



City of Soledad
Business License Application Guide



WELCOME TO SOLEDAD

Thank you for your interest in doing business in the City of Soledad. Please note that all business licenses expire annually at the end of our fiscal year, June 30th. Your local business location, whether owned or leased, must be properly zoned by the Planning Department, and the building must meet fire code and hazardous materials standards by the Fire Department. The appropriate approvals from the departments must be received before the business license certificate is issued. For businesses operating out of the home within the City of Soledad, a Home Occupation Permit must be obtained through the Planning Department.

Annual renewal notices are sent out May-June to all business licensees. It is the responsibility of the business owner to renew the business license by the due date. Penalties are assessed for delinquent accounts, regardless of whether your renewal notice was received.

PREPARATION FOR OPENING YOUR BUSINESS

Some businesses require more detailed review to ensure compliance with City Codes. In these cases, you will be asked to provide additional information.

- **Permits – Planning and Zoning**
 - Before selecting a particular location, make sure that your business meets zoning Code requirements. Certain areas of the City are zoned for commercial and industrial uses. Verify that the zoning of your proposed location allows the type of business you plan to operate. Contact the Planning office for more details.
 - Prior to opening for business, you must arrange for a building inspection by the City's Building Inspector and receive a Certificate of Occupancy. Staff from the Building Department will assist you in scheduling this inspection.
 - **Note:** A site plan will be required to be submitted for Planning Department's Review and Approval

LICENSE REQUIRED

No person shall engage in any of the businesses, trades, professions, callings and occupations in the City without first having procured a license from the city to do so and without complying with all applicable provisions of *Chapter 5.04 – Business License Taxes* of the City's Municipal Code.

LICENSING OF BRANCH ESTABLISHMENTS

A separate license must be obtained for each branch establishment or location of the business transacted and carried on, and for each separate type of business at the same location, and each license authorizes the licensee to transact and carry on only the business licensed thereby at the location or in the manner designated in the license; provided, that warehouses and distributing plants used in connection with and incidental to a business licensed are not separate places of business or branch establishments.



TRANSFER OF LICENSE

Licenses are non-transferable. If business is now under new ownership, it would be necessary for the new owner to contact the City of Soledad to complete a new application and pay applicable fees.

PAYMENT OF LICENSE TAX

Unless otherwise specifically provided, all annual license taxes **shall be due and payable in advance on the first day of July of each year**; provided, that license taxes covering new operations, commenced after the first day of July, may be prorated for the balance of the license period. License fees are based on estimated annual gross receipts.

PENALTY FOR FAILURE TO PAY LICENSE TAX WHEN DUE

For failure to pay a license tax when due, the City shall add a penalty of twenty-five percent of the license tax on the last day of each month after the due date thereof; provided, that the amount of such penalty to be added shall in no event exceed fifty percent of the amount of the license tax due.

SB 1186, AB 1379 AND AB 2164 FEE

Effective January 1, 2024, the SB 1186 fees will remain four dollars (\$4). This fee is added to the business license tax amount.



BUSINESS LICENSE APPLICATION CHECKLIST

REQUIRED STEPS

1. Verify zoning, and check if business is a "Permitted Use", a "Conditional Use" or "Not Permitted" for the address of interest.
 - a. **Zoning Compliance Form** – complete this form and return to Planning Department.
 - b. **Home Occupied Business Form** – complete this form and return to Planning Department **ONLY** if you are applying for a Home-Based Business License.

Important Note: Compliance Reviews are required before a business license application can be approved and apply to the following:

- New Business
- Relocation of Existing Business
- Home Occupation - Office Space or Food Establishment

A Health Department permit from the Monterey County Health Department is required prior to zoning compliance form

2. Gather information regarding type of business, required applications, and paperwork from the Planning Department (if applicable).
3. Submit a Business License Application and additional required paperwork to Finance Department.
4. Schedule a Business (Home/Commercial) and Sign (Commercial) Inspection (if applicable)
5. Approval of Business License (and invoice) will be sent by email if approved and all conditions have been met.

