



BEAUMONT PLANNING DEPT.
550 E. 6th Street
Phone (951) 769-8518
BeaumontCa.gov/Planning

HOME OCCUPATION APPLICATION

(PLEASE READ ALL INFORMATION CAREFULLY BEFORE FILLING OUT THE APPLICATION)

Home occupations are permitted in the City of Beaumont on a limited basis as described in detail in the Municipal Code. Home-based businesses cannot have employees not residing in the residence, or involve customer traffic, or in any significant way alter the residential character of the neighborhood.

Please **completely** fill out the attached Home Occupation Permit (HOP) and return it to the City of Beaumont in person or by email at info@beaumontca.gov along with the following items:

- Site plan on 8 ½ X 11 sheet of paper showing how your business will be set up. Please include dimensions, storage, locations for materials and vehicles, office, etc. in your home;
- Application Fee the amount of \$225.
- Completed Business License Application and Fee \$159 for the business license - Fee may be prorated based on time of application.
- Alarm Permit Application available online at BeaumontCA.Gov/1275/Alarm-Permits with \$21 application fee paid online (If Applicable)
- Proof of property ownership or landlord authorization
- Other operational requirements (County Health Dept., State of CA)

Once your completed application has been submitted and the necessary fees have been paid, the Planning Department will review the application. Upon completion of review, the Planning Department will issue a letter to the applicant approving the project with certain conditions or denying the project with or without additional information requested. Once the Planning Department approval and Business License are issued, the business can begin operation.

After 6 months without activity or written communication, the City of Beaumont shall deem the application abandoned, in which case a new application and fees will be required.

RENEWALS: *Your business license will expire on June 30 of the following year and must be renewed. You will receive a renewal in June. Please follow the instructions sent with the renewal. If you do not receive a renewal, it is your responsibility to contact us to renew.*

If you have any questions, please contact us. We will walk you through the process step by step. Good luck with your business venture.



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HOME OCCUPATION APPLICATION

Business Name _____

Business Phone _____

Business Address including suite _____

Assessor's Parcel Number _____

Applicant's Name _____ Phone _____

Applicant's Address _____
City/State/Zip

Applicant's Email Address _____

Landowner's Name _____ Phone _____

Landowner's Address _____
City/State/Zip

Describe your business activities (i.e. what you will be selling, services you will be performing, etc.):

Will you dispense any goods or products on the premises? Yes No

If yes, please explain. _____

Will you have any one else working with you on the premises? Yes No

If yes, please explain and give family relationship: _____

Will you have displays in the home of goods and products available? Yes No

If yes, please explain. _____

What part of this proposed activity will be conducted outside or in a second structure?

What will be the size(s) of the vehicle(s) used for the business at the site?

List all materials and products stored, used or otherwise found at the site that are used as a part of the occupation: _____

List those materials and products below that are listed in question #13 that are produced on site:

How much pedestrian and vehicular traffic will be generated by the proposed occupational use?



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Will any of the vehicles used by the occupational activity be delivery trucks? Yes No
 If yes, please explain. _____

Where do you plan to store materials? Show this on your interior plan. Also show room(s) where activities are planned on your interior plan. _____

What exterior alterations will be made? _____

What odors, dust, noise, smoke, fumes, toxic materials, vibrations, electrical disturbances, communication disturbances or other disruptive activities will result from your proposed occupational use? _____

Area for additional comments, clarifications, etc.: _____

CERTIFICATION OF ACCURACY AND COMPLETENESS: *I hereby certify that to the best of my knowledge the information in this application and all attached answers and exhibits is true, complete, and correct. All signatures must be completed. If one or more of these signatures are the same simply re-sign.*

CERTIFICATION OF UNDERSTANDING: I hereby certify that I have read and understand the attached conditions as stated in Section 17.11.110 of the Municipal Code and agree to abide by these conditions and others given at time of approval. Failure to meet all conditions of approval may result in revocation of business license.

