



# City of Moorpark

## Application for Business Registration Information

### Title 5 Business Taxes, Licenses and Regulations

#### Chapter 5.08 Business Registration Permit

- Chapter 5.08.010 (Registration Permit Required.) Professions, trades or occupations of all and every kind of calling which are engaged in for the purpose of earning, in whole or in part, a profit or livelihood, whether or not a profit or livelihood is actually earned, and whether paid for in money, goods, labor or otherwise. "Business" includes professions, trades or occupations, which do not have a fixed location within the city.
- Chapter 5.08.020 (Exempt Organizations, Activities, Persons.) No person shall engage in any business within the city without a valid business registration permit issued pursuant to this or in violation of any provision of this chapter.
- Chapter 5.08.40 (Permit Application.) The permit application shall not be deemed filed unless the form has been filed out completely and accurately by the applicant.
- Chapter 5.08.60 (Additional Requirements Prior to Permit Issuance.) A business registration permit shall be valid for one year from the date of issuance. The permit shall be renewed annually by the filing of a permit application not more than thirty (30) days nor less than fifteen (15) days prior to the expiration of the current permit.
- Chapter 5.08.70 (Amendment and Duplicate Permit.) Every business registration permit shall be posted in a conspicuous place upon the premises where such business is conducted.

*The full Moorpark Municipal Code Chapter 5.08 is available for viewing on the City website at [www.moorparkca.gov](http://www.moorparkca.gov)*

➔ Before completing this application, you must obtain all applicable permits such as a Zoning Clearance for Occupancy of your business and/or sign permits before paying for and receiving a Business Registration. A Zoning Clearance Permit for occupancy is required for each new business in the city, or each new business location. The fee for a Zoning Clearance is \$110.00. If tenant improvements are proposed with occupancy, only one Zoning Clearance that includes the occupancy and tenant improvements is required. Before processing a Business Registration, a Zoning Clearance must be obtained from the Community Development Department.

➔ You must obtain a Home Occupation Permit before applying for a business Registration Permit if your business will be conducted from a residential zone with Moorpark limits (any business where your home address or phone number is used). The processing fee for a Home Occupation Permit is \$110.00. We do not require a Zoning Clearance for occupancy for a Home Occupation Permit.

#### REFUNDS ARE NOT PERMITTED

Please proofread the entire form and fill out any missing information and make any necessary corrections. Return the entire form signed (original *ink* signature only) with the full payment made payable to the City of Moorpark.

The Community Development Department stands ready to assist you, please contact us if further clarification is needed.

*Thank you for doing business in the City of Moorpark!*

## DISABILITY ACCESS REQUIREMENTS AND RESOURCES

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

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  
GENERALSERVICES,  
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://disabilityaccessinfo)

DEPARTMENT OF  
GENERALSERVICES,  
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).

## DISABILITY ACCESS REQUIREMENTS AND RESOURCES

### GOVERNMENT TAX CREDITS, TAX DEDUCTIONS AND FINANCING

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

#### 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).