



## **City of Hemet Finance Department**

445 E FLORIDA AVE ♦ HEMET ♦ CA ♦ 92543

Phone (951) 765-2358, Fax (951) 765-2336

### **City of Hemet Non-Profit Business License - 501 (c) 3 required**

The city of Hemet does not charge a business license fee for any organization that qualifies for nonprofit status. Instead, all qualifying nonprofit organizations will receive a City of Hemet Non-Profit Business License. There is no City of Hemet fee; however State of California SB 1186 \$4.00 fee does apply.

In order to obtain a Non-Profit Business License, complete a City of Hemet Non-Profit Business License application