 Print Name – Applicant

 Signature – Applicant

 Date

 Print Name – Landowner/Agent

 Signature – Landowner/Agent

 Date

Case No.:	_____
Fees:	_____ Receipt No.:
Date:	_____ Initials: _____



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17.11.110 HOME OCCUPATIONS. The purpose of this Section is to provide for the conduct of home occupations/home-based businesses in residential zones or buildings in such a manner as to be compatible with, and not disruptive to, residential neighborhoods. The use shall be clearly incidental and secondary to the principal use of a residential dwelling as a dwelling.

A. **USES PERMITTED.** The following uses or similar uses shall be considered as home-based businesses provided that such uses comply with the criteria stated in this Section:

1. Professional office occupation whose principal product is information, management or design, including but not limited to accounting, architecture, artist/talent management and promotion, brokerage, business/financial management, computer programming and software development, credit/financial counseling, drafting and illustration, engineering, fashion design, interior decoration and design, legal services, marketing and advertising, property management, and writing and editing. The primary means of contact must be by phone, mail, or other electronic form of communication. Professional office activity does not include research requiring the use of hazardous materials and equipment. Professional office activity does not include a medical office.
2. A secondary office for a business in which the principal office, staff and equipment are located elsewhere.
3. The home office of a salesman, wherein all sales are conducted by telephone or by correspondence and wherein there are no displays or related commodities on premises.
4. Any legal use customarily conducted entirely within a residential dwelling.
5. The home office of a service business where not more than one (1) 2,000 pound (1 ton) or smaller vehicle used in conjunction with the home-based business is kept on the subject property.
6. Sales of produce (fruit or vegetables) grown on the subject property.
7. Cottage food operations, as defined in California Health and Safety Code Section 113758, shall be a permitted home-based business provided it complies with all applicable provisions of this Section and under the California Health and Safety Code, as it may be amended.

B. **CONDITIONS.** Home-based businesses may be permitted pursuant to the provisions of this Section, subject to the following conditions.

1. Employment shall be limited to residents of the dwelling only.
2. Material or equipment used in connection with such home-based businesses shall be limited to that normally found in a dwelling and recognized as being part of the normal uses and practices in the zone in which the use is a part.
3. There shall be no direct sales of products or merchandise from the dwelling, except for produce (fruit or vegetables) grown on the subject property or otherwise as authorized by this Section.
4. Produce and sales may be permitted subject to sales being limited to three (3) days per week. No structure or stand of a permanent nature shall be erected on the subject property.
5. Customers or clientele shall not be permitted to visit/enter the dwelling in connection with the home-based business. However, incidental uses such as music lessons, tutoring, and the sale of produce may be permitted if the intensity of such use is approved by the Community Development Director.
6. No more than one (1) room of the dwelling shall be used for the home-based business. Use of the garage for the home-based business may be permitted if such use does not obstruct required parking.
7. No alteration of any kind will be allowed to the principal building which changes its residential character. This includes, but is not limited to, the enlargement of public utility services or the installation of special equipment attached to walls, floor or ceilings.
8. The home-based business use shall not generate pedestrian or vehicular traffic beyond that normal/customary to the zone in which it is located.
9. The home-based business shall not involve the use of commercial vehicles for delivery of materials to or from the premises.
10. Materials or supplies shall not be stored indoors or outdoors for purposes other than those permitted in the zone.
11. The home-based business shall not involve the display of signs or advertising devices on the premises except one unlighted sign, not more than two square feet in area, may be posted on temporary produce displays.
12. A valid business license from the City shall be obtained each year and shall be posted on any temporary produce displays.
13. The activities of the home-based business shall not be conducted in a manner that negatively impacts the residential area. Such determination of the City may include, but not be limited to, consideration of color of the building, construction, lighting, signs, sounds, noises and vibrations.
14. All operations of such home-based business shall be conducted so as to prevent the emanation of any dust, gas, smoke, noise, fumes, odors, vibrations, or electrical disturbances which are or may be detrimental to the welfare of the occupants of surrounding properties.



