DEPARTMENT OF FINANCE
COUNTY OF MONO

P.O. BOX 495, BRIDGEPORT, CALIFORNIA 93517
(760) 932-5480 • FAX (760) 932-5481

Rosemary Glazier
Assistant Finance Director
Treasurer-Tax Collector

Dear Business License Applicant:

Enclosed please find the business license application you requested. When completing this application be sure to press firmly, as there are four copies to go through. Also pay particular attention to the **ADDRESS DATA**. The **physical address** and **parcel numbers** are needed in the top portion. If you are not the owner of the property and do not know the parcel number, please list the owner's name. The **mailing address** is needed in the lower portion of the application. Please be aware that the **"Doing Business As"** portion will appear on your license as your company title.

As of May 10, 2011 the Board of Supervisors passed Resolution #R11-30, Ordinance #99-92 increasing the initial business license fee. The processing fee is now **$97.00** for one or more business transactions in one location. Should you have several business transactions, but in different locations, you will need a **separate business license** for each location.

A **WORKER'S COMPENSATION DECLARATION** *MUST* be on file with your application. You *MUST* also complete the **HOME COMPLIANCE FORM**, whether you operate your business out of your home or not. If these forms are not enclosed, please contact this office and they will be forwarded to you.

A yearly renewal fee of **$22.00** was also reinstated in this resolution. Renewal notices are mailed and are required to be returned to this office by **August 31** of each year. It is your responsibility to be aware of when the renewal notices are sent, as non-receipt of renewal notice and renewal fee does not exempt you from the resulting cancellation of your business license. The business license fee covers **July 1st through June 30th** of each fiscal year.

If your business is a lodging facility, you are required per Mono County ordinance 3.28 to get a **TRANSIENT OCCUPANCY TAX CLEARANCE CERTIFICATE** to relieve you of any back transient occupancy taxes. To obtain a copy of the ordinance, please contact our office. *If your business is a lodging facility*, please *MAKE NOTE* of it on your application.

If you have any questions, please feel free to contact our office at (760) 932-5486 or send an email to rhansen@mono.ca.gov.

By: Ruth H. Hansen
Treasurer-Tax Collector's Office

FEE . . . . $_____
PENALTY (if any) _____
TOTAL TO REMIT $_____

LICENSE COLLECTOR
MONO COUNTY
COUNTY COURTHOUSE
P.O. BOX 495
BRIDGEPORT, CA 93517

APPLICATION FOR BUSINESS LICENSE

KIND OF BUSINESS _____ Business Tel. No. _____

ADDRESS OF BUSINESS _____
NUMBER STREET CITY ZIP

NEAREST CROSS STREET _____

FULL NAME OF APPLICANT _____ Tel. No. _____
(STATE WHETHER CORPORATION, PARTNERSHIP, INDIVIDUAL OR OTHER STATUS)

DOING BUSINESS AS _____ Parcel No. _____

IF A CORPORATION, EXACT CORPORATE NAME IS _____

Date of Incorporation _____ Incorporated in State of _____

NAMES OF OFFICERS	ADDRESS	TITLE

Underline Above Officer Authorized To Accept Service of Legal Process.

IF PARTNERSHIP, SHOW BELOW THE NAMES OF PARTNERS, ADDRESSES, & INTEREST HELD

NAMES OF PARTNERS	ADDRESSES	% INTEREST HELD

MAILING ADDRESS _____
STREET CITY ZIP

DATE BUSINESS STARTED _____

PREVIOUS OWNER'S NAME, (IF KNOWN) _____

THIS IS AN APPLICATION FOR: NEW LICENSE _____ RENEWAL _____

SELLER'S PERMIT # (IF REQUIRED) _____

APPLICANT MUST WITHIN FIVE DAYS THEREAFTER NOTIFY THIS OFFICE IN WRITING OF ANY CHANGE IN ANY FACTS REQUIRED BY THIS APPLICATION.

The information contained herein is true and correct to the best of my knowledge and belief. As a condition for the issuance of the license applied for, I agree; to submit any additional information that may be required; to conduct all phases of this business in accordance with regulations established for such business and to maintain all trucks or equipment that may be used in connection therewith, in conformance with all applicable laws, ordinances, and regulations.

