

Business License Compliance Package

Created on: 10/26/2006

Your Request

This package has been prepared based on the information you provided as detailed below:

Contact Information

Joseph Dolci
FITA Fitness
949-302-0817
judy@clasinfo.com

Business Address

210 Newport Center Drive
Newport Beach, CA 92660
County: Orange

Area(s) Doing Business In

Orange County, CA

Employees

Business Entity

Corporation

Business Activity

Fitness Training Academy

Products Sold

Your Request

We need all licenses/permits required to conduct this type of business in Orange County, CA

Package Contents

This package begins with a discussion of the licensing requirements you have to meet in order to operate your business, followed by the actual license and/or permit applications (if applicable).

Every application is preceded with a cover sheet containing the licensing authority's contact information (name, address, telephone number, etc.) as well as instructions on how to file your application.

This package contains 3 application(s) (listed below):



Fictitious Business Name Statement (Orange County, CA)

This application also includes the following document(s)

- Fictitious Business Name : Fictitious Business Name Information



Business License Application (Newport Beach, CA)

This application also includes the following document(s)

- Business License: Business License Application Instructions



Application For Permit To Operate Alarm System (Newport Beach, CA)

Prepared By:



www.clasinfo.com

Our Findings

Package Scope

This report outlines the license and permit requirements for the specific business activity you are engaged in at your business location. The business address you provided us shows that your business is located in the Incorporated area of Orange County in the state of California.

Overview of Licenses & Permits Required

In order for you to operate your business, the following licenses and/or permits are required:

State Level: Due to the nature of your business, no State Level forms are required for you to operate your business.

County Level: Due to the nature of your business, one County Level form is required for you to operate your business. Since your business is located in Orange County, CA, you are required to obtain the following County Level application to operate your Fitness Business:

1. Fictitious Business Name Statement

Local Level: Due to the nature of your business, two Local Level forms are required for you to operate your business. Since your business is located in the City of Newport Beach, CA, you are required to obtain the following to operate your Fitness Business:

1. Business License Application

If you operate an alarm system within your place of business, you will be required to obtain a permit from the Newport Beach Police Department. We have provided you with the necessary application form.

2. Application For Permit To Operate Alarm System

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Business License Compliance Package

Created on: 10/26/2006

Fictitious Business Name : Fictitious Business Name Statement (Orange County, CA)

Issuing Authority Information

Contact Information

If you have questions regarding this application please contact the issuing authority using the information provided below.

Orange County Clerk/Recorder Offices

12 Civic Center Plaza
Room 106
630 N. Broadway
Santa Ana, CA 92702
Phone: (714)834-5400
Website: <http://www.ocgov.com/recorder/>

Mailing Address

Mail the application to the mailing address provided below, unless otherwise noted on the form.

Orange County Clerk/Recorder Offices

P.O. Box 238

Santa Ana, CA 92702

Fee Information

This application requires you to pay a fee to the licensing authority. The fee should be submitted with the application. The fee varies and is based on the following:

- Number of Business Names - (Fee: \$23 for the first business name and first two partners' names on statement -- Additional Fee: \$7 / additional business name on statement)
- Number of Owners - (Additional Fee: \$7 / additional partner's name on statement (in excess of two))

Payee

If paying by check, make check payable to: **County of Orange**

Additional Documents

The following documents have also been included to assist you with this application:

- Fictitious Business Name Information
This document is available online by clicking [here](#).

Additional Helpful Information

General Notes

Information pertaining to filing this form

The following special signature/seal are required: (An original signature , Notary Public)
The application needs to be notarized.
The application needs an original signature.

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Business License Compliance Package

Created on: 10/26/2006

Business License: Business License Application (Newport Beach, CA)

Issuing Authority Information

Contact Information

If you have questions regarding this application please contact the issuing authority using the information provided below.

Newport Beach Revenue Division

3300 Newport Blvd
Building B
P.O. Box 1768
92658
Newport Beach, CA 92663
Phone: (949)644-3141
Email: RevenueHelp@city.newport-beach.ca.us
Website:
<http://www.city.newport-beach.ca.us/revenue/revenue.htm>

Mailing Address

Mail the application to the mailing address provided below, unless otherwise noted on the form.