MINIMUM APPLICATION FILING REQUIREMENTS

- Application for City Business License
- Home Occupation Regulations Form
 - ***Complete ONLY if you are applying for a home-based business license***

MINIMUM APPLICATION FILING REQUIREMENTS FOR CERTAIN BUSINESSES

A. The following requirements may or may not be applicable depending on the type of business:

- Seller's Permit
- Health Permit
- Background investigation (Fingerprint/Livescan Application)
- Fictitious Business Name
- Cigarette & Tobacco License
- ABC License
- Contractor's License
- Proof of Corporation, LP or LLC
- Proof of Exemption
- Other License(s) or Certificate(s) as required by profession

SUBMITTAL

- Submit complete application packet and all applicable documents to:
City of Soledad, P.O. Box 156, or 248 Main Street, Soledad, CA 93960 or via email at businesslicense@cityofsoledad.gov



City of Soledad

APPLICATION FOR CITY BUSINESS LICENSE

Submit original form to:

City of Soledad Finance Dept
248 Main St
Soledad, CA 93960
(831)223-5000
or by email to:
businesslicense@cityofsoledad.gov

BUSINESS LOCATION AND OWNER(S) INFORMATION

***REQUIRED FIELD – INCOMPLETE APPLICATIONS WILL NOT BE PROCESSED**

*BUSINESS NAME				*(AREA CODE) BUSINESS PHONE	
*BUSINESS LOCATION (NO P.O. BOX)		STREET & ADDRESS	STE/APT #	CITY	STATE ZIP CODE
MAILING ADDRESS (IF DIFFERENT)					
*APPLICATION IS FOR A				IF CORPORATION, GIVE LEGAL NAME OF CORPORATION:	
<input type="checkbox"/> SOLE PROPRIETORSHIP		<input type="checkbox"/> PARTNERSHIP		<input type="checkbox"/> CORPORATION	
*NAME (Sole proprietor, Partner 1, or Corporation)		TITLE	ADDRESS	(AREA CODE) PHONE	
NAME (Partner 2)		TITLE	ADDRESS	(AREA CODE) PHONE	
EMAIL ADDRESS					

***BUSINESS INFORMATION**

FULL DESCRIPTION OF BUSINESS ACTIVITY				
STATE SELLER'S PERMIT NO.	CONTRACTOR'S LICENSE NO./ EXP DATE	HEALTH DEPARTMENT PERMIT NO.	FICTITIOUS BUSN. LICENSE NO./EXP DATE	FEDERAL TAX ID NUMBER/SSN
TYPE OF BUSINESS	<input type="checkbox"/> RETAIL <input type="checkbox"/> RESTAURANT	<input type="checkbox"/> PROFESSIONAL SERVICES <input type="checkbox"/> CONTRACTOR	<input type="checkbox"/> BUILDING/YARD MAINTENANCE <input type="checkbox"/> MANUFACTURING	<input type="checkbox"/> SIDEWALK VENDOR/OTHER Describe: _____
WILL YOU USE ANY CHEMICALS OR FLAMMABLE MATERIALS?		<input type="checkbox"/> YES <input type="checkbox"/> NO		LOCATION OF WAREHOUSE FACILITY OR STORAGE LOCATION (IF APPLICABLE)
DOES YOUR BUSINESS INVOLVE ANY ACTIVITIES PROHIBITED BY LOCAL, STATE OR FEDERAL LAW?			<input type="checkbox"/> YES <input type="checkbox"/> NO	
			IF YES PLEASE DESCRIBE:	

***ADDITIONAL INFORMATION**

IS THIS A CHANGE OF OWNERSHIP?	<input type="checkbox"/> YES <input type="checkbox"/> NO	FORMER OWNER'S NAME
IS THIS A NAME CHANGE IN BUSINESS OR CORPORATION?	<input type="checkbox"/> YES <input type="checkbox"/> NO	FORMER BUSINESS OR CORPORATION NAME
IS THIS A BUSINESS ADDRESS CHANGE?	<input type="checkbox"/> YES <input type="checkbox"/> NO	FORMER BUSINESS ADDRESS

PLEASE COMPLETE, IF APPLICABLE

NO. OF EMPLOYEES	NUMBER OF RENTAL UNITS, ROOMS, APTS	NUMBER OF MACHINES	OTHER, SPECIFY (i.e. card tables, pool tables, salon chairs)
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***SIGNATURE OF APPLICANT**