Date _____ Applicant's Signature _____ Title _____

BELOW FOR OFFICE USE ONLY

Approved _____ By _____

Disapproved _____ Board of Supervisors _____ Assessor _____

Building _____ Planning _____ Health _____ Sheriff _____ Other _____

License No. _____ Date Issued _____ Bond _____ Ins. _____ Permit _____

Decal _____ Transient Occupancy Certificate No. _____

WORKERS' COMPENSATION DECLARATION

I hereby 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 carrier and policy number are:

Insurance 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 matter so as to become subject to the 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: _____ Date: _____

Address: _____

City/State/Zip: _____

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 for in Section 3706 of the Labor Code), interest, and attorney fees.

Mono County
Community Development Department

PO Box 347
Mammoth Lakes, CA 93546
760-924-1800, fax 924-1801
commdev@mono.ca.gov

Planning Division

PO Box 8
Bridgeport, CA 93517
760-932-5420, fax 932-5431
www.monocounty.ca.gov

HOME OCCUPATION ORDINANCE
STATEMENT OF COMPLIANCE

BUSINESS _____

APPLICANT/AGENT _____

ADDRESS _____ CITY/STATE/ZIP _____

TELEPHONE (_____) _____ ASSESSOR'S PARCEL # _____

I have read section 02.590 of the Mono County General Plan Land Use Element relating to the Home Occupation Ordinance shown below. I understand the restrictions placed upon home occupations and agree to comply with these restrictions.

I understand that violation of these provisions is grounds for revocation of the business license as provided in Chapter 5.24,020 of the Mono County Code.

_____ _____
Signature Date

Please return this form to: Mono County Tax Collector, PO Box 642, Bridgeport, CA 93517.

HOME OCCUPATIONS
SECTION 02.590
MONO COUNTY GENERAL PLAN LAND USE ELEMENT

"Home occupation" means any use which can be carried on within a dwelling by the inhabitants thereof and which is clearly incidental and secondary to the residential use of the dwelling, and which:

A. Is confined completely within the dwelling and ancillary structures, excepting two vehicles not to exceed one ton each;

B. Involves no sales of merchandise other than that produced on the premises or merchandise directly related to and incidental to the occupation; as long as no other violation of any other subsection occurs;

C. Is carried on by members of the family occupying the dwelling, with no other persons employed;

D. Produces no evidence of its existence in the external appearance of the dwelling or premises, or in the creating of noise, odors, smoke or other nuisances to a greater degree than that normal for the neighborhood (i.e., no delivery trucks);

E. Does not generate pedestrian or vehicular traffic beyond that normal in the neighborhood in which located;

F. Requires no structural, electrical or plumbing alterations in the dwelling;

G. Involves no equipment other than that customarily used in dwellings;

H. Involves no outdoor storage or advertising;

I. Modifications to the above requirements (employees, signage, exterior storage, client visits) may be permitted with an Expanded Home Occupation Permit; and

J. Expanded Home Occupation Permits require approval by the Planning Commission at a public hearing.

Mono County
Community Development Department

P.O. Box 347
Mammoth Lakes, CA 93546
(760) 924-1800, fax 924-1801
commdev@mono.ca.gov

Compliance Division

P.O. Box 8
Bridgeport, CA 93517
(760) 932-5424, fax 932-5431
ncriss@mono.ca.gov

To: Mono County Business License Applicants

From: Nick Criss, Compliance Specialist

Re: Review of Mono County Business License Applications for compliance with the Mono County General Plan Land Use Element

Dear Applicant:

Welcome to Mono County. The Compliance Division has prepared this fact sheet in order to assist applicants in compliance with the Mono County General Plan and to streamline the Planning Division's approval process for new business license applicants.

What is the Mono County General Plan Land Use Element?
Functioning as both a planning and zoning code, this document details the requirements for different land use designations located within Mono County. A copy of your submitted business license application is routed from the Mono County Treasurer/Tax Collector to the Compliance Division. Your proposed business license application is then reviewed by the Compliance Division for compliance with the land designation and specific requirements assigned to your parcel.

How do I find out what my land use designation is and what land use requirements pertain to my proposed business location?
Information regarding your zone designation and detailed land use requirements can be obtained by contacting the Community Development Department – Planning Division. The Planning Division has a north county office, located in the Courthouse Annex I in Bridgeport, 932-5400, and a south county office, located in the Minaret Village Mall in Mammoth Lakes, 924-1800.

The Community Development Department staff will gladly assist you regarding any questions you may have concerning your proposed business location and compliance with the land use regulations.