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15. No accessory building or space outside of the principal building shall be used for the home-based business other than the growing of produce. No outdoor storage, including the storage or parking of vehicles associated with the home-based business, shall be permitted.
16. The following requirements shall also apply to cottage food occupations:
 - i. The permit applicant shall be the individual who conducts the cottage food operation from his or her private residential dwelling and is the owner of the cottage food operation. The permit shall not be transferable to another operator nor transferable to another site.
 - ii. The cottage food operation shall be registered or permitted as a "Class A" or "Class B" operation by the Riverside County Department of Environmental Health in accordance with Section 114365 of the California Health and Safety Code. Cottage food operations shall comply with all California Health and Safety Code requirements.
 - iii. Any applicant for a permit under this Section shall provide to the City, as part of the home-based business application: (1) a copy of the operation's registration or permit to operate as a "Class A" or "Class B" operation, as required under Health and Safety Code Section 114365, and (2) a copy of the self-certification checklist submitted to and approved by the County.
 - iv. The permit shall be granted if the application is complete and the cottage food operation complies with the requirements set forth in this Section, and all other code sections regarding spacing and concentration, traffic control, parking, and noise control.
 - v. A permit issued under this Section may be revoked for any violation of this Section or of Section 114365 et seq. of the California Health and Safety Code.
 - vi. The City may, for inspection purposes, access the permitted area of a private home where a cottage food operation is located if the City has, on the basis of a consumer complaint, reason to suspect that adulterated or otherwise unsafe food has been produced by the cottage food operation, or that the cottage food operation has violated this Section and/or California Health and Safety Code Section 114365 et seq.
 - vii. Gross annual sales shall not exceed the amount specified in California Health and Safety Code Section 113758.
17. A home occupation shall be subject to any additional condition or requirement, which may be imposed by the Commission or Council.

C. **APPLICATIONS.** Applications to have a home-based business shall be made to the Community Development Director, accompanied by the filing fee set forth in the fee schedule, and shall include such information and documentation as may be required to complete an Home Occupation Permit. The applicant shall be the operator of the home-based business and shall be a resident of the dwelling in which the home-based business is located. Information shall be provided to ensure that the proposed home-based business complies with the requirements of this Section. Additional information necessary to make the findings required for approval may be required by the City. The permit may include specific conditions and restrictions necessary to make the use compatible with a residential setting.

D. **EXEMPTIONS.** Activities exempt from the home-based business requirements include temporary sales stands with nominal sales such as children's lemonade stands and hostess parties, not more than three in any twelve-month period. No structure or stand of a permanent nature shall be erected onsite for these exempt sales requirements, which may be imposed by the Commission or Council.



CITY OF BEAUMONT
 550 East 6th Street, Beaumont, California 92223
 Attn: Business License Coordinator • (951) 769-8520
 Info@beaumontca.gov

BUSINESS LICENSE APPLICATION

BOTH SIDES OF THIS APPLICATION MUST BE COMPLETELY FILLED OUT PRIOR TO ISSUANCE OF A LICENSE.

This application is not a permit to do business. The provisions of the City of Beaumont, Business License Ordinance #333, provides for penalties for lateness in applying for and renewing business licenses. All license taxes are due and payable **on or before July 1st of each fiscal year**. Failure to comply with the provisions of the City of Beaumont, Business License Ordinance, may result in the issuance of a citation.

		• OFFICIAL USE ONLY •
Business Name _____		LICENSE FEE \$ _____
Business Address _____		RECEIPT NO. _____
City State, Zip _____		DATE PAID _____
Mailing Address _____	<input type="checkbox"/> Same as above	CHECK # _____ <input type="checkbox"/> CASH
City State, Zip _____		INITIALS _____
Business Phone () _____ Bus. Fax () _____		License Reviewed & Approved by:
Start Date _____		Building _____ / _____
Description of Business _____		Fire _____ / _____
Ownership: <input type="checkbox"/> Corporation <input type="checkbox"/> Ltd Liability Corp <input type="checkbox"/> Sole Proprietor <input type="checkbox"/> Partnership <input type="checkbox"/> Trust		Planning _____ / _____
State Lic. No. _____ Exp: _____ Workers' Comp No. _____ Exp: _____ Health Permit No. _____		Sewer _____ / _____
Social Security No. _____ Or Federal ID No. _____ Water Account No. _____		WW _____ / _____
Email Address _____ Sewer Account No. _____		Refuse _____ / _____
<i>\ If you do not have Worker's Compensation, please see back of form</i>		