PRINT FULL NAME BELOW	ESTIMATE OF GROSS ANNUAL RECEIPTS \$
I declare, under the penalty of making a false declaration, that I am authorized to complete this form to the best of my knowledge and belief it is true, and correct, and complete statement, made in good faith. I understand and agree that the granting of this license requires my compliance with all applicable City of Soledad Municipal Code provisions, state laws and all conditions set forth above. Penalties will be added for failure to pay license tax when due. (S.M.C. Section 5.04.180, 5.04.190)	
Signature	Title Date

†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:

- The Division of the State Architect at www.dgs.ca.gov/dsa
- The California Commission on Disability Access at www.cdda.ca.gov
- The Department of Rehabilitation at www.dor.ca.gov

FOR OFFICE USE ONLY

BUSINESS LICENSE NUMBER	AMOUNT OF FEE (\$)	EXPIRATION DATE	SB 1186† add \$4.00
APPROVED BY:	PLANNING DEPT	FIRE DEPT	POLICE DEPT
DATE ISSUED	NOTES:		

Note: Information on business license rates can be found at <https://www.cityofsoledad.com/departments/finance/business-license/>



ZONING COMPLIANCE FORM

PLEASE COMPLETE ALL THE ITEMS BELOW AND RETURN VIA (CHOOSE ONE) :
EMAIL : planning@cityofsoledad.gov or MAIL: 248 MAIN STREET, SOLEDAD CA 93960

BUSINESS NAME

- NEW APPLICATION
- CHANGE OF ADDRESS

BUSINESS ADDRESS

ASSESSOR PARCEL #

www.sanleandro.org/zoning

PHONE

EMAIL

BUSINESS INFORMATION

DETAILED BUSINESS DESCRIPTION

RETAIL SALES (SQ. FT.)

MANUFACTURING (SQ. FT.)

OFFICE (SQ. FT.)

WAREHOUSING (SQ. FT.)

OTHER (specify)

OTHER (SQ. FT.)

ON-SITE INFORMATION

PRODUCTS, MATERIALS, EQUIPMENT STORED

OUTDOOR USE AND/OR STORAGE (if applicable)

PARKING SPACES

COMPANY VEHICLES

OWNERS

EMPLOYEES

PRIOR TENANT NAME

TYPE OF BUSINESS

BUSINESS OWNER OR AUTHORIZED REPRESENTATIVE

I declare under penalty of perjury that the statements made in this application are true. I further agree that business shall be conducted in accordance with the Soledad Municipal Code. I understand that the filing of this application and payment of fees does not entitle me to commence or carry on any business in the City of Soledad until said Business License is approved and issued. Upon issuance of a Business License, it shall be my responsibility to renew the license fiscally by June 30th.

SIGNATURE

- Business owner
- Authorized Representative

PRINT NAME

PROPERTY OWNER OR PROPERTY MANAGEMENT

OR Attach Signed Lease

SIGNATURE

- Property Owner
- Property Management

PRINT NAME

ADDRESS

PHONE

EMAIL

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: The Division of the State Architect at www.dgs.ca.gov/dsa/Home.aspx - The Department of Rehabilitation at www.rehab.cahwnet.gov - The California Commission on Disability Access at www.cdda.ca.gov.

OFFICIAL USE ONLY

ACCOUNT #

ZONING DISTRICT

LAND USE(S)

Permitted Use

- YES
- NO

Add'l Planning Permit Req'd (if yes, specify in comments below)

- YES
- NO

Continuation of Use

- YES
- NO

APPROVED DENIED

By:

Date:

STAFF COMMENTS



COMMUNITY & ECONOMIC DEVELOPMENT

BUSINESS LICENSE ZONING COMPLIANCE



PLANNING DEPARTMENT

WHY IS ZONING COMPLIANCE IMPORTANT?



