



**City of  
Santa Monica**

Revenue Division  
PO Box 2200  
Santa Monica, CA 90407-2200

**BUSINESS LICENSE APPLICATION  
EVENT PLANNER/PROMOTER**

P: 310-458-8745 • F: 310-451-3283  
E: [business.license@santamonica.gov](mailto:business.license@santamonica.gov)  
W: [santamonica.gov/businesslicense](http://santamonica.gov/businesslicense)

Notice #: \_\_\_\_\_

**OFFICIAL USE ONLY**

BL #: \_\_\_\_\_

Fees Paid: \$ \_\_\_\_\_  
Paid By:  
 Ca.  Ck # \_\_\_\_\_  AMEX  
 Visa  Disc.  MC  Web

Date Paid: \_\_\_\_\_

Processed by: \_\_\_\_\_

Complete this application if you are an event planner or promoter of any recreation, entertainment, cultural or educational event or exhibition which will be conducted for a limited period of time.

**BUSINESS ENTITY INFORMATION (ALL FIELDS REQUIRED)**

1	DBA (if applicable): _____				
2	Legal Business Name: _____				
3	Business Physical Address: Number Street Unit/Suite # City State Zip				
4	Business Mailing Address: <input type="checkbox"/> Same as Physical Address Number Street Unit/Suite # City State Zip				
5	Business Phone: _____		Alternate Phone: _____ <input type="checkbox"/> Fax <input type="checkbox"/> Mobile <input type="checkbox"/> Other		
6	Date business began or will begin within the City of Santa Monica?		Month	Day	Year
Is this business a non-profit or exempt entity? <input type="checkbox"/> Yes <input type="checkbox"/> No					If yes, please provide documentation with your application
7	Business Type: <input type="checkbox"/> Sole Proprietor <input type="checkbox"/> Partnership <input type="checkbox"/> Trust <input type="checkbox"/> LLC <input type="checkbox"/> Corporation			Corporation/LLP/LLC Entity #: _____	
8	Email: _____			Website: _____	
9	NAIC Code (if known): _____		Resale Number (if applicable): _____		Federal Employer ID #: _____
10	Does this business sell tobacco products? <input type="checkbox"/> Yes <input type="checkbox"/> No		If selling goods, what type of sales? <input type="checkbox"/> Retail <input type="checkbox"/> Wholesale <input type="checkbox"/> Both <input type="checkbox"/> N/A		

**EVENT DETAILS (ALL FIELDS REQUIRED)**

11	Name of Event: _____		Number of Event Days: _____		Event Dates: _____
Location of Event: _____			Type of Event: _____		
Has a community event permit been issued for this event? <input type="checkbox"/> Yes <input type="checkbox"/> No					
For more details on community events see the <a href="#">Community and Cultural Services Department</a> webpage.					

**OWNER/OFFICER INFORMATION (ALL FIELDS REQUIRED)**

12	First Name: _____		Last Name: _____			
Title: <input type="checkbox"/> Sole Proprietor <input type="checkbox"/> Partner <input type="checkbox"/> President <input type="checkbox"/> Managing Member <input type="checkbox"/> Trustee <input type="checkbox"/> Other: _____						
Residential Address: _____ Number Street Unit/Suite # City State Zip						
Email: _____		Date of Birth: _____	Driver's License or Gov't Issued ID: _____	Phone: _____		

**ADDITIONAL OWNER/OFFICER INFORMATION (IF APPLICABLE)**

13	First Name: _____		Last Name: _____			
Title: <input type="checkbox"/> Sole Proprietor <input type="checkbox"/> Partner <input type="checkbox"/> President <input type="checkbox"/> Managing Member <input type="checkbox"/> Trustee <input type="checkbox"/> Other: _____						
Residential Address: _____ Number Street Unit/Suite # City State Zip						
Email: _____		Date of Birth: _____	Driver's License or Gov't Issued ID: _____	Phone: _____		

Complete next page



SANTA MONICA BUSINESS LICENSE APPLICATION—EVENT PLANNER/PROMOTER

**VENDORS**

List below the business information for the vendors that will be operating during the event. Attach additional sheets if necessary.