Newport Beach Revenue Division

N/A

Fee Information

This application requires you to pay a fee to the licensing authority. The fee should be submitted with the application. The fee varies and is based on the following:

-Location

Payee

If paying by check, make check payable to: **City of Newport Beach**

Additional Documents

The following documents have also been included to assist you with this application:

- Business License Application Instructions

Additional Helpful Information

General Notes

Information pertaining to filing this form

N/A

Prepared By:



www.clasinfo.com



CITY OF NEWPORT BEACH
 REVENUE DIVISION
 3300 NEWPORT BOULEVARD • P.O. BOX 1768
 NEWPORT BEACH, CA 92658-8915
 (949) 644-3141
 RevenueHelp@City.Newport-Beach.ca.us
 http://www.Newport-Beach.ca.us/Revenue

OFFICE USE ONLY
BUSINESS NUMBER
LICENSE NUMBER

BUSINESS LICENSE TAX APPLICATION

PLEASE PRINT CLEARLY IN **BLACK INK**. ILLEGIBLE APPLICATIONS WILL BE RETURNED.

- 1. **Business (DBA) Name** _____
Maximum 30 characters
- 2. **Business Address** (No PO Boxes) _____ Suite: _____
City, State, Zip: _____
- 3. **Business Phone** (_____) _____
- 3. **Mailing Address** _____ Suite: _____
City, State, Zip: _____
- 5. **Email Address** _____
- 6. **Web Site Address** _____
- 7. **Start Date in Newport Beach** _____
- 8. **Business Activity** _____
- 9. **Product Sold** _____
- 10. **State License.** (Contractor, Real Estate, Medical, etc.) No. _____ Type _____ Exp. ____ / ____
- 11. **Seller's Permit No.** _____
- 12. **Federal Tax ID No (FEIN)** _____

- 13. **Type of Ownership (check one)**
- Sole Proprietorship** Social Security No. _____
- Limited Liability Company (LLC)** Please fill in Item 12
- Partnership** Please fill in Item 12
- Corporation** ID No. _____ State: _____

14. **Owner or Principal Information.** *If necessary, please attach a list of additional principals.*
 The first name listed will appear on the business tax certificate

Name _____ **Drivers License No.** _____
Residence Address: _____ **Unit #** _____
City: _____ **State:** _____ **Zip:** _____ **Phone:** (_____) _____

Name _____ **Drivers License No.** _____
Residence Address: _____ **Unit #** _____
City: _____ **State:** _____ **Zip:** _____ **Phone:** (_____) _____

15. **Business Tax Rates.** ° *The business tax is based on the location of your business. Please check the appropriate box.*

<input type="checkbox"/>	My business is located <u>outside the City of Newport Beach</u>	\$208.00
<input type="checkbox"/>	My business is located at a <u>residential location</u> in the City	\$132.00
<input type="checkbox"/>	My business is located at a <u>commercial location</u> in the City	Calculate Total Due Below
<i>The tax for in-city commercially based businesses is calculated by using the formula below. Multiply the number of W2 employees by \$14 if the business does not have a Sellers Permit or by \$7 if the business does have one and add to the base tax.</i> (For In-City commercial locations only) \$139.00 + ([\$14.00 or \$7.00] X _____ (No. of W2 employees)) = \$_____ (Total Due)		

°These rates are valid through June 30, 2007

16. **Total Paid:** \$

*Please make checks payable to **City of Newport Beach***

17. I hereby certify under the penalty of perjury that I am authorized to make this statement and the information provided on this application is true and correct. I also certify that I have read and understood the information on the back of this application.

Applicant's Signature

Applicant's Name (Printed)

BUSINESS TAX CLASSIFICATIONS

The City of Newport Beach Business Tax is classified into the categories below. These are annual taxes and must be paid with the application.

Out of Town Business – If your business is based outside the City of Newport Beach, but you conduct business within the City, you are considered an Out of Town business and your tax rate is \$208.00.

