

BUSINESS LICENSE APPLICATION OUT OF CITY LOCATION

Notice #:	
Official Use Only	
BL #:	
Fees Paid: \$	_____
Paid By:	<input type="checkbox"/> Ca. <input type="checkbox"/> Ck # _____ <input type="checkbox"/> AMEX <input type="checkbox"/> Visa <input type="checkbox"/> Disc. <input type="checkbox"/> MC <input type="checkbox"/> Web
Date Paid:	_____
Processed by:	_____

Santa Monica Business License Period—July 1 through June 30

There is no proration for a business license issued after the start of a licensing period. A daily license will expire at midnight on the day it was issued (*Special Event Promoters only*). A standard business license will expire on the next June 30th after it was issued. (SMMC 6.04.120 and 6.04.110)

Complete this application if your business is operated from a location outside of the City of Santa Monica.

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			CA Entity ID #:	
8	Email:		Website:		
9	Please describe in detail your business activity conducted within the City of Santa Monica:				

10	NAIC Code (if known):	Resale Number (if applicable):	Federal Employer ID #:
11	State License # (if applicable):	License Type:	Exp. Date:
12	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

OWNER/OFFICER INFORMATION (ALL FIELDS REQUIRED)

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:				Phone:
	Number	Street	Unit/Suite #	City	State Zip
	Email:		DOB:	Driver's License or Gov't Issued ID	SSN:

ADDITIONAL OWNER/OFFICER INFORMATION (IF APPLICABLE)

14	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:				Phone:
	Number	Street	Unit/Suite #	City	State Zip
	Email:		DOB:	Driver's License or Gov't Issued ID	SSN:

SANTA MONICA BUSINESS LICENSE APPLICATION—OUT OF CITY

Complete next page



AUTHORIZED REPRESENTATIVE CONTACT INFORMATION

15	<input type="checkbox"/> Same as owner	First Name:	Last Name:	Title:	
		Contact Phone:	Email:		

BUSINESS ACTIVITY INFORMATION (REQUIRED)

16 Please designate the type of business you are or intend to engage in at the address in line 3:

<input type="checkbox"/> Agent/Broker (Commodities, Real Estate, Etc.) <input type="checkbox"/> Auto Dealership <input type="checkbox"/> Building Contractor (Specialty: _____) <input type="checkbox"/> Corporate or Administrative Headquarters <input type="checkbox"/> Delivery or Pickup — complete the delivery application	<input type="checkbox"/> Professions (Lawyer, Doctor, Etc.) <input type="checkbox"/> Rental of Property (Commercial or Residential) — submit the Lessor Supplemental Form with this application <input type="checkbox"/> Retail/Wholesale/Manufacturing <input type="checkbox"/> Service <input type="checkbox"/> Other (specify): _____
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17 Number of personnel working 4 hours or more per week at this site? _____

18 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.

<p>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:</p> <p>The Division of the State Architect at www.dgs.ca.gov/das/home.aspx The Department of Rehabilitation at www.rehab.cahwnet.gov The California Commission on Disability Access at www.cdda.ca.gov</p>	LICENSE FEES DUE		OFFICIAL USE ONLY
	Please Note: Fee payments are non-refundable		
	Business License Tax	\$ 75.00	\$
	State Mandated Fee	\$ 4.00	\$
	Police/Other Permit	\$	\$
	Fingerprinting	\$	\$
	Late Penalty	\$	\$
	Additional Fees	\$	\$
	Total Due	\$	\$
	Amount Paid	\$	\$
Fees Due	\$	\$	

SANTA MONICA BUSINESS LICENSE APPLICATION — OUT OF CITY

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
GENERSERVICES,
Division of the State Architect,
CASp Program

www.dgs.ca.gov/dsa

www.dgs.ca.gov/casp

DEPARTMENT OF
REHABILITATION
Disability Access Services

www.dor.ca.gov

www.rehab.cahwnet.gov/

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

DEPARTMENT OF
GENERSERVICES, California
Commission on Disability
Access

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.

<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.

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.

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.

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/.

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.

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.

