



CITY OF IMPERIAL
Finance Department
420 South Imperial Avenue
Imperial, CA 92251
Phone (760) 355-3050
Fax (760) 355-4718
dquintana@cityofimperial.org

BUSINESS LICENSE APPLICATION INSTRUCTION FOR MARKET DAYS MERCHANTS

1. All vendors shall provide and maintain during the term of this agreement a combined single limit comprehensive public liability and products liability policy with liability limits in the sum of one million dollars (\$1,000,000.00) The policy be endorsed to provide the following: (1) the policy shall operate as primary insurance: (2) subrogation shall be waived against the additional insured.
2. If you are applying for a Business License, please complete the attached Business License application. *DO NOT LEAVE ANY BLANKS.*
3. 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.”
4. Business License SEMI-ANNUAL FEE **\$35.00** for 4 months (October 19, 2019, December 14, 2019, February 15, 2020, April 18, 2020 Plus item #7)
5. 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 Board of Equalization at (800) 400-7115. You may also contact the local office of the Board of Equalization, 1550 West Main Street, El Centro, CA 92243 or (760) 352-3431.
6. Merchant booth may require an inspection clearance from the Imperial County Fire Department upon notification.
7. On January 1, 2018 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.

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 Finance Department.



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MARKET DAYS BUSINESS LICENSE APPLICATION

Business Name: _____

Business Address (location): **IMPERIAL AVE, IMPERIAL, CA 92251**

Mailing Address: _____

E-mail: _____ **Business Phone:** _____ Business Fax: _____

Business Description: _____

Ownership: Single Ownership Corporation Partnership Business Since _____

Seller's Permit No _____ **Federal Tax I.D./Social Security No.** _____

(A copy must be attached to application indicating Imperial location.)

ENTER BELOW THE NAMES OF OWNERS, PARTNERS, OR CORPORATE OFFICERS

Owner Name: _____ **Title:** _____ **Phone:** _____

Home Address: _____ **Mobile:** _____

E-mail: _____

Date of Birth: _____ **Social Security:** _____ **Drivers Lic:** _____ **ST.** _____

Owner Name: _____ **Title:** _____ **Phone:** _____

Home Address: _____ **Mobile:** _____

E-mail: _____

Date of Birth: _____ **Social Security:** _____ **Drivers Lic:** _____ **ST.** _____

"Disclosure of owner's social security number is mandatory, as permitted under 42 USCS section 405 (c)(2)(c)(i) of the privacy act"

IN CASE OF EMERGENCY, PLEASE CONTACT:

Name: _____ **Relationship:** _____ **Phone:** _____

Address: _____ **Mobile:** _____

APPLICANTS FOR HOME OCCUPATIONS MUST COMPLETE THE FOLLOWING: HOME OCCUPATIONS MUST CONFORM WITH THE RULES AND REGULATIONS OF SECTION 24.11.200 OF THE CITY OF IMPERIAL ZONING CODE. A HOME OCCUPATION IS A BUSINESS ACTIVITY CONDUCTED AS AN ACCESSORY USE IN A RESIDENTIAL DWELLING FOR THE PURPOSE OF PROFIT.

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.

Signature: _____ **Date:** _____

Application must be approved by the following Department's prior to issuance of Business License.

Approve Deny Remarks _____

Date: _____ **Finance Director** _____

Approve Deny Remarks _____

Date: _____ **Community Services** _____

Approve Deny Remarks _____

Date: _____ **City Manager** _____

Date Application was submitted: _____

Date Application was issued: _____