ZONING & COMMUNITY

- Right business in the right place
- Protects neighborhood character
- Prevents land use conflicts



SAFETY & COMPLIANCE

- Meets health and building codes
- Supports safe business operations
- Identifies permits you may need

Compliance Reviews are required before a business license application can be approved and apply to the following:

- New Business
- Relocation of Existing Business
- Home Occupation - Office Space or Food Establishment
 - A Health Department permit from the Monterey County Health Department is required prior to zoning compliance form

ZONING APPROVAL IS SUBJECT TO SITE INSPECTION, FEES AND OTHER APPLICABLE PERMITS

SCAN THE QR TO APPLY FOR A BUSINESS LICENSE ZONING COMPLIANCE FORM



1. Click the Planning Division Category
2. Choose a Business License Zoning Review
3. Complete Application!



APPOINTMENTS WITH A PLANNER ARE AVAILABLE UPON REQUEST



SMALL BUSINESS SUPPORT AVAILABLE
EMAIL COMM.ECON.DEV@CITYOFSOLEDAD.GOV
OR CALL 831-223-5178

EMAIL PLANNING@CITYOFSOLEDAD.GOV FOR A LINK TO THE APPLICATION PORTAL



DEPARTAMENTO DE DESARROLLO COMUNITARIO Y ECONÓMICO

CUMPLIMIENTO DE ZONIFICACIÓN DE LICENCIAS COMERCIALES



DEPARTAMENTO DE PLANIFICACIÓN

¿POR QUÉ ES IMPORTANTE EL CUMPLIMIENTO DE LA ZONIFICACIÓN?



ZONIFICACIÓN Y COMUNIDAD

- Right business in the right place
- Protects neighborhood character
- Prevents land use conflicts



SAFETY & COMPLIANCE

- Meets health and building codes
- Supports safe business operations
- Identifies permits you may need

Las Revisiones de Cumplimiento son requeridas antes de que se pueda aprobar una solicitud de licencia comercial y aplican a lo siguiente:

- Nuevo negocio o Due
- Reubicación de un negocio existente
- Trabajos desde el hogar – Oficina o Establecimiento de Alimentos
 - Se requiere un permiso del Departamento de Salud del Condado de Monterey antes de completar el formulario de cumplimiento de zonificación.

LA APROBACIÓN DE ZONIFICACIÓN ESTÁ SUJETA A INSPECCIÓN DEL SITIO, TARIFAS Y OTROS PERMISOS APLICABLES.

ESCANEE EL CÓDIGO QR PARA SOLICITAR EL FORMULARIO DE CUMPLIMIENTO DE ZONIFICACIÓN PARA LA LICENCIA COMERCIAL.



1. Haga clic en la categoría de la División de Planificación
2. Elija "Revisión de Zonificación para Licencia Comercial"
3. ¡Complete la solicitud!



LAS CITAS CON UN PLANIFICADOR ESTÁN DISPONIBLES A SOLICITUD.



APOYO PARA PEQUEÑAS EMPRESAS DISPONIBLE
ENVÍE UN CORREO ELECTRÓNICO A
COMM.ECON.DEV@CITYOFSOLEDDAD.GOV
O LLAME AL 831-223-5178

ENVÍE UN CORREO ELECTRÓNICO A PLANNING@CITYOFSOLEDDAD.GOV PARA OBTENER UN ENLACE AL PORTAL DE SOLICITUDES.



HOME OCCUPIED BUSINESS

PLEASE COMPLETE ALL THE ITEMS BELOW AND RETURN VIA (CHOOSE ONE) :
EMAIL : planning@cityofsoledad.gov or MAIL: 248 MAIN STREET, SOLEDAD CA 93960

BUSINESS NAME

- NEW APPLICATION
- CHANGE OF ADDRESS

PROPERTY ADDRESS

ASSESSOR PARCEL #

OWNER NAME

PHONE

EMAIL

OFFICIAL USE ONLY

ACCOUNT #

ZONING DISTRICT

APPROVED DENIED

By:

Date:

BUSINESS INFORMATION

DETAILED BUSINESS DESCRIPTION

PRODUCTS, MATERIALS, EQUIPMENT STORED ON SITE

ROOM USED FOR THE BUSINESS (e.g. office)

HOW DO YOU ADVERTISE YOUR BUSINESS?

BUSINESS VEHICLE(S)

WHERE ARE VEHICLES PARKED?

