



**City of Rolling Hills Estates**

4045 Palos Verdes Drive North  
 Rolling Hills Estates, CA 90274  
 310-377-1577 • Fax 310-377-4468  
 www.RHE.city

This Application is for:

- New Business
- Renewal
- Change of Owner
- Change of Address

**Business License Application - Year 2017**

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

**Business Address:** \_\_\_\_\_  
Address Suite City State Zip

**Mailing Address:** \_\_\_\_\_  
 (If Different) Address Suite City State Zip

**Business Phone:** \_\_\_\_\_ **Business Fax:** \_\_\_\_\_

**Business Activity:** \_\_\_\_\_ **Email:** \_\_\_\_\_

Official Use Only	
License No.	_____
License Fee \$:	_____
Amt. Remitted:	_____
Check #	_____
AB 939 (3720) \$	_____
Date:	_____

**Ownership:**  Sole Proprietor  Partnership  LLC  Corporation  Non-Profit

**Federal ID No.** \_\_\_\_\_ **Social Security No.** \_\_\_\_\_ **Seller's Permit No.** \_\_\_\_\_

**State License (Contractor, Real Estate, etc): No.** \_\_\_\_\_ **Type:** \_\_\_\_\_ **Start Date In City** \_\_\_\_\_

**Owner or Principal Information**

**Name:** \_\_\_\_\_ **Title:** \_\_\_\_\_ **Phone(\_\_\_\_):** \_\_\_\_\_

**Home Address:** \_\_\_\_\_  
Address Suite City State Zip

**Name:** \_\_\_\_\_ **Title:** \_\_\_\_\_ **Phone(\_\_\_\_):** \_\_\_\_\_

**Home Address:** \_\_\_\_\_  
Address Suite City State Zip

I declare under penalty of making a false statement the information is true and correct to the best of my knowledge.

Signature \_\_\_\_\_

Print Name \_\_\_\_\_

Date \_\_\_\_\_

- All Licenses Expire on the Thirty-First of December, and license renewals are due by January 31 to avoid penalty.

SB 1186 "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](http://www.dgs.ca.gov/dsa/Home.aspx).  
 The Department of Rehabilitation at [www.rehab.cahwnet.gov](http://www.rehab.cahwnet.gov).  
 The California Commission on Disability Access at [www.cdda.ca.gov](http://www.cdda.ca.gov)."



Mailing Label

<b><u>I. Are You (fee is non-proratable)</u></b>		
<input type="checkbox"/>	<b>Contractor</b>	\$40.00 _____
<input type="checkbox"/>	<b>Delivery</b>	\$100.00 _____
<input type="checkbox"/>	<b>Gardener</b>	\$100.00 _____
<input type="checkbox"/>	<b>Horse Trainer Permit</b>	\$450.00 _____
<input type="checkbox"/>	<b>Maintenance</b>	\$100.00 _____
<input type="checkbox"/>	<b>Performing Arts Theatre</b>	\$25.00 _____
<input type="checkbox"/>	<b>Seasonal Business</b>	\$100.00 _____

<b>Penalty</b>	_____
<b>Subtotal</b>	_____
<b>New License \$20 or Renewal \$10</b>	_____
<b>SB 1186 State Mandated Fee</b>	<b>1.00</b>
<b>TOTAL</b>	_____

**II. Photography (fee is non-proratable)**

- |   |                             |
|---|-----------------------------|
| A. Motion Picture Location Shooting in Areas is \$500 per day       | Days _____ x \$500 = _____  |
| B. Shooting in Commercial Area or Public Property is \$1000 per day | Days _____ x \$1000 = _____ |
| C. Still Photography on City Property is \$200 per day              | Days _____ x \$200 = _____  |
| D. Still Photography on Other Properties is \$100 per day           | Days _____ x \$100 = _____  |

**Enter New License \$20 or Renewal \$10**

**TOTAL**

**III. All Other Businesses - Please Select Your Category and Complete the Form.**

Gross receipts shall be based upon the gross receipts for the Previous Calendar Year or Estimate if new