CONFIDENTIAL INFORMATION - Enter below names of Owners, Partners, or Corporate Officers

Owner Name _____	Title _____	Phone () _____
Home Address _____		Cell Phone () _____
City _____	State _____	Zip _____
Owner Name _____	Title _____	Phone () _____
Home Address _____		Cell Phone () _____
City _____	State _____	Zip _____

CONFIDENTIAL INFORMATION - In case of emergency, please contact:

Name _____	Title _____	Phone () _____
Address _____		Cell Phone () _____
City _____	State _____	Zip _____

ALARM COMPANY

Name _____	Phone () _____
Address _____	License No _____

Class 1		Administration Fee \$ 80.00
*Estimated Gross Receipts \$ _____		License Fees \$ _____
Class 3		<i>Effective 01/01/2018 due to AB 1379*</i>
*No. of Professionals _____		\$ 4.00
*No. of Sub-Professionals _____		Total Amount Due \$ _____
*No. of Clerical _____		<i>I declare, under penalty of perjury, that this application has been examined by me, and to the best of my knowledge is true and correct.</i>
Class 4		Signature _____
*License Type _____		Title _____ Date _____
*No. of Employees _____		Print Name _____
*see back for applicable fees		Thank you for doing business in the City of Beaumont

PLEASE MAKE CHECK PAYABLE TO THE CITY OF BEAUMONT

WORKER'S COMPENSATION WAIVER

"I certify that in the performance of work for which this license is issued I shall not employ any person in any manner so as to become subject to the Workers Compensation Laws of California. Note: If after signing this certificate, you hire any employee, you become subject to the Worker's Compensation provisions of the California Labor Code, and you must immediately comply with the provisions of Section 3700 or **your license immediately becomes revoked**".

Signature _____ Print Name _____ Date _____

FEE SUMMARY

Class 1 includes: All persons engaged in the business of selling at wholesale or retail, any goods, wares, or merchandise. All persons engaged in providing personal services, such as but not limited to: mechanical, landscape, cleaning, general services, food service, etc.

Gross Receipts: Shall include the total amount of the sales price of all sales and the total amount charged or received for the performance of any act, service or employment, or whatever nature it may be, for which a charge is made or credit allowed, whether or not such act, service or employment is done as a part of or in connection with the sales of materials, goods, or merchandise, or the rendering of personal services. Included in gross receipts, shall be all receipts, cash, credits, and any property of any kind of nature, without any deduction there from, on account of the cost of the property sold, cost of materials used, labor services costs, interest paid or payable, or losses, or other expenses whatsoever, and receipts attributable to selling activities, or personnel services with the city.

Excluded shall be: Cash discounts allowed and taken on sales, credit allowed on property accepted as part of the purchase price, and which property may later be sold, any tax required by law to be included to or added to the purchase price and collected from the consumer or purchase.