VEHICLE TYPE

VEHICLE PURPOSE

EMPLOYEES WHO LIVE AT THIS PROPERTY

EMPLOYEES WHO REPORT TO A JOB SITE

BUSINESS OWNER OR AUTHORIZED REPRESENTATIVE

I (We) have read and understand the requirements of a Home Occupation as outlined in Section 17.38.140 of the City of Soledad Zoning Code. I (We) understand that operating a home occupation that is not in compliance with Section 17.38.140 shall be grounds for revocation of the permit. I (We) also understand that this approval may not be transferred to another person or address unless a new application is filed and approved. I declare under penalty of perjury that the statements made in this application are true. I further agree that business shall be conducted in accordance with the Soledad Municipal Code. I understand that the filing of this application and payment of fees does not entitle me to commence or carry on any business in the City of Soledad until said Business License is approved and issued. Upon issuance of a Business License, it shall be my responsibility to renew the license annually by June 30th.

SIGNATURE

- Business owner
- Authorized Representative

PRINT NAME

PROPERTY OWNER OR PROPERTY MANAGEMENT

SIGNATURE

- Property Owner
- Property Management

PRINT NAME

ADDRESS

PHONE

EMAIL

STAFF COMMENTS



COMPLETE THIS FORM ONLY IF YOU ARE APPLYING FOR A HOME-BASED BUSINESS LICENSE

**HOME OCCUPATION REGULATIONS
SOLEDAD MUNICIPAL CODE
SECTION 17.38.140**

The following are the conditions for the operation of a Home Occupation as required by the City Ordinance entitled, Home Occupations (Section 17.38.140). Violation for these conditions can lead to the cancellation of a business license and/or the issuance of a citation for violation of said City Ordinance.

- A. There shall be no employment of help other than the members of the resident family.
- B. There shall be no use of material or mechanical equipment not recognized as being part of normal household or hobby uses.
- C. Except when actually being shown to business visitors for the purpose of sale, all goods and merchandise held for sale shall be stored in a closed closet or compartment on the premises, located either in the dwelling unit or in an accessory structure, having an interior capacity of more than 960 square feet.
- D. The use shall not generate pedestrian or vehicular traffic or vehicle parking beyond the normal to the district in which it is located.
- E. It shall not involve the use of commercial vehicles for delivery of materials to or from the premises other than a vehicle not to exceed one ton capacity, owned by the operator of such home occupations, which shall be stored in an entirely enclosed garage.
- F. There shall not be any generation of noise, light, odor, vibration, or electrical interference beyond the property line of the subject property.

I have read and understand the regulation for the operation of a Home Occupation Business License.

Name

Date

Property Address

License No.

Date Issued

EMERGENCY NOTIFICATION FORM

Dear Business Applicant:

The City of Soledad is seeking your cooperation in providing better emergency services within the community. Please provide the following information and return it with your business license application. Please type or print clearly.

Emergency Notification: Please prioritize names below of those who can be contacted 24 hours a day in case of emergency or other problems.

Name:	Address:	Phone Number:
Building Owner:	Address:	Phone Number:
Alarm Type:		
Contractor:	Location of Alarm:	
Phone Number:		

Please indicate any area of concern regarding security, hazardous materials, or law enforcement in the space provided below:

Thank you for your cooperation in assisting the City to provide better service to you and the community as a whole.

For Office Use Only:

DISTRIBUTION: (Circle Appropriate Department)

Finance

Community Development

Police

Fire

Public Works

Other: _____



EXPLANATION OF REQUIREMENTS FOR CERTAIN BUSINESSES

- **Seller’s Permit** from the [State Board of Equalization](#) is required if your business operations involve the sale of retail or wholesale tangible property.
- **Health Permit** from the [Monterey County Health Department](#) if your business engages in the processing, manufacturing, packing, preparing or selling, whether at wholesale or retail, including the vending by machines, any food or beverage for human consumption, and if you engage in the business of public laundry, barbershop, laundromat, beauty shop, bathhouse or tattoo parlor.
- **Cigarette & Tobacco License** from the [State Board of Equalization](#) is required if your business operations involve the sale of cigarette or tobacco products.
- **ABC License** from the [Alcoholic Beverage Control Board](#) is required if your business operations involve the sale of alcoholic beverages.
- **Fictitious Business Name** from the [Monterey County Recorder’s Office](#) if the name of your business name does not include the **surname** (family name or last name) of the individual owner and each of the partners **or** the nature of the business is not clearly evident by the name. (Examples: John Smith Plumbing or Smith Plumbing – is acceptable. John’s Plumbing – is not acceptable and will require a Fictitious Business Statement.)
- **Contractor’s License** from the [Contractors State License Board \(CSLB\)](#) is required for ALL businesses or individuals who construct or alter any building, highway, road, parking facility, railroad, excavation, or other structure in California, if the total cost (labor and materials) of one or more contracts on the project is \$500 or more.
- **Proof of Corporation, LP or LLC** from the [California Secretary of State](#) if your business is incorporated.
- **Proof of Exemption** from the [Internal Revenue Service](#) if your business is a charitable non-profit business, exempt from business license fee requirements.
- **Other License(s) or Certificate(s)** from the [State of California Department of Consumer Affairs, or other organization\(s\)](#), as required for profession.

