City of Santa Ana business license tax fees are not required for non-profit organizations, charitable organizations, and all other persons exempt from business license taxation by reason of the Constitution of the United States and/or the State of California or any applicable statutes of the United States and/or the State of California.

The documents listed below must be submitted to the City of Santa Ana Business Tax Office for the purpose of verifying fee-exempt status eligibility and to insure that all relevant Santa Ana Municipal Code requirements are uniformly met and administered.

The following documents must be submitted to obtain Fee-Exempt status:

- Business License Tax Application
- Articles of Incorporation (Including Amendments)
- Bylaws
- Copy of IRS Form 990 Return of Organization Exempt From Income Tax
- Roster of Current Officers and Directors
- Federal Internal Revenue Service Income Tax Exemption or California State Franchise Tax Board Income Tax Exemption
- If Non-Profit Status was filed outside of the State of California, provide a copy of the Registration for California.

Remit total fees as follows:

<table>
<thead>
<tr>
<th>Description</th>
<th>Fee</th>
</tr>
</thead>
<tbody>
<tr>
<td>Registration Fee</td>
<td>$36.00</td>
</tr>
<tr>
<td>State of California Disability Access and Education Fund Fee</td>
<td>$4.00</td>
</tr>
<tr>
<td><strong>Total Amount Due</strong></td>
<td><strong>$40.00</strong></td>
</tr>
</tbody>
</table>

**CERTIFICATE OF OCCUPANCY REQUIREMENT**

Additional fees for an occupancy inspection or home occupation permit may be required. See note below to determine how to obtain appropriate applications and fees.

**Note**: Businesses operating from a commercial location within the City are required to obtain a Certificate of Occupancy. Businesses operating from a residence within the City are required to obtain a Home Occupation Permit. To initiate the review and/or inspection process, contact the Planning & Building Agency – Development Services Center at (714) 647-5804 or come in person to City Hall Ross Annex, First Floor Planning Counter.

Business License Tax Exemption: [ ] Approved [ ] Denied

Business Name: ____________________________

Comments: ________________________________

Willard V. Holt, Treasury and Customer Services Manager

Approval Date