



BUSINESS LICENSE APPLICATION

CITY OF MANTECA, 1001 W. CENTER ST., MANTECA, CA 95337

Phone (209) 456-8730 • Fax (209) 923-8930 • www.ci.manteca.ca.us • bus-license@ci.manteca.ca.us

2022

Please check all that apply: ☐ New Business ☐ Change of Owner ☐ Change of Address ☐ Renewal

☐ Home **Based Business** (please include a Home Occupation Permit with License Application)

☐ **Commercial Based Business** ☐ **Temporary Use Based Business** ☐ **Out of Town Business**

Description of Business: _____

Business Name: _____ Date Opening: _____

Business Address: _____ City/State/Zip: _____/_____/_____

Mailing Address: _____ City/State/Zip: _____/_____/_____

Business Telephone: _____ E-mail Address: _____

Annual Gross Receipts from today through June 30, 2022:\$ _____ **Number of Employees:** _____

Type of Ownership (Check one of the following)

☐ Sole Proprietorship ☐ Partner ☐ Corporation ☐ LLC

Owner Name: _____ Driver's License Number: _____

Address: _____ City/State/Zip: _____/_____/_____

Telephone: _____ E-Mail: _____

Federal I.D. or Social Security No: _____ State Sales Tax No./Seller's Permit _____

Contractor, License No: _____ Exp.Date: _____

If a corporation please attach or list below all corporate officers

Officer's Name: _____ **Title:** _____

Home Address: _____ City/State/Zip: _____/_____/_____

Telephone : _____ E-Mail: _____

Officer's Name: _____ **Title:** _____

Home Address: _____ City/State/Zip: _____/_____/_____

Telephone : _____ E-Mail: _____

Does the business have any "adult business establishment" oriented retail or activities? ☐ Yes ☐ No

If yes, please provide an 8 ½" x 11" floor plan of business outlining all areas of use and dimensions.

Does the business have any Retail Sales? ☐ Yes ☐ No

If yes, please provide an 8 ½" x 11" floor plan of business outlining all areas of use and dimensions.

**2022****BUSINESS LICENSE APPLICATION PACKET**

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The following sections of the Manteca Municipal Code outlines enforcement, state licenses required, and unlawful business not authorized:

5.04.210 Enforcement.

A. It shall be the duty of the finance director and his or her qualified deputies, and they are directed, to enforce each of the provisions of this chapter, and the police chief shall render such assistance in the enforcement of this title as may from time to time be required by the finance director or the city council.

B. The finance director, in the exercise of the duties imposed upon him under this title, and acting through his or her deputies or duly authorized assistants, shall examine all places of business in the city to ascertain whether or not the provisions of this chapter have been complied with.

C. The finance director and each and all of his or her assistants and deputies, and any police officer shall have the power and authority to enter, free of charge, and at any reasonable time, any place of business required to be licensed under this chapter and to demand that its license be exhibited. Any person having any such license theretofore issued in his or her possession or under his or her control who fails to exhibit the same on demand, shall be guilty of an infraction and subject to the penalties provided for by the provisions of this chapter. It shall be the duty of the finance director and each of his or her assistants, and deputies and all police officers to cause a complaint to be filed against any and all persons found to be violating any of such provisions.

D. For the purpose of enforcing the provisions of this title the finance director may, with the prior consent of the city council, deputize a qualified accountant to examine the necessary books and records of any person doing business in the city for the purpose of determining the correctness of the statement filed with the finance director, or which the license fee for such business is based. Any failure on the part of any person licensed under this title to exhibit his or her books and records of the accountant so deputized shall constitute a misdemeanor punishable as in this chapter provided. (Ord. 1093 § 5, 1998; Ord. 892 § 18, 1990: prior code § 11-21)

5.04.230 State license required.

No license shall be issued covering any business, profession or operation for which a permit or license is required by the state unless the applicant shall exhibit such license or permit to the finance director. (Ord. 892 § 20, 1990: prior code § 11-23)

5.04.240 Unlawful business not authorized.

No license shall be issued under this chapter for an activity that is illegal or unlawful under local, state or federal law.

No license issued under this chapter shall be construed as authorizing the conduct of or continuance of any illegal or unlawful business.

Senate Bill 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
- The Department of Rehabilitation at www.rehab.cahwnet.gov
- The California Commission on Disability Access at www.cdda.ca.gov

AB3200

Pursuant to AB3200, the City strongly encourages the applicant for this business license to obtain a consultation by a Certified Access Specialist (CASP) prior to engaging in business on the premises in order for the property to be in compliance with disability access laws. It is also strongly advised that the applicant obtain an inspection by a CASP after beginning to engage in business on the premises in order to benefit from legal protections afforded business and property owners under the Construction-Related Accessibility Act (Part 2.52 (commencing with Section 55.51) of Division 1 of the Civil Code).

(Ord. 1404 § 1, 2008: prior code § 11-24)



(Initial) I understand this license does not authorize the opening of a business without a Certificate of Occupancy and if applicable the proper permits. (Please see the Community Development Department with Questions)

I, owner, hereby certify that all statements on this application are true and complete to the best of my knowledge. I understand that any false statements or omissions may subject me to disqualification of this application. I have read, understand and agree to comply with the City of Manteca Municipal Code.

Signature of Owner:_____ **Date:**_____