When I received my business license application, a "Statement of Compliance" Home Occupation Ordinance form was included. What is a "Home Occupation" and what is the purpose of this form?
A "home occupation" defined as any use that can be carried on ***within a dwelling*** by the inhabitants thereof and that is clearly ***incidental*** and ***secondary*** to the residential use of the dwelling and that:

A. Is ***confined completely within the dwelling*** and occupies not more than **25 *percent*** of the gross floor area of ***one floor thereof;***

B. Involves ***no sales of merchandise*** other than that produced on the premises or merchandise directly related to and incidental to the occupation; as long as ***no other violation*** of any other subsection occurs;

C. Is carried on by ***members of the family*** occupying the dwelling, with ***no other persons*** employed;

D. Produces ***no evidence*** of its existence in the ***external appearance*** of the dwelling or premises, or in the creating of noise, odors, smoke or other nuisances to a greater degree than normal for the neighborhood (i.e., no delivery trucks);

E. Does not ***generate*** pedestrian or vehicular traffic ***beyond that normal*** in the neighborhood in which located;

F. Requires ***no structural, electrical or plumbing alterations*** in the dwelling;

G. Involves no ***equipment*** other than that customarily ***used in dwellings***;
H. Involves no ***outdoor storage*** or ***advertising.***

Because "Home Occupations" are typically located in residential neighborhoods, a Statement of Compliance, signed by the owner who agrees to comply with the specific conditions A through H, is kept on file with the Compliance Division.

What other information is required in the processing of my business license **application?**
The Assessor's Parcel Number, the APN, is a critical component in the processing and approval of your license application. If your business is located in Mono County, the Assessor's Parcel Number *must be provided* on your completed application. Failure to provide the APN may result in a delay of processing or denial of your application. This parcel number is a critical component regarding the processing and approval of your license application.

Do I need to file a Fictitious Business Name Statement?
If your business name differs from your own name, you may file a DBA ("Doing Business As"). After processing by Mono County, a DBA must be published in a newspaper and filed at the bank that will handle your business account. A DBA is valid for five years. County office in both Bridgeport and Mammoth Lakes process DBAs.

What if my proposed business is not located in Mono County and I periodically provide services in the County?
Depending on the nature and circumstances of the business, your business license application will be reviewed for compliance with Mono County Code regulations; restrictions of the Mono County General Plan Land Use Element may not apply.

What is the best time to check on the land use requirements for my proposed business operation?
As soon as possible. The Mono County Code requires "all persons seeking to do business in Mono County must comply with all requirements of law relevant to their business before applying for a license."

Thank you for taking the time to familiarize yourself with the Mono County land use requirements, and best of luck with your business venture!

HELPFUL TELEPHONE NUMBERS (all numbers have area code 760)

1. Caltrans (state highway encroachment permits): 872-0674
2. Mono County Offices
   - Assessor: 932-5510
   - Building Division (building permits): 932-5432 or 924-1800
   - Clerk/Recorder (DBAs): 932-5535 or 924-1800
   - Environmental Health: 924-1800 or 932-5580
   - Public Works (grading and encroachment permits, solid waste, streets): 932-5400
   - Sheriff: 932-7549
   - Treasurer/Tax Collector: 932-5480

Chapter 5.16

LICENSING REQUIREMENTS

Sections:

5.16.010	**License—Required.**
5.16.020	**License fee—Payment—Delinquency penalty.**
5.16.025	**License—Fees.**
5.16.030	**Violation action.**
5.16.040	**License—Posting required.**
5.16.050	**License—Transferability.**
5.16.060	**Encroachment permit provisions.**
5.16.070	**License—Issuance refusal when.**

5.16.010 License—Required.

Every person engaged in carrying on, pursuing or transacting within the county any occupation, business or calling must, before opening or commencing such business, procure a business license and pay a license fee therefor. The license fee must be reissued annually, at which times a license renewal fee shall be paid. Separate licenses must be procured and separate license fees and license renewal fees paid for each branch establishment or separate business located in the county. (Ord. 99-12 § 1, 1999: Ord. 94-01 § 2, 1994: Ord. 83-348-B § 1, 1983: Ord. 348 § 8, 1964.)

5.16.020 License fee—Payment—Delinquency penalty.

All license fees are due and payable in advance. If a license is not procured and the license fee paid on or before the fifth day of the second month of the term for which such license may be issued, the same shall become delinquent and fifty percent shall be added thereto, and immediately become due and payable as a penalty, and shall be collected by the license collector before a license is issued. (Ord. 348 § 9, 1964.)