14	<b>Vendor Name</b>	<b>Contact Email</b>	<b>Contact Phone #</b>	<b>Santa Monica Business License #</b>

**SERVICE PROVIDERS**

**Please Note:** all event service providers need a current Santa Monica Business License.

List below the business information for the service providers that will be operating during the event. Attach additional sheets if necessary.

15	<b>Service Provider Name</b>	<b>Contact Email</b>	<b>Contact Phone</b>	<b>Santa Monica Business License #</b>

16 Number of personnel working 4 hours or more per week at this site? \_\_\_\_\_

17  Check here if you do not wish your business' information posted on the City of Santa Monica's website.

**DECLARATION AND SIGNATURE (ALL FIELDS REQUIRED)**

I declare, under penalty of making a false declaration, that I am authorized to complete this form, and to the best of my knowledge and belief it is a true, correct and complete statement, made in good faith. I understand and agree that the granting of this license requires my compliance with all applicable Santa Monica Municipal Code provisions, state and federal laws and all conditions set forth above. I also understand and I am familiar with such local, state and federal laws and the conditions set forth above may result in revocation of this license.

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

**FEES DUE**

**RETURN ENTIRE APPLICATION PACKET WITH PAYMENT TO ABOVE ADDRESS • MAKE CHECK PAYABLE TO THE CITY OF SANTA MONICA**  
*Acceptance of payment does not constitute approval of business license. Authorization to conduct business is not granted until license is issued.*

**NOTE:** On 9/19/12, Governor Brown signed into law Senate Bill 1186 which adds a state fee of \$1 on any applicant for a local business license, similar instrument or permit, or renewal. On 10/11/17, Governor Brown signed into law Assembly Bill 1379, which increases the fee to \$4 for six years from 1/1/18 through 12/31/23. The purpose of this fee is to increase disability access and compliance with construction-related accessibility requirements and to develop education resources for business in order to facilitate compliance with federal and state disability laws, as specified under federal law. Compliance with disability access 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 obligation to comply with the disability access laws at the following agencies:

The Division of the State Architect at [www.dgs.ca.gov/das/home.aspx](http://www.dgs.ca.gov/das/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)

LICENSE FEES DUE		OFFICIAL USE ONLY
<b>Please Note: Fee payments are non-refundable</b>		
Business License Tax	\$ 150.00/a day	\$
State Mandated Fee	\$ 4.00	\$
Police/Other Permit	\$	\$
Additional Fees	\$	\$
Late Penalty	\$	\$
Total Due	\$	\$
Amount Paid	\$	\$
Fees Due	\$	\$

*Thank you for doing business in the City of Santa Monica!*



## NOTICE TO APPLICANTS FOR BUSINESS LICENSES AND COMMERCIAL BUILDING PERMITS

### DISABILITY ACCESS REQUIREMENTS AND RESOURCES

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:

DEPARTMENT OF  
GENERA SERVICES,  
Division of the State Architect,  
CASp Program

[www.dgs.ca.gov/dsa](http://www.dgs.ca.gov/dsa)

[www.dgs.ca.gov/casp](http://www.dgs.ca.gov/casp)

DEPARTMENT OF  
REHABILITATION  
Disability Access Services

[www.dor.ca.gov](http://www.dor.ca.gov)

[www.rehab.cahwnet.gov/](http://www.rehab.cahwnet.gov/)

[disabilityaccessinfo](http://www.rehab.cahwnet.gov/disabilityaccessinfo)

DEPARTMENT OF  
GENERA SERVICES, California  
Commission on Disability  
Access

[www.cdda.ca.gov](http://www.cdda.ca.gov)

[www.cdda.ca.gov/resources-  
menu/](http://www.cdda.ca.gov/resources-menu/)

### CERTIFIED ACCESS SPECIALIST INSPECTION SERVICES

Compliance with state and federal construction-related accessibility standards ensures that public places are accessible and available to individuals with disabilities. Whether your business is moving into a newly constructed facility or you are planning an alteration to your current facility, by engaging the services of a Certified Access Specialist (CASp) early in this process you will benefit from the advantages of compliance and under the Construction-Related Accessibility Standards Compliance Act (CRASCA, Civil Code 55.51-55.545), also benefit from legal protections.