Residentially Based Business – If you operate your business from your house in Newport Beach (which includes Balboa Island, Corona del Mar, and Newport Coast), you are considered a residentially based business and your tax rate is \$132.00.

Commercially Based Business – If your business is at a commercial location (this includes P.O. Boxes), you are considered a Commercially Based business and you pay a base tax of \$139.00 plus an amount per W2 employee that depends on whether your business generates sales tax for the City. If your business:

a.) **does not** generate sales tax for the City of Newport Beach your rate is \$14.00 per W2 employee to a maximum total tax of \$1389.

b.) **does** generate sales tax for the City your rate is \$7.00 per W2 employee to a maximum total tax of \$695.

NOTIFICATION OF BUSINESS CHANGES

If your business has moved, it is important that you notify the City so you continue to receive important correspondence. If your business has relocated outside the City of Newport Beach (the City includes Balboa Island, Corona del Mar, Newport Coast, and Santa Ana Heights) **OR** if your business has moved to a commercial location, please notify the Revenue Division immediately. The move will affect your business tax rate. Also, if you have changed the type of ownership or the names of the owners, you may be required to complete a new business license application.

STATE TAX AGENCY REPORTING

The information included on this application is provided to State tax agencies including the Franchise Tax Board and Board of Equalization, as required by law. Your accurate completion of this application will reduce the need for an investigator to contact the business owner for this information.

RENEWALS

It is your responsibility to ensure that you pay your annual business tax in a timely manner. The City will mail courtesy renewal notices to the mailing address of record. However, if you do not receive a courtesy notice, you are not alleviated from this requirement. Penalties are imposed for late renewals.

If you have any questions regarding any of the requirements or information on this application, please call the Revenue Division at either (949) 644-3141 or send email to: RevenueHelp@city.newport-beach.ca.us.

IF YOUR BUSINESS IS CONDUCTED FROM A COMMERCIAL LOCATION IN THE CITY OF NEWPORT BEACH, COMPLETE THE FOLLOWING INFORMATION

Name of person or company from whom you rent or lease _____

Address _____ City _____ State _____ Zip _____

1. Will there be vending machines, video games, pinball, or pool tables? NO YES

2. Will there be live entertainment? NO YES

3. Is there an alarm system on the premises? * NO YES

* Section 5.49.020 of the Newport Beach Municipal Code requires anyone who has installed and/or uses an alarm system to obtain an Alarm Permit from the Newport Beach Police Department. Please call the Alarm Office to obtain an Alarm Permit application: (949) 644-3722 or 644-3723, Monday through Friday, 8:00 am - 5:00 PM.

If you answered "Yes" to Questions #1 or #2, please contact the Revenue Division for additional permit information.

Issuance of a business license represents a tax payment and does *not* authorize any business otherwise restricted or regulated by any provision of the Zoning Code or other law. Questions regarding zoning restrictions for your business should be directed to the Planning Department at (949) 644-3200.

OFFICE USE ONLY

REFERRED TO:	COUNTER	MAIL	TAX	_____
PLANNING _____	INT _____	DATE ____ / ____ / ____	LATE FEES	_____
FIRE _____	PERIOD ____ / ____	TO ____ / ____	TOTAL PAID	_____
BUILDING _____	CATEGORY _____	SIC _____	CHECK # _____	DATE _____

BUSINESS LICENSE TAX REGISTRATION INFORMATION

Dear Business Tax Applicant,

Thank you for your interest in applying for a City of Newport Beach Business Tax Certificate (otherwise known as a business license.) By applying for this license, you will be in compliance with the City code section that requires a license for every person, entity or organization conducting business within the City. This requirement has existed within the City since 1906. Your business tax payment is valid for one year from the day your business started in Newport Beach and all licenses expire on the last day of the month. The business tax is a flat rate for all out of town and residentially based businesses. The tax for commercially based businesses is a base rate plus an amount determined by the number of W2 employees working at the location within the City for which the license was issued. Every July, the business license tax is adjusted to reflect the change in the Consumer Price Index.