Gross Receipts	License Fee	Gross Receipts	License Fee
Under \$ 50,000	\$ 60.00	1,400,001-1,500,000	\$336.00
50,001- 60,000	\$ 62.00	1,500,001-1,600,000	\$349.00
60,001- 70,000	\$ 64.00	1,600,001-1,700,000	\$362.00
70,001- 80,000	\$ 66.00	1,700,001-1,800,000	\$375.00
80,001- 90,000	\$ 68.00	1,800,001-1,900,000	\$388.00
90,001- 100,000	\$ 70.00	1,900,001-2,000,000	\$400.00
100,001- 120,000	\$ 74.00	2,000,001-2,200,000	\$420.00
120,001- 140,000	\$ 78.00	2,200,001-2,400,000	\$440.00
140,001- 160,000	\$ 82.00	2,400,001-2,600,000	\$460.00
160,001- 180,000	\$ 86.00	2,600,001-2,800,000	\$480.00
180,001- 200,000	\$ 90.00	2,800,001-3,000,000	\$500.00
200,001- 225,000	\$ 95.00	3,000,001-3,200,000	\$520.00
225,001- 250,000	\$100.00	3,200,001-3,400,000	\$540.00
250,001- 275,000	\$105.00	3,400,001-3,600,000	\$560.00
275,001- 300,000	\$110.00	3,600,001-3,800,000	\$580.00
300,001- 325,000	\$115.00	3,800,001-4,000,000	\$600.00
325,001- 350,000	\$120.00	Over 4,000,000	
350,001- 375,000	\$125.00		+\$10/each \$100,000 of gross receipts
375,001- 400,000	\$130.00		
400,001- 425,000	\$135.00		
425,001- 450,000	\$140.00		
450,001- 475,000	\$145.00		
475,001- 500,000	\$150.00		
500,001- 550,000	\$160.00		
550,001- 600,000	\$170.00		
600,001- 650,000	\$180.00		
650,001- 700,000	\$190.00		
700,001- 750,000	\$200.00		
750,001- 800,000	\$210.00		
800,001- 850,000	\$220.00		
850,001- 900,000	\$230.00		
900,001- 950,000	\$240.00		
950,001- 1,000,000	\$250.00		
1,000,001- 1,050,000	\$260.00		
1,050,001- 1,100,000	\$270.00		
1,100,001- 1,150,000	\$280.00		
1,150,001- 1,200,000	\$290.00		
1,200,001- 1,250,000	\$300.00		
1,250,001- 1,300,000	\$310.00		
1,300,001- 1,400,000	\$323.00		

Class 2 includes: All persons engaged in the business under the following business titles, but not limited thereto: hotels/motels, storage, buildings, mini storages, storage spaces, nursing homes, hospital, convalescent homes etc.

Base Fee plus No. of Spaces = Amount Due	
Base Fee:	
20 units/beds or less	\$50.00
21 units/beds or more	\$100.00
No. of units/beds/storage spaces	\$1.00 each

Class 3 includes: All professional business, corporations, professional groups or the like, but not limited thereto: accountants, architects, attorneys, beauticians, doctors, draftsmen, morticians, real estate agents, therapists, etc.

Professional:	\$75.00 each
Sub-Professional:	\$10.00 each
Clerical:	\$ 4.00 each

Class 4 includes: Any and all contractors. Fees for employees are those who function on the job within the city limits and are computed for the maximum on the job, at any given point of time. **Note:** failure to report your maximum number of employees will result in the penalty payment, double the correct amount.

Table A + Table B = Amount Due

Table A

General Engineering Contractor	A	\$125.00
General Building Contractor	B-1	85.00
Boiler, Hot water, Heater, Steam Filter	C-4	50.00
Cabinet and Mill Work	C-6	50.00
Cement and Concrete	C-8	75.00
Drywall	C-9	50.00
Electric (General)	C-10	75.00
Electrical Sign	C-45	50.00
Elevator Installation	C-11	50.00
Excavating, Grading, Trenching, Paving, Surfacing	C-12	75.00
Fencing	C-13	50.00
Fire Protection Engineering	C-16	50.00
Flooring (Wood)	C-15	50.00
Glazing	C-17	50.00
Housing and Building Moving	C-21	75.00
Insulation	C-2	50.00
Landscaping	C-27	50.00
Lathing	C-26	50.00
Masonry	C-29	50.00
Ornamental Metals	C-23	50.00
Painting, Decorating	C-33	50.00
Plastering	C-35	75.00
Plumbing	C-36	75.00
Refrigeration	C-38	75.00
Roofing	C-39	75.00
Sewer, Sewage, Disposal drains, cement, pipe laying	C-42	50.00
Steel reinforcing	C-50	50.00
Steel Structural	C-51	75.00
Structural Pest Control	C-22	50.00
Swimming Pool	C-53	50.00
Tile (Ceramic/Mosaic)	C-54	50.00
Warm-Air Heating, Ventilating, Air Conditioning	C-20	50.00
Welding	C-60	50.00
Well Drilling	C-57	50.00
Classified Specialist	C-61	50.00

Table B

Employee Fee Schedule

1 to 2	\$ 10.00
3 to 6	\$ 30.00
7 to 10	\$ 50.00
11 to 14	\$ 70.00
15 to 20	\$100.00
21 to 30	\$125.00

FEE SUMMARY

Class 5 includes: Manufactures, cabinet shops, machine shops, canneries, processors, assemblers, etc.