SANTA MONICA BUSINESS LICENSE VEHICLES FOR HIRE SUPPLEMENTAL FORM

OFFICIAL USE ONLY

BL # _____

Date: _____

Inspector approval: _____

Decal # _____

When applying for or renewing your Business License online, please upload this document.

BUSINESS ENTITY INFORMATION

Legal Business Name/DBA: _____

Vehicle Storage Location:

(When not in use) _____
Number Street Unit/Suite # City State Zip

Provide a detailed description of the business operations and revenue sources other than the transportation of passengers.

Provide the nature of driver relationship? Are the drivers employees or independent contractors?

Independent Contractors
 Employees
 Both

VEHICLE INFORMATION *(attach separate list for additional vehicles)*

1st Vehicle Identification:

_____ _____ _____ _____
Make Model Year Serial Number

How many passengers will the vehicle safely carry? _____

Color of vehicle: _____

Please list below any other jurisdictions in which the vehicle is permitted to operate:

2nd Vehicle Identification:

_____ _____ _____ _____
Make Model Year Serial Number

How many passengers will the vehicle safely carry? _____

Color of vehicle: _____

Please list below any other jurisdictions in which the vehicle is permitted to operate:

Required Supplemental Applicable Documents

Please **provide a copy** of the following applicable documents:

Map of in-city routes
 List of passenger fees
 Proof of insurance

ACKNOWLEDGEMENT & CONFIRMATION

I certify that it is my intention to have the vehicle identified in this application operate as a vehicle in the City of Santa Monica; I have ensured that the vehicle meets the requirements outlined in Chapter 6.50 of the Santa Monica Municipal Code and the Santa Monica Vehicle Rules, and I will ensure that the vehicle continues to comply with all applicable regulations.

_____ _____ _____
Signature Title Date

OFFICE USE ONLY

Inspection Date: _____

Inspector Initials: _____

Pass Fail

Decal # _____

Vehicle # _____

Re-inspection Date: _____

Notes: _____

[Article 6 BUSINESS, PROFESSIONS AND TRADES](#)

Chapter 6.48 VEHICLES FOR HIRE

Note

* Prior history: Prior code Sections 6400 through 6411 and Ord. No. 1143CCS, adopted 1/8/80; Ord. No. 1813CCS § 5, adopted 9/12/95; Ord. No. 1844CCS § 1, adopted 2/27/96; Ord. No. 1851 §§ 24 and 25, adopted 5/28/96; Ord. No. 2006CCS §§ 1—3, adopted 4/24/01; Ord. No. 2126CCS §§ 5—11, adopted 6/15/04.

6.48.010 Definitions.

As used in this Chapter, the phrase “vehicle for hire” includes taxicabs, charterparty carriers of passengers other than limousines as defined in the [Public Utilities Code](#), and every automobile or motor-propelled vehicle used for transportation of passengers within and without the boundaries of the City not over a defined route, at rates per person, per mile, per trip, per hour, per day, per week or per month. For the purpose of this Chapter, any person that provides transportation of passengers free of charge to the passenger, with compensation earned through other means such as the sale of advertisements on the vehicles, is a vehicle for hire. Vehicles leased or rented for a period of time to be driven by the lessee or designee and not used for the transportation of passengers are not included. Vehicles for hire providing service only within the boundaries of the City of Santa Monica and not otherwise subject to regulation or licensing by the California Public Utilities Commission shall be referred to as “in-City vehicles for hire.” (Added by Ord. No. 2292CCS § 1, adopted 7/28/09; amended by Ord. No. 2370CCS § 1, adopted 10/11/11; Ord. No. 2501CCS § 1, adopted 11/24/15)

6.48.020 In-City vehicle for hire approval required.

No person shall operate an in-City vehicle for hire business within the City unless the operator first obtains a permit from the City authorizing such operations.

(a) **Application.** The operator of an in-City vehicle for hire shall file with the City, upon forms supplied by the City, a completed verified application with its business license application and renewal that shall include a description and list of the applicant’s vehicles to be used, the vehicle business operations, revenue sources other than the transportation of passengers, passenger fees, driver employee relationship, routes of inCity operations, proof of adequate insurance, address and manner that vehicles are to be stored when not for hire or in operation, and other information as the City may require.