Upon receipt of your payment and completed application, the City will issue a Business Tax Certificate, which evidences the named business has complied with the Municipal Code by paying the annual tax. Your tax payment is valid for the business specified on the certificate at the address listed. You will need additional licenses if your business is operating at more than one address or is engaged in multiple business activities. Your license is non-transferable and you will need a new license if the ownership changes. The Newport Beach business tax certificate is good only in the City and is not transferable to other cities; licenses from other cities are not transferable to Newport Beach.

Your business will be classified under one of the following categories. Please review the application to calculate how much tax you will need to pay.

Out of Town Business This applies when your business is based at a fixed location outside the City, but enters the City to offer goods and/or service. While construction contractors commonly fall under this category, it can also apply to other business activities, such as if you deliver your own product to a location in the City.

Residentially Based Business – If you are working out of your home, you are considered a residentially based business. Please note there may be Zoning Code restrictions on the type of business you conduct. Please contact the Planning Department at (949) 644-3200 for more information.

Commercially Based Business – Your business is considered commercially based if it operates from a fixed location in the City that is not considered a residence

Business Name Enter the name of your business, as you want it to appear on your certificate. (35-character maximum)

Addresses The Business Address is the physical location at which your business is located. The Mailing Address is the location where all correspondence from the City, including renewal notices and certificates will be sent. If you change your address, please notify the Revenue Division immediately so we can continue to send the necessary correspondence.

Information About Your Business The State of California requires certain information about your business to be disclosed by the City. Some of the fields may not apply to your business and can be left blank.

- **Type of Business** Please be as specific as possible as this information will be translated into a Standard Industrial Classification (SIC) code. Note that if your organization is engaged in more than one type of activity, a separate license will be required for each.
- **State License No.** Issued by one of the 49 boards and bureaus of the California Department of Consumer Affairs. Licensed entities include contractors, brokers, cosmetologists, etc.
- **Seller's Permit No.** Issued by the Board of Equalization for sales tax reporting. Required if tangible goods are sold.
- **Federal Employer ID No.** Issued by the IRS and necessary if you have W2 wage employees.
- **Corporate ID No.** If you are incorporated, this appears on your Articles of Incorporation, sometimes as "File No." *This is not the same as your Federal Employer ID No (FEIN).*
- **Type of Ownership** Your business will fit into one of the four categories. A different number is associated with each.
- **Information about all principals** Required to be completed in full for all types of ownership. For a corporation or LLC, this would be the name of the officers of the entity – no further information is required if the corporate ID number or LLC tax ID number is furnished.

Penalties Please be aware that you will be assessed a monthly 25% penalty for late payment of your license. Penalties are assessed on the last day of each month after payment is due, up to 100% of the annual business tax due.

Should you have any questions regarding any of the requirements or need further information about this application, please call the Revenue Division at (949) 718-1996 or send email to: RevenueHelp@city.newport-beach.ca.us.

Issuance of a business license certificate represents a tax payment and does *not* authorize any business otherwise restricted or regulated by any provision of the Zoning Code or other law. Questions regarding zoning restrictions for your business should be directed to the Planning Department at (949) 644-3200



CITY OF NEWPORT BEACH

ADMINISTRATIVE SERVICES Revenue Division

BUSINESS LICENSE REFERENCE LIST

Federal Agencies

Federal Tax ID Number (IRS – Fresno) (800) 829-1040	
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State Agencies

