profit, please submit copy of your Form 501(c))</i>			
State Board Resale No.:		Federal Tax I.D. No.:	
<i>ENTER BELOW THE NAMES OF OWNERS, PARTNERS, OR CORPORATE OFFICERS</i>			
Owner Name:		Title:	Phone:
Home Address:		Mobile:	
E-mail:			
Date of Birth:	SSN:	Driver License:	ST.

Owner Name:		Title:	Phone:
Home Address:		Mobile:	
E-mail:			
Date of Birth:	SSN:	Driver License:	ST.
<small>"Disclosure of owner's social security number is mandatory, as permitted under 42 uses section 405 (c)(2)(c)(i) of the privacy act"</small>			

<i>IN CASE OF EMERGENCY, PLEASE CONTACT:</i>		
Name:	Relationship:	Phone:
Address:		Mobile:

I declare under penalty of perjury that the information contained in this application is true and correct to the best of my knowledge and belief.

One Day
 Annual

Signature: _____ Date: _____

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Application must be approved by the following Departments prior to issuance of Business License.

___ Approve ___ Deny Remarks _____

Date: _____ Administrative Services _____

___ Approve ___ Deny Remarks _____

Date: _____ Parks & Recreation _____

___ Approve ___ Deny Remarks _____

Date: _____ City Manager's Office _____

Date Application was submitted: _____

Date Application was issued: _____