(b) **Denial/Conditions.** The City shall deny an application if the application is incomplete or does not meet the requirements set forth in this Chapter. The City shall deny or impose mitigating conditions upon any approval of an application if the proposed vehicle operations would create health or safety hazards, or is inconsistent with the requirements of this Code or the City’s General Plan.

(c) For the purpose of this Code, a non-motor propelled vehicle is an “in-City vehicle for hire.” (Added by Ord. No. 2292CCS § 1, adopted 7/28/09; amended by Ord. No. 2501CCS § 1, adopted 11/24/15)

6.48.030 Business license required.

No person shall conduct any vehicle for hire business without having first obtained a business license in compliance with this Code. (Added by Ord. No. 2292CCS § 1, adopted 7/28/09; amended by Ord. No. 2424CCS § 2, adopted 4/23/13; Ord. No. 2501CCS § 1, adopted 11/24/15)

6.48.040 Compulsory insurance coverage.

Before any business license is issued or renewed, the owner of the vehicle for hire shall be required to file proof of insurance with the Finance Department in the amount specified by the Risk Manager. This policy must insure the public against any loss or damage that may result to any person or property from the operation of such vehicle. No person shall operate any such vehicle without having a policy as described in this Section in full force and effect at all times during the operation of such vehicle. (Added by Ord. No. 2292CCS § 1, adopted 7/28/09; amended by Ord. No. 2370CCS § 2, adopted 10/11/11; Ord. No. 2501CCS § 1, adopted 11/24/15)

6.48.050 Driving of vehicles.

Vehicles for hire shall be operated by the owner or by an employee or authorized agent of the owner. (Added by Ord. No. 2292CCS § 1, adopted 7/28/09; amended by Ord. No. 2370CCS § 3, adopted 10/11/11; Ord. No. 2501CCS § 1, adopted 11/24/15)

6.48.060 Direct route.

Any driver of a vehicle for hire employed to carry passengers to a definite point shall take the most direct route practicable that will carry the passengers safely and expeditiously to their destination unless otherwise requested by the passenger. (Added by Ord. No. 2292CCS § 1, adopted 7/28/09; amended by Ord. No. 2501CCS § 1, adopted 11/24/15)

6.48.065 Compensation to gain access to passengers.

(a) No person shall offer, pay or agree to pay any consideration, either monetary or non-monetary, to any owner, operator, employee or agent of any hotel or any other business establishment for recommending or directing any passenger, who does not have a reservation made on a prearranged basis, to ride in a specific vehicle for hire or to a specific vehicle for hire company.

(b) No owner, operator, employee or agent of any hotel or any other business establishment shall solicit, demand, accept or agree to accept any consideration, either monetary or non-monetary, or enter into any vehicle for hire service arrangement or agreement for recommending or directing a passenger, who does not have a reservation made on a prearranged basis, to ride in a specific vehicle for hire or to a specific vehicle for hire company.

(c) No owner, operator, employee or agent of any hotel or any other business establishment shall offer, pay or agree to pay any vehicle for hire company or driver in exchange for the company or driver recommending or directing a passenger, who does not have a reservation made on a prearranged basis, to a business establishment operated by a specific owner or operator.

(d) Nothing in this Section prohibits the passenger of a vehicle for hire from tipping or paying a gratuity to the driver of a vehicle for hire, or to an employee or agent of a hotel or other business establishment.

(e) This Section shall not apply to in-City vehicles for hire. (Added by Ord. No. 2370CCS § 4, adopted 10/11/11; amended by Ord. No. 2501CCS § 1, adopted 11/24/15)

6.48.070 Penalty for violation.

Any person violating any provision of this Chapter shall be guilty of an infraction, which shall be punishable by a fine not exceeding two hundred fifty dollars, or a misdemeanor, which shall be punishable by a fine not exceeding one thousand dollars per violation, or by imprisonment in the County Jail for a period not exceeding six months, or by both such fine and imprisonment. (Added by Ord. No. 2292CCS § 1, adopted 7/28/09; amended by Ord. No. 2501CCS § 1, adopted 11/24/15)

