

City of Pinole 2131 Pear Street - Pinole CA 94564 ph:(510)724-9008 fax: (510)724-9826



FOR CITY USE ONLY (Fixed/Home)

Amount Paid \$ _____ Business License # _____

Check/Receipt # _____ SIC Code _____

BUSINESS NAME: _____

BUSINESS LOCATION: _____
(not P.O. Box)

MAILING ADDRESS: _____
(if different) City State Zip

BUS. PHONE () _____ BUS.FAX () _____ City State Zip
CELL () _____

E MAIL ADDRESS: _____

DESCRIPTION OF BUSINESS: _____

OWNERSHIP: () SOLE OWNERSHIP () PARTNERSHIP () CORPORATION () LLC

FEDERAL TAX ID # _____ SOC.SECURITY # _____ SALES TAX ID # _____

CONTRACTORS STATE LIC. # _____ EXPIRATION DATE _____ TYPE _____

WORKER'S COMP.POLICY # _____ INSURER _____ EXP.DATE _____

OWNER NAME _____ PHONE # () _____

HOME ADDRESS _____
Street City State Zip

OWNER NAME _____ PHONE # () _____

HOME ADDRESS _____
Street City State Zip

Owners Signature _____ Date _____

I declare, under penalty of perjury, that the information submitted on this application is true and correct

FOR CITY USE ONLY

Date _____ Zoning District _____

Planning Manager Approval

I hereby certify that the type of Business the applicant proposes to conduct at this address is in conformance with applicable zoning regulations

Date _____

Building Inspector Approval

Date _____

Fire Department Approval

*We hereby certify that **NO VIOLATIONS** of State Law or City Ordinance exist on the Business premises which would endanger Public Safety, Health or Welfare.*



CITY OF PINOLE

Finance Department

2131 Pear Street
Pinole, CA 94564
Phone: (510) 724-9822
FAX: (510) 724-9826
www.ci.pinole.ca.us

To: All Business License Applicants
From: Finance Department
Subject: **INSPECTIONS**

KEEP THIS FORM FOR REFERENCE - DO NOT Submit With Application

In order to complete the Business License process, inspections of your business location are required by the FIRE DEPARTMENT as well as the BUILDING INSPECTOR.

The Fire Department personnel will be checking for:

- Clear exits
- Use of extension cords
- Unobstructed fire extinguishing systems that are properly serviced
- Hand-held fire extinguishers (multi-purpose with a minimum rating of 3A 40BC)

ALL FIRE EXTINGUISHING DEVICES MUST BE APPROVED BY THE CALIFORNIA STATE FIRE MARSHALL

It is your responsibility to set up appointments with the Fire Department *and* the Building Inspector for a time when you can be there to meet with them.

Pinole Fire Department (510) 724-8970
Pinole Building Inspector (510) 724-8914

PINOLE BUSINESS LICENSES WILL NOT BE ISSUED UNTIL INSPECTIONS HAVE BEEN COMPLETED

BUSINESS AND EMERGENCY RECORD

- 1. This information is valuable to the Fire Department in the event an after hours emergency requires entrance to the business, or contact with the owner/manager.
- 2. Please **PRINT CLEARLY** and complete all sections of the form and return in the self-addressed envelope.

Today's Date _____ Business hours: _____ to _____

Business Name: _____ Business Phone: _____

Business Address: _____ Suite/Office No.: _____

Type of Business: _____ Pinole Business License # _____

Manager/Operator Name _____ Home Phone () _____

Home Address _____ City _____ Zip _____

Building Owner's Name _____ Home Phone () _____

Address _____ City _____ Zip _____

Do you have a Burglar Alarm? Yes [] No [] If yes, what is the name and phone #?
 Company : _____ phone # () _____

Do you have a Fire Alarm? Yes [] No []
 Is it monitored by a different company than the Burglar Alarm?
 Company : _____ Phone # () _____

FOR BUILDING OWNER/MANAGER ONLY: Do you have a sprinkler system? Yes [] No []
 If yes, when was it last serviced? Month: _____ Year _____

Send a copy of the certification with this form.