ADDITIONAL INFORMATION

<p>City of Soledad Planning Department 248 Main Street, Soledad CA 831-223-5020</p> <p>City of Soledad Finance Department – Business Licenses 248 Main Street, Soledad CA 831-223-5000</p>	<p>City of Soledad Building Building Department 248 Main Street, Soledad CA 831-223-5170</p>
<p>Monterey County Health Department – Health Permit</p> <p>1270 Natividad Road, Salinas, CA 620 Broadway Street, Suite 70, King City, CA Phone: (831) 755-4505 Phone: (831)755-4505</p>	
<p>California Department of Tax and Fee Administration – State Seller’s Permit 928 E. Blanco Road, Suite 115, Salinas, CA Phone: (831) 754-4500 Email: SalinasInquiries@cdtfa.ca.gov https://www.cdtfa.ca.gov/taxes-and-fees/faqseller.htm</p>	
<p>Monterey County Clerk’s Office – Fictitious Name Filing 168 W. Alisal Street, 1st Floor, Salinas, CA Phone: (831) 755-5450 https://www.co.monterey.ca.us/government/departments-a-h/assessor/clerk/fictitious-business-statements</p>	

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

www.dgs.ca.gov/casp

DEPARTMENT OF
REHABILITATION
Disability Access Services

www.dor.ca.gov

www.rehab.cahwnet.gov/

disabilityaccessinfo

DEPARTMENT OF
GENERALSERVICES,
California Commission on
Disability Access

www.cdda.ca.gov

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.

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.

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.

REQUISITOS DE ACCESO PARA DISCAPACIDAD Y RECURSOS

AVISO A LOS SOLICITANTES DE LICENCIAS COMERCIALES Y PERMISOS DE CONSTRUCCIÓN COMERCIAL:

Bajo las leyes federales y estatales, el cumplimiento de las leyes de acceso para discapacitados es una responsabilidad seria y significativa que se aplica a todos los propietarios e inquilinos de edificios de California con edificios abiertos al público. Puede obtener información sobre sus obligaciones legales y cómo cumplir con las leyes de acceso para discapacitados en las siguientes agencias:

DEPARTAMENTO DE
SERVICIOS GENERALES,
División del Arquitecto del
Estado, Programa de
Especialistas de Acceso
Certificado (CASp. por sus
siglas en ingles)

www.dgs.ca.gov/dsa
www.dgs.ca.gov/casp

DEPARTAMENTO DE
REHABILITACIÓN
Servicios de Acceso para
Discapacitados

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

DEPARTAMENTO DE
SERVICIOS GENERALES,
Comisión de California Sobre
el Acceso para
Discapacitados

www.cdda.ca.gov
[www.cdda.ca.gov/resources-
menu/](http://www.cdda.ca.gov/resources-menu/)

SERVICIOS DE INSPECCIÓN DE UN ESPECIALISTA EN ACCESO CERTIFICADO

El cumplimiento de las normas de accesibilidad estatales y federales relacionadas con la construcción garantiza que los lugares públicos sean accesibles y estén disponibles para personas con discapacidades. Ya sea que su empresa se mude a una instalación de nueva construcción o si está planeando una modificación de su instalación actual, al contratar los servicios de un Especialista de Acceso Certificado (CASp) al inicio de este proceso, se beneficiará de las ventajas de cumplimiento y bajo la Ley de Construcción. Ley de Cumplimiento de los Estándares de Accesibilidad Relacionados (CRASCA, Código Civil 55.51-55.545), también se benefician de las protecciones legales.

