



City of Pinole 2131 Pear Street - Pinole CA 94564 ph:(510)724-9822 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 () _____ CELL () _____
City State Zip

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 Code _____

City Planner 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 SubmitWith 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 MARSHAL

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

City of Pinole
Business License Rates
Calendar Year 2011

Business Name: _____

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)		\$120.00 =	\$120.00
Additional Employees (maximum 19)	_____ x	18.00 =	\$ _____
Other Employees (20 or more)	_____ x	13.00 =	\$ _____
Total Number of Employees	_____		
Total Fee			\$ _____

B. Apartment Houses

	<u>No. of Units</u>	<u>Rate</u>	<u>Total</u>
Basic Fee		\$120.00 =	\$120.00
First Four Units	_____ x	\$ 13.00 =	\$ _____
Additional Units (5 or more)	_____ x	8.00 =	\$ _____
Total Fee			\$ _____

C. Hotels and Motels

	<u>No. of Units</u>	<u>Rate</u>	<u>Total</u>
Basic Fee		\$120.00 =	\$ 120.00
Each Rental Unit	_____ x	8.00 =	\$ _____
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 \$ _____ = \$ _____

F. Application Fee for Pinole Businesses

(Home Occupation businesses are exempt)

\$25.00 \$ _____

TOTAL DUE \$ _____

Signature of Applicant _____ Date _____

This form guarantees that the above information is true and correct.

It must be returned 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 2011*

<u>Outside Personal/Professional Service</u>	\$ 120.00/year
<u>Outside Contractor</u>	\$ 183.00 annual; \$100.00 semi-annual; \$ 61.00 quarterly renewal
<u>Delivery Vehicles</u>	\$ 120.00/year
<u>Public Amusements:</u>	
Rides and shows	\$ 101.00/day
Carnival	\$1,019.00/day
Circus	\$1,019.00/day, plus \$203.00/day, per show
<u>Bowling Alley</u>	\$120.00/year (includes 2 lanes) \$ 41.00/each additional lane
<u>Dance Hall</u>	\$ 610.00/year
<u>Motion Picture Theatre</u>	\$ 244.00/year
<u>Playhouse</u>	\$ 244.00/year
<u>Pool Hall</u>	\$ 120.00/year, plus \$60.00/table (over two)
<u>Advertising Vehicles</u>	\$ 9.00/vehicle, per day (minimum tax \$65.00)
<u>Billboard</u>	\$ 120.00/year
<u>Auctioneer</u>	\$ 101.00/day or \$836.00/year
<u>Pawnbroker</u>	\$ 610.00/year
<u>Astrology, etc.</u>	\$ 407.00/day
<u>Peddlers, solicitors</u>	\$120.00/year
<u>Itinerant vendor</u>	\$306.00/month
<u>Photographers:</u>	
Door to door solicitation of enlargement, frames etc	\$ 20.00/day
Door to door solicitation for taking photographs	\$ 60.00/quarter
<u>Fire Sale</u>	\$ 203.00/day
<u>Distribution of Advertising Matter</u>	\$ 120.00/year, plus \$18.00/employee (2-19) and \$13.00/employee (over 20) Less than 40 wks/year \$13.00/employee, per day

CONFIDENTIAL

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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 sealed 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 _____

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.)

NAME	PHONE #
1) _____ () _____	pager/cell () _____

----- OFFICE USE -----

OCC. CLASS: _____ t:/fire/businsp.frm/emginfo.frm Type of Bus. _____

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 Pinole 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 <u>all</u> 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