Class 6 includes: Delivery, trucking transportation of goods and/or materials for the purpose of resale and/or use by wholesale or manufacturer.

Base Fee	\$75.00 per year
1 to 2 Employees	\$20.00 per year
3 to 6 Employees	\$60.00 per year
7 to 10 Employees	\$100.00 per year
11 to 14 Employees	\$140.00 per year
15 to 20 Employees	\$200.00 per year
21 to 30 Employees	\$240.00 per year
31 to 40 Employees	\$300.00 per year
41 to 50 Employees	\$400.00 per year
51 plus Employees	\$400.00 per year
PLUS \$7.50 for each employee over 50 in number	

Combined Mfg. Weight	Fees Per Truck Route
0 to 5,000	\$ 36.00 per year
5,001 to 9,000	\$ 48.00 per year
9,001 to 13,000	\$ 72.00 per year
13,001 to 17,000	\$ 86.00 per year
17,001 and over	\$ 100.00 per year

NOTE: Three (3) part-time employees (working no more that twenty-five (25) hours each per week) shall equal one (1) full-time employee

Gross Receipts: Shall include the total amount of the sales price of all sales and total amount charged or relieved for the performance of any act, service or employment, or whatever nature it may be, for which a charge is made or credit allowed, whether or not such act, service or employment is done as part of or in conjunction with the sales of materials, goods, or merchandise, or the rendering of personal services. Included in gross receipts, shall be all receipts, cash, credits, and any property of any kind of nature, without any deduction therefrom, on account of the cost of the property sold, cost of materials used, labor services cost, interest paid or payable, or losses, or other expenses whatsoever, and receipts attributable to selling activities, or personnel services with the city.

Excluded shall be: Cash discounts allowed and taken on sales, credit allowed on property accepted as part of the purchase price, and which property may later be sold, any tax required by law to be included to or added to the purchase price and collected from the consumer or purchase.

Class 7 Includes: Rental, leasing, and operating laundry equipment.

Class 8 Includes: Vending Machines dispensing tangible personal property.

Class 9 Includes but is not limited to: Vending Machines dispensing intangible items such as music, pinball machines, games of skill etc.

Annual Gross Receipts	Actual License Fee
\$0 to \$50,000	\$ 60.00 annually
\$50,001 to \$60,000	\$ 70.00 annually
\$60,001 to \$70,000	\$ 80.00 annually
\$70,001 to \$80,000	\$ 90.00 annually
\$1.00 per thousand, far all excess of \$80,000	

Annual Gross Receipts	Actual License Fee
\$0 to \$2,500	\$ 60.00 annually
\$2,501 to \$5,000	\$ 70.00 annually
\$5,001 to \$10,000	\$ 80.00 annually
\$15,001 to \$20,000	\$ 90.00 annually
\$ 20,001 and up	\$ 100.00 annually

Annual Gross Receipts	Actual License Fee
\$0 to \$2,500	\$ 45.00 annually
\$2,501 to \$5,000	\$ 75.00 annually
\$5,001 to \$10,000	\$ 90.00 annually
\$10,001 to \$15,000	\$ 105.00 annually
\$15,001 to \$20,000	\$ 120.00 annually
\$20,001 to \$25,000	\$ 135.00 annually
\$25,001 to \$30,000	\$ 150.00 annually
\$30,001 to \$35,000	\$ 165.00 annually
\$35,001 to \$40,000	\$ 180.00 annually
\$40,001 to \$50,000	\$ 210.00 annually

Class 10 Includes: Home Occupations Fee: \$75.00 annually

Class 11 Includes: All out of town – except contractors Fee: \$72.00 annually

Class 12 Includes: Tax Exempt

Class 13 Includes: \$10.00 per person, per day

Class 14 Includes: Soliciting Company Fee: \$100.00 annually

\$1.00 per thousand (\$1,000) for all excess of \$50,000

***SB 1186**

Under federal and state law, compliance with disability access law 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

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.