Alcoholic Beverage Control Santa Ana District Office 28 Civic Center Plaza, Room 369 Santa Ana, CA 92701 (714) 558-4101 http://www.abc.ca.gov/	State Board of Equalization 23141 Moulton Parkway, Suite 100 PO Box 30890 Laguna Hills, CA 92654-0890 (800) 400-7115 - or - (949) 461-5711 FAX: (949) 461-5757 http://www.boe.ca.gov/
Franchise Tax Board - Santa Ana Field Office 600 W. Santa Ana Blvd #300 Santa Ana, CA 92701-4532 (800) 852-5711 http://www.ftb.ca.gov/	Department of Corporations 1230 "J" Street Sacramento, CA 95814 (916) 445-7205 http://www.corp.ca.gov/
Department of Consumer Affairs 400 "R" St. Sacramento, CA 95814 (800) 952-5210 http://www.dca.ca.gov/	State Contractors License Board 200 Oceangate, Suite 1050 Long Beach, CA 90802 (562) 466-6000 http://www.cslb.ca.gov/
Secretary of State Business Programs Division Los Angeles Branch Office 300 South Spring Street, Room 12513 Los Angeles, CA 90013-1233 (213) 897-3062 http://www.ss.ca.gov/business/business.htm	Office of the Attorney General Public Inquiry Unit P.O. Box 944255 Sacramento, CA 94244-2550 (800) 952-5225 http://caag.state.ca.us/

County Agencies

Orange County Clerk (Fictitious Business Names) 211 Santa Ana Blvd (Civic Center & Broadway) Santa Ana, CA 92702 (714) 834-2889 http://cr.ocgov.com/fbn/index.asp	Harbor Justice Center 4601 Jamboree Road Newport Beach, CA 92660-2595 (949) 476-4693 http://www.co.orange.ca.us/harborct/
Orange County Health Department (714) 667-3600	County Assessor's Office (714) 834-2727

Chambers of Commerce

Newport Harbor Area Chamber of Commerce (949) 729-4400	Corona del Mar Chamber of Commerce (949) 673-4050
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Business License Compliance Package

Created on: 10/26/2006

Alarm Permit: Application For Permit To Operate Alarm System (Newport Beach, CA)

Issuing Authority Information

Contact Information

If you have questions regarding this application please contact the issuing authority using the information provided below.

Newport Beach Police Department

870 Santa Barbara Dr
P.O. Box 7000

Newport Beach

, CA 92658

Phone: (949)644-3722

Email: info@nbpd.org

Website: <http://www.nbpd.org/>

Mailing Address

Mail the application to the mailing address provided below, unless otherwise noted on the form.

Newport Beach Police Department

870 Santa Barbara Dr
P.O. Box 7000

Newport Beach

, CA 92658

Fee Information

This application requires you to pay a fee to the licensing authority. However, the fee can be paid at a later time and does not have to be included with this application. The fee varies and is based on the following:

-Location

Payee

If paying by check, make check payable to: **City of Newport Beach**

Additional Helpful Information

General Notes

Information pertaining to filing this form

N/A

Prepared By:



www.clasinfo.com

COMMERCIAL APPLICATION FOR PERMIT TO OPERATE ALARM SYSTEM

N.B.M.C. Section 5.49.020 requires a permit to operate an alarm system within the city limits of Newport Beach

The application fee is \$ _____. You will be billed this amount after the application is processed.

Please return this completed form to:
Newport Beach Police Department, Attn.: Alarm Office
870 Santa Barbara Dr., P.O. Box 7000, Newport Beach, CA 92660

For Office Use Only:

Permit #:	Account #:	CS #:	Date Issued:	Fee Received/Check #:	Processed by:	Date Received:
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Alarmed Location Information:

Address _____ () _____
Phone Number

Name of Business _____ Owners Name: (Last, First, Middle) _____

Optional Premise Information: Weapon(s) Hazardous Materials(s) Description: _____

Billing Information:

Name of Business or Person: (Last, First Middle) _____ () _____
Phone Number

Address: (Street Address, Suite/Apt. #, City, State, ZIP Code) _____

Responsible Individual for Alarmed Location (Permit Holder)

Applicant Name (Last, First, Middle) _____ Drivers License Number _____ State _____

Address (Street address, Suite/Apt #, City, State, ZIP Code) _____ Social Security # _____

() _____ () _____ () _____

Home Phone _____ Business Phone _____ Cell Phone _____

E-mail Address _____

Alarm System Information (Please Check ONE):

System is Monitored by Alarm Company Name of the Alarm Company _____

() _____

Phone Number _____ Address _____

Please check: Robbery (Panic, Silent) Burglary (Doors, Windows, Motion) Fire (Smoke, Heat) Medical

System is Monitored by Police Department Please provide the Cancel Code/Password: _____

(Not an Alarm Company)

System is Audible Only - No Monitoring Company.