Although your new facility may have already been permitted and approved by the building department, it is important to obtain CASp inspection services after your move-in because unintended access barriers and violations can be created, for example, placing your furniture and equipment in areas required to be maintained clear of obstructions. For planned alterations, a CASp can provide plan review of your improvement plans and an access compliance evaluation of the public accommodation areas of your facility that may not be part of the alteration.

A CASp is a professional who has been certified by the State of California to have specialized knowledge regarding the applicability of accessibility standards. CASp inspection reports prepared according to CRASCA entitle business and facility owners to specific legal benefits, in the event that a construction-related accessibility claim is filed against them.

To find a CASp, visit [www.apps2.dgs.ca.gov/DSA/casp/casp\\_certified\\_list.aspx](http://www.apps2.dgs.ca.gov/DSA/casp/casp_certified_list.aspx).

<CONTINUED ON REVERSE>

## **GOVERNMENT TAX CREDITS, TAX DEDUCTIONS AND FINANCING**

State and federal programs below are available to assist businesses with access compliance and access expenditures:

### **Disabled Access Credit for Eligible Small Businesses**

**FEDERAL TAX CREDIT**—Internal Revenue Code Section 44 provides a federal tax credit for small businesses that incur expenditures for the purpose of providing access to persons with disabilities. For more information, refer to Internal Revenue Service (IRS) Form 8826: Disabled Access Credit at [www.irs.gov](http://www.irs.gov).

**STATE TAX CREDIT**—Revenue and Taxation Code Sections 17053.42 and 23642 provide a state tax credit similar to the federal Disabled Access Credit, with exceptions. For more information, refer to Franchise Tax Board (FTB) Form 3548: Disabled Access Credit for Eligible Small Businesses at [www.ftb.ca.gov](http://www.ftb.ca.gov).

### **Architectural and Transportation Barrier Removal Deduction**

**FEDERAL TAX DEDUCTION**—Internal Revenue Code Section 190 allows businesses of all sizes to claim an annual deduction for qualified expenses incurred to remove physical, structural and transportation barriers for persons with disabilities. For more information, refer to IRS Publication 535: Business Expenses at [www.irs.gov](http://www.irs.gov).

### **California Capital Access Financing Program**

**STATE FINANCE OPTION**—The California Capital Access Program (CalCAP) Americans with Disabilities Act (CalCAP/ADA) financing program assists small businesses with financing the costs to alter or retrofit existing small business facilities to comply with the requirements of the federal ADA. Learn more at [www.treasurer.ca.gov/cpcfca/calcap/](http://www.treasurer.ca.gov/cpcfca/calcap/).

## **FEDERAL AND STATE LEGAL REQUIREMENTS ON ACCESSIBILITY FOR INDIVIDUALS WITH DISABILITIES**

**AMERICANS WITH DISABILITIES ACT OF 1990 (ADA)** —The ADA is a federal civil rights law that prohibits discrimination against individuals with disabilities and requires all public accommodations and commercial facilities to be accessible to individuals with disabilities. Learn more at [www.ada.gov](http://www.ada.gov).

**CALIFORNIA BUILDING CODE (CBC)**—The CBC contains the construction-related accessibility provisions that are the standards for compliant construction. A facility's compliance is based on the version of the CBC in place at the time of construction or alteration. Learn more at [www.bsc.ca.gov](http://www.bsc.ca.gov).