Aunque es posible que su nuevo edificio ya haya sido autorizado y aprobado por el departamento de construcción, es importante obtener servicios de inspección de CASp después de su mudanza, ya que se pueden crear barreras de acceso no deseadas e infracciones, por ejemplo, colocar sus muebles y equipos en las áreas que deben mantenerse libres de obstrucciones. Para las modificaciones planificadas, un CASp puede proporcionar una revisión del plan de sus planes de mejora y una evaluación de cumplimiento de acceso de las áreas de alojamiento público de sus instalaciones que pueden no formar parte de la modificación.

Un CASp es un profesional que ha sido certificado por el Estado de California para tener conocimientos especializados con respecto a la aplicabilidad de los estándares de accesibilidad. Los informes de inspección CASp preparados de acuerdo con CRASCA dan derecho a los propietarios de negocios e instalaciones a beneficios legales específicos, en el caso de que se presente una demanda de accesibilidad relacionada con la construcción en su contra.

Para encontrar un agente de CASp, visite
www.apps2.dgs.ca.gov/DSA/casp/casp_certified_list.aspx.

REQUISITOS DE ACCESO PARA DISCAPACIDAD Y RECURSOS

CRÉDITOS FISCALES DEL GOBIERNO, DEDUCCIONES FISCALES Y FINANCIACIÓN

Programas estatales y federales para ayudar a las empresas con el cumplimiento y gastos de acceso y están disponibles en:

Crédito de Acceso para Discapacitados para Pequeñas Empresas Elegibles

CRÉDITO TRIBUTARIO FEDERAL: la Sección 44 del Código de Ingresos Internos proporciona un crédito fiscal federal para pequeñas empresas que incurren en gastos con el propósito de brindar acceso a personas con discapacidades. Para obtener más información, consulte el Formulario 8826 del Servicio de Impuestos Internos (IRS por sus siglas en inglés): Crédito de Acceso para Discapacitados en www.irs.gov.

CRÉDITO TRIBUTARIO DEL ESTADO: Los artículos 17053.42 y 23642 del Código de Ingresos e Impuestos otorgan un crédito fiscal estatal similar al Crédito de Acceso para Discapacitados federal, con excepciones. Para obtener más información, consulte el Formulario 3548 de la Junta de Impuestos de Franquicia (FTB): Crédito de Acceso para Discapacitados para Pequeñas Empresas Elegibles en www.ftb.ca.gov.

Deducción por Eliminación de Barreras Arquitectónicas y de Transporte

DEDUCCIÓN DE IMPUESTOS FEDERALES: la Sección 190 del Código de Ingresos Internos permite a las empresas de todos los tamaños reclamar una deducción anual por gastos calificados incurridos para eliminar las barreras físicas, estructurales y de transporte para las personas con discapacidades. Para obtener más información, consulte la Publicación 535 del IRS: Gastos de Negocio en www.irs.gov.

Programa de Financiamiento de Acceso a Capital de California

OPCIÓN DE FINANCIAMIENTO DEL ESTADO: el Programa de Financiamiento de Acceso a Capital de California (CalCAP) para los Americanos con Discapacidades (CalCAP / ADA) ayuda a las pequeñas empresas a financiar los costos de alterar o modernizar las instalaciones existentes de pequeñas empresas para cumplir con los requisitos de la ADA federal. Aprenda más en www.treasurer.ca.gov/cpcfca/calcap/.

REQUISITOS LEGALES FEDERALES Y ESTATALES ACERCA DE LA ACCESIBILIDAD PARA PERSONAS CON DISCAPACIDADES

LEY DE AMERICANOS CON DISCAPACIDADES DE 1990 (ADA): La ADA es una ley federal de derechos civiles que prohíbe la discriminación contra personas con discapacidades y requiere que todas las instalaciones públicas y locales comerciales sean accesibles para personas con discapacidades. Aprenda más en www.ada.gov.

CÓDIGO DE CONSTRUCCIÓN DE CALIFORNIA (CBC): El CBC contiene las disposiciones de accesibilidad relacionadas con la construcción que son las normas para la construcción compatible. El cumplimiento de una instalación se basa en la versión vigente del CBC en el momento de la construcción o alteración. Aprenda más en www.bsc.ca.gov.