KNOX BOX KEY SYSTEM (FIRE DEPT. KEY VAULT)

Do you have a Knox Box ? Yes [] No [] If yes, are the keys current ? Yes [] No []

Who should we notify in an Emergency after hours: (Only list those who have keys to the business.)
 NAME PHONE #

1) _____ () _____ pager/cell () _____

----- OFFICE USE -----
OCC. CLASS: _____

The business owner or manager of the premises should conduct the inspection and sign the form. Insert a check mark in the appropriate blank. If any question is not applicable to your business, check N/A. Thank you for doing your part to make the Pinola Business Community Fire Safe.

	YES	NO	N/A
1. Is your address visible on the outside of the building with numbers at least 3 inches high in contrasting color?	—	—	—
2. If your business is part of a strip retail mall, is your address clearly marked on your back door?	—	—	—
3. Is driveway or alley around your building kept free of weeds, debris, or obstructions?	—	—	—
4. Are all trash containers located at least 5 feet from your building?	—	—	—
5. Are all exit aisles, hallways, and stairways clear of obstructions, storage or debris?	—	—	—
6. Are all exit doors kept unlocked during business hours?	—	—	—
7. Are all exit signs and/or emergency lighting maintained?	—	—	—
8. Are electrical breaker panels or fuse boxes kept unobstructed and labeled to show what circuit affects what area?	—	—	—
9. Are all electrical circuit breakers free to operate (not taped on)?	—	—	—
10. Are light duty extension cords used in place of permanent electrical wiring? If so, please remove. Extension cords are not allowed in business occupancies.	—	—	—
11. Are combustibles (paper, rags, cardboard, etc.) stored at least 4 feet away from gas appliances (water heater, furnace, etc.)	—	—	—
12. Do all gas appliances have individual gas shutoff valves?	—	—	—
13. Are oily rags stored in metals containers?	—	—	—
14. Are all sheet rocked walls maintained without holes?	—	—	—
15. If your business has ceiling panels, are they all in place?	—	—	—
16. Is the attic access and scuttle opening kept closed?	—	—	—
17. Do you have a minimum of one 2A10BC multi-purpose fire extinguisher in your business? Are all extinguishers visible and readily accessible for use?	—	—	—
18. Have all fire extinguishers been serviced and tagged by a fire extinguisher company within the last year?	—	—	—
19. Have all your employees been instructed in the use of your fire extinguisher?	—	—	—

Continue on the back side

- | | YES | NO | N/A |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----|----|-----|
| 20. Is storage kept at least 2 feet below the ceiling? (Storage must be kept 24" below the ceiling. Storage height may not exceed 12 feet without a Fire permit.) | — | — | — |
| 21. If your business has fire sprinklers, have all decorations or obstructions that may interfere with their operation been removed? | — | — | — |
| 22. If your business has fire sprinklers, is all storage kept at least 18 inches below the sprinkler heads? (Storage height must not exceed 12' without a Fire permit.) | — | — | — |
| 23. Are flammable liquids stored in original containers or metal safety cans and away from exit areas and stairways? | — | — | — |
| 24. Are all compressed gas cylinders identified and secured from falling in the event of an earthquake? | — | — | — |
| 25. Do you use or store any Hazardous Materials? If so, are Material Safety Data sheets available for your employees? | — | — | — |
| 26. Are the batteries changed annually in the smoke detector? | — | — | — |
| 27. Are grease filters and the hood and duct system over cooking appliances cleaned regularly? | — | — | — |
| 28. If your business has fire sprinklers, when was the last 5 year service test conducted by a licensed contractor? | — | — | — |
- Month / Year

(Submit copy of certification or schedule an inspection by a licensed contractor. See under "Sprinklers-Automatic Fire in your Yellow Pages.)