Emergency Telephone Numbers (Other than Permit Holder, People able to respond to location)

() _____ () _____ () _____

Name (Last, First, Middle) _____ Home Phone _____ Bus. Phone _____ Cell Phone _____

Relationship: _____ Has Business Key & Code to Alarm: Yes No

() _____ () _____ () _____

Name (Last, First, Middle) _____ Home Phone _____ Bus. Phone _____ Cell Phone _____

Relationship: _____ Has Business Key & Code to Alarm: Yes No

() _____ () _____ () _____

Name (Last, First, Middle) _____ Home Phone _____ Bus. Phone _____ Cell Phone _____

Relationship: _____ Has Business Key & Code to Alarm: Yes No

This Application Cannot be Processed Unless All Sections are Complete.

The above information is true and correct to the best of my knowledge.

(Applicant's Signature) _____ (Date)

Alarm System Requirements

The alarm company central station must give the alarm permit number to the Police/Fire dispatcher at the time an alarm is reported. Ascertain that your alarm company has forwarded your assigned permit number to the central station.

Exterior Audible devices may sound for a maximum of fifteen (15) minutes at a residential location and thirty (30) minutes at a commercial location before automatically resetting.

A battery backup power supply must maintain the alarm system for a minimum of two (2) hours in case of a power failure.

Automatic dialing devices used for notification of an alarm activation shall be prohibited.

The alarm permit is nontransferable.

The Police Department may inspect the system after issuance of a permit to determine whether it is being used in conformity with the terms of the permit.

The Police Department Alarm Office must be notified of any alarm service termination.

Renewal Fees

Newport Beach Municipal Code Section 5.49.045 requires an annual renewal fee for a commercial alarm permit of \$26.90 and a triennial renewal fee for a residential alarm permit of \$32.30.

False Alarms

By City Ordinance definition, a false alarm is "...the activation of an alarm system through mechanical failure, accident, misoperation, malfunction, misuse, or the neglect of either the owner or lessee of the alarm system or any of his employees or agents." In the absence of any evidence of an unlawful intrusion constituting a crime or attempted crime, a conclusive presumption of a false alarm will be made.

The first and second false alarm within any consecutive 12 month period is not assessed a fine. The third police false alarm within any consecutive 12 month period is assessed a \$50.00 fine. The fourth police false alarm within any consecutive 12 month period is assessed a \$100.00 fine. The fifth police false alarm within any consecutive 12 month period is assessed a \$125.00 fine. Each subsequent false alarm within a consecutive 12 month period will increase by an additional \$25.00.

Permit Revocation

The alarm permit may be revoked upon failure to pay any false alarm fines.

The alarm permit may be revoked after the sixth false alarm in a consecutive 12 month period.

Operation of an alarm system while the permit is revoked is an infraction and may result in a citation.

Questions

Please contact the Alarm Office at (949) 644-3666

Business License Compliance Package

Created on: 10/26/2006

Need Help?

If you have questions regarding a specific license or permit application please contact the licensing authority using the contact information provided on the application cover sheet preceding that specific application.

Have questions about the content of this package? Please contact the preparer using the contact information provided below. Please note: questions that are of a nature that require additional research not covered in this report will be subject to additional charges.

Package prepared by:

CL@S Information Services
Tel: 1-800-952-5696
Email: mail@clasinfo.com

Feedback

Your Comments and Suggestions

Thank You for using businesslicenses.com for your license and permit needs. Your feedback is important to us, it will help us improve the services we provide. Please, tell us what you think about this packet. We welcome your comments and suggestions at mail@clasinfo.com.

Legal Disclaimer:

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These reports, and the related form(s), are not intended to provide legal, business or tax advice. They are provided for informational purposes only, but are believed to satisfy minimum legal requirements. Compliance with applicable law, as the same may be amended from time to time, remains the responsibility of the user of this report. No representations or warranties, expressed or implied, are given regarding the legal or other consequences resulting from the use of our services reports or forms.

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