<input type="checkbox"/>	<b>Retail &amp; Restaurant</b>	Base fee \$25 _____ = _____	<u>Plus \$.25 per \$1,000 for all Gross Receipts in excess of \$25,000</u> = Total Receipts (a) _____ less \$25,000 = (b) _____ (b) _____ divided by 1,000 = (c) _____ times .25 = _____
	<b>Enter Additional</b> (if over \$25,000) = _____		
<input type="checkbox"/>	<b>Alarm Companies</b>	Base fee \$100 _____ = _____	<u>Plus \$3.00 per \$1,000 for all Gross Receipts</u> = Total Receipts (a) _____ divided by 1,000 = (b) _____ times 3
	<b>Enter Additional</b> = _____		
<input type="checkbox"/>	<b>Landfills</b>	Base fee \$150 _____ = _____	<u>Plus \$.50 per \$100 for all Gross Receipts in excess of \$30,000</u> = Total Receipts (a) _____ less \$30,000 = (b) _____ (b) _____ divided by 100 = (c) _____ times .50 = _____
	<b>Enter Additional</b> (if over \$30,000) = _____		
<input type="checkbox"/>	<b>Private School</b>	Base fee \$25 _____ = _____	<u>Plus \$.60 per \$1,000 for Tuition Revenue</u> = Revenue (a) _____ divided by 1,000 = (b) _____ times .60
	<b>Enter Additional</b> = _____		
<input type="checkbox"/>	<b>Realtor</b>	Base fee \$150 = _____ = _____	<u>Plus \$15 per Employee plus Owners</u> = No. of Employees _____ times 15
	<b>Enter Additional</b> = _____		
<input type="checkbox"/>	<b>Ready Mix Plants</b>	Base fee \$500 _____ = _____	<u>Plus \$2 per \$1,000 for all Gross Receipts in excess of \$250,000</u> = Total Receipts (a) _____ less \$250,000 = (b) _____ (b) _____ divided by 1,000 = (c) _____ times .25 = _____
	<b>Enter Additional</b> (if over \$250,000) = _____		
<input type="checkbox"/>	<b>Recreational Business</b>	Base fee \$25 _____ = _____	<u>Plus \$3.00 per \$1,000 for all Gross Receipts</u> = Total Receipts (a) _____ divided by 1,000 = (b) _____ times 3
	<b>Enter Additional</b> = _____		
<input type="checkbox"/>	<b>Commercial Property Rental</b>	Fee \$25 _____ = _____	<u>Plus \$4 per 1,000 ft<sup>2</sup> of all floor space in excess of 5,000 ft<sup>2</sup></u> = Floor Space (a) _____ less 5,000 = (b) _____ (b) _____ divided by 1,000 = (c) _____ times 4 = _____
	<b>Enter Additional</b> (if over 5,000 ft <sup>2</sup> ) = _____		
<input type="checkbox"/>	<b>Vending Machines</b>	Base fee \$75 _____ = _____	<u>Plus \$2 per \$1,000 for all Gross Receipts in excess of \$25,000</u> = Total Receipts (a) _____ less \$25,000 = (b) _____ (b) _____ divided by 1,000 = (c) _____ times 2 = _____
	<b>Enter Additional</b> (if over \$25,000) = _____		
<input type="checkbox"/>	<b>Wholesale</b>	Base fee \$25 _____ = _____	<u>Plus \$.15 per \$1,000 for all Gross Receipts in excess of \$25,000</u> = Total Receipts (a) _____ less \$25,000 = (b) _____ (b) _____ divided by 1,000 = (c) _____ times .15 = _____
	<b>Enter Additional</b> (if over \$25,000) = _____		
<input type="checkbox"/>	<b>Professional/Semi</b>	Base fee \$150 _____ = _____	<u>Plus \$15 per Employee plus Owners</u> = No. of Employees _____ times 15 (Include Owner, Partner, Family Members, etc.)
	<b>Enter Additional</b> = _____		
<input type="checkbox"/>	<b>Home Occupation</b>	Base fee \$25 _____ = _____	
	<b>Enter Additional</b> = _____		
<input type="checkbox"/>	<b>Other*</b>		*Amusement Games (game alley and/or device) add \$200 per game *Juke Box add \$25 for first machine & \$10 for each additional machine.
	<b>Total from Above=</b>		
	<b>**Prorated Total =</b>		(*if applicable 100%, 75% or 50% of box Total Above)
	<b>***Penalty =</b>		
	<b>Subtotal =</b>		

AB 939 (Subtotal x 10%) =		-Excluding Home Occ, Alarm Co or Vending Machines
SB 1186 State Mandated Fee	1.00	January 1, 2013, and continues until December 31, 2018
Enter New License \$20 or Renewal \$10 =		Required
<b>TOTAL</b>		(TOTAL=Subtotal + AB 939 + Permit + New or Renewal)

**\*\*Proration Schedule for New Business Starting after March 31 • April 1 to August 31 pay 75% • Sept 1 to Dec 31 pay 50%**  
**\*\*\*Late Fee/Penalties:** Add a penalty of 10% of the license tax on the last day of each month after the due date with a maximum annual penalty of 50% of the annual fee. Licenses are due and payable on the first day of doing business within the City for new businesses and **license renewals are due by January 31** each year to avoid penalty.