Insurance Requirements

Licensee shall procure and maintain for the duration of the Agreement the following insurance against claims for injuries to persons or damages:

Minimum Scope and Limits of Insurance

Coverage shall be at least as broad as:

1. **Commercial General Liability (CGL):** Insurance Services Office Form CG 00 01 covering CGL on an “occurrence” basis, including products and completed operations, property damage, bodily injury and personal and advertising injury, with limits of no less than \$1,000,000 per occurrence.
2. **Automobile Liability:** Insurance Services Office Form CA 00 01 covering Code 1 (any auto), or if Licensee has no owned autos, Code 8 (hired) and Code 9 (non-owned), with limits of no less than \$1,000,000 per accident for bodily injury and property damage.

If the Licensee maintains broader coverage or higher limits than the minimums shown above, the City of Santa Monica requires and shall be entitled to any broader coverage and higher limits maintained by the Licensee. Any available insurance proceeds in excess of the specified minimum limits of insurance and coverage shall be available to the City of Santa Monica.

Other Insurance Provisions

1. The insurance policies are to contain, or be endorsed to contain, the following provisions:
 - a. **Additional Insured Status:** The City of Santa Monica, its officers, officials, employees and volunteers are to be covered as additional insureds on the CGL policy with respect to liability arising out of work or operations performed by or on behalf of Licensee including materials, parts, or equipment furnished in connection with such work or operations. CGL coverage can be provided in the form of an endorsement to the Contractor’s insurance (at least as broad as Insurance Services Office Form CG 20 10 11 85, or if not available, through the addition of a combination of (1) CG 20 10, CG 20 26, CG 20 33, or CG 20 38 **and** (2) CG 20 37).
 - b. **Primary Coverage:** For any claims related to this Agreement, the Contractor’s insurance shall be primary coverage at least as broad as Insurance Services Offices Form CG 20 01 04 13 as respects the City of Santa Monica, its officers, officials, employees and volunteers. Any insurance or self-insurance maintained by the City of Santa Monica, its officers, officials, employees or volunteers shall be in excess of the Licensee’s insurance and shall not contribute with it.

- c. **Notice of Cancellation:** Each insurance policy required herein shall state that coverage shall not be cancelled except after notice has been given to the City of Santa Monica.

- d. **Waiver of Subrogation:** Licensee hereby grants to the City of Santa Monica a waiver of any right of subrogation which any insurer of said Licensee may acquire against the City of Santa Monica by virtue of payment of any loss. Licensee agrees to obtain any endorsement that may be necessary to affect this waiver of subrogation, but this provision applies regardless of whether or not the City of Santa Monica has received a waiver of subrogation endorsement from the insurer.

Self-Insured Retentions

Self-insured retentions must be declared to and approved by the City of Santa Monica. The City of Santa Monica may require the Licensee to purchase coverage with a lower retention or provide satisfactory proof of ability to pay losses and related investigations, claim administration, and defense expenses within the retention. The policy language shall provide, or be endorsed to provide, that the self-insured retention may be satisfied by either the named insured or City of Santa Monica.

Acceptability of Insurers

Insurance is to be placed with insurers authorized to conduct business in California with a current A.M. Best rating of no less than A:VII, unless otherwise acceptable to the City of Santa Monica.

Verification of Coverage

Licensee shall furnish the City of Santa Monica with original certificates and amendatory endorsements (or copies of the applicable policy language effecting coverage provided by this clause). All certificates and endorsements are to be received and approved by the City of Santa Monica before license is issued. However, failure to obtain required documents prior to the work beginning shall not waive the Licensee's obligation to provide them. The City of Santa Monica reserves the right to require complete, certified copies of all required insurance policies, including the endorsements required herein, at any time.

Failure to Maintain Insurance Coverage

If Licensee, for any reason, fails to maintain insurance coverage which is required pursuant to this Agreement, the same shall be deemed a material breach of the license. The City of Santa Monica, at its sole option, may terminate this Agreement and obtain damages from the Licensee resulting from said breach.