Signature & Title

Date

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City of Pinole
Business License Rates
Calendar Year 2016

Business Name: _____

1. A. Fixed Place of Business in Pinole (Includes Home Businesses & Pinole Contractors)

	<u>Employees</u>	<u>Rate</u>	<u>Total</u>
Basic Fee (owner plus 1 employee)		\$132.00 =	\$132.00
Additional Employees (maximum 19)	_____ x	20.00 =	\$ _____
Other Employees (21 or more)	_____ x	15.00 =	\$ _____
Total Number of Employees	_____		
		Total Fee	\$ _____

	<u>No. of Units</u>	<u>Rate</u>	<u>Total</u>
B. <u>Apartments and Houses</u>			
Basic Fee for one Unit/Property		\$132.00 =	\$132.00
Each Additional Unit (2-4 units)	_____ x	\$ 15.00 =	\$ _____
Additional Units (5 or more)	_____ x	9.00 =	\$ _____
		Total Fee	\$ _____

	<u>No. of Units</u>	<u>Rate</u>	<u>Total</u>
C. <u>Hotels and Motels</u>			
Basic Fee		\$132.00 =	\$ 132.00
Each Rental Unit	_____ x	9.00 =	\$ _____
		Total Fee	\$ _____

D. Other Businesses (Specify - See additional fee schedule on next page)
 Business Type _____ \$ _____

Subtotal \$ _____

Prorated Amount

April 1 – June 30	75% annual fee	x \$ _____ = \$ _____
July 1 – September 30	50% annual fee	x \$ _____ = \$ _____
October 1 – December 31	25% annual fee	x \$ _____ = \$ _____

2. \$1.00 State mandated fee (Senate Bill 1186) **\$1.00**

3. Building Safety Inspection Fee for New Businesses Located in Pinole **\$50.00**

4. Fire Inspection for New Businesses Located in Pinole **\$92.50**

TOTAL DUE \$ _____

Signature of Applicant _____ **Date** _____

Under penalty of perjury, I declare that all of the above statements are true.

This form must be returned with payment before license can be issued.
All business licenses expire on the last day of the current year.

City of Pinole
Business License Rates
Calendar Year 2016

<u>Outside Personal/Professional Service</u>	\$ 132.00/year
<u>Outside Contractor</u>	\$ 202.00 annual; \$110.00 semi-annual; \$ 64.00 quarterly renewal
<u>Delivery Vehicles</u>	\$ 132.00/year
<u>Public Amusements:</u>	
Rides and shows	\$ 111.00/day
Carnival	\$1,124.00/day
Circus	\$1,124.00/day, plus \$224.00/day, per show
<u>Bowling Alley</u>	\$132.00/year (includes 2 lanes) \$ 45.00/each additional lane
<u>Dance Hall</u>	\$ 673.00/year
<u>Motion Picture Theatre</u>	\$ 269.00/year
<u>Playhouse</u>	\$ 269.00/year
<u>Pool Hall</u>	\$ 132.00/year, plus \$66.00/table (over two)
<u>Advertising Vehicles</u>	\$ 10.00/vehicle, per day (minimum tax \$72.00)
<u>Billboard</u>	\$ 132.00/year
<u>Auctioneer</u>	\$ 111.00/day or \$922.00/year
<u>Pawnbroker</u>	\$ 673.00/year
<u>Astrology, etc.</u>	\$ 448.00/day
<u>Peddlers, solicitors</u>	\$132.00/year
<u>Itinerant vendor</u>	\$327.00/month
<u>Photographers:</u>	
Door to door solicitation of enlargement, frames etc	\$ 22.00/day
Door to door solicitation for taking photographs	\$ 66.00/quarter
<u>Fire Sale</u>	\$ 224.00/day
<u>Distribution of Advertising Matter</u>	\$ 132.00/year, plus \$20.00/employee (2-19) and \$15.00/employee (over 20) Less than 40 wks/year \$15.00/employee, per day