5.16.025 License—Fees.

License fees and license renewal fees charged and collected pursuant to this chapter shall be set by resolution of the board of supervisors, in amounts not to exceed the county's cost of administering Chapter 5.04 through 5.28 of the Mono County Code. (Ord. 99-12 § 2, 1999: Ord. 83-348-B § 2, 1983.)

5.16.030 Violation action.

Any person required to obtain a license under the provisions of Chapters 5.04 — 5.28 who fails, neglects or refuses to obtain such license, or who carries on or attempts to carry on any business specified in Chapters 5.04 — 5.28 without such license, or who attempts to carry on such business when his license is under suspension or revocation, may be sued in the name of the county as plaintiff for the recovery of such license fee, or if the board of supervisors so orders, the license collector shall, upon a violation of the provisions of Chapters 5.04 — 5.28, close or suspend any business operation and shall be entitled to the services of the sheriff of Mono County for the physical enforcement of the order. (Ord. 348 § 10, 1964.)

5.16.040 License—Posting required.

Every person receiving a license under Chapters 5.04 — 5.28 shall post the same in a conspicuous place in his or its place of business. All peddlers and other persons who have no fixed place of business must produce and show their licenses, whenever required, to any person who may demand to see the same. (Ord. 348 § 11, 1964.)

5.16.050 License—Transferability.

No license issued pursuant to the provisions of Chapters 5.04 — 5.28 shall be assignable or transferable or shall authorize any person other than the person therein named to transact or carry on such business or authorize any other business than the business therein named to be continued or transacted thereunder, or at any place other than the place therein named.

When a licensee who conducts a business from a fixed place of business in the county makes a bona fide sale of the business, the license is not transferable and shall expire without refund to the licensee. (Ord. 348 § 15, 1964.)

5.16.060 Encroachment permit provisions.

Every person who engages in any business, occupation or service wherein as a condition precedent thereto an encroachment permit or other permit is required by the Division of Highways of the state shall pay a license fee of twenty-five dollars and shall show the tentative application or request for the permit at the time of issuance of the license. The county business license shall be for the identical term of any permit issued as set forth in the application or request so shown, but in no event longer than one year. (Ord. 348-C §§ 1, 2, 1968: Ord. 348 § 51.5, 1964.)

5.16.070 License—Issuance refusal when.

The tax collector may refuse to issue any license for failure to pay current county personal property taxes when due on personal property held in connection with the business licensed hereunder. (Ord. 348 § 53, 1964.)

3.28.310 **Change of ownership---Tax clearance certificate.**

A. Pursuant to Revenue and Taxation Code Section 7283.5, and as that section may from time to time be amended, a purchaser, transferee, or other person attempting to obtain ownership of a transient occupancy facility, may request in writing from the tax collector the issuance of a tax clearance certificate stating the amount of tax and any accrued penalties and interest due and owing, if any.

B. The tax collector shall, within ninety days of the receipt of the written request for a tax clearance certificate issue the tax clearance certificate, or may conduct an audit of the subject transient occupancy facility. Any such audit must be completed within 90 days after the date the records of the subject transient occupancy facility have been made available to the tax collector and a tax clearance certificate issued within thirty days of the completion of the audit.

C. If following an audit the tax collector determines that the current operator's records are insufficient to assess the amount of tax due and owing, the tax collector shall, within thirty days of making that determination, notify the prospective purchaser, transferee or other person that a tax clearance certificate will not be issued.

D. If the tax collector does not comply with the request for a tax clearance certificate, the purchaser, transferee or other person that obtains ownership of the transient occupancy facility shall not be liable for any transient occupancy tax obligation incurred prior to the date of the purchase or transfer of the property.

E. The tax clearance certificate shall state the following:

1. The amount of tax, interest and penalties then due and owing;

2. The period of time for which the tax clearance certificate is valid; and

3. That the purchaser, transferee, or other person may rely upon the tax clearance certificate as conclusive evidence of the tax liability associated with the property as of the date specified on the certificate.

F. Any purchaser, transferee, or other person who does not obtain a tax clearance certificate under this section, or who obtains a tax clearance certificate that indicates that tax is due and owing and fails to withhold, for the benefit of the county, sufficient funds in the escrow account for the purchase of the property to satisfy the transient tax liability, shall be held liable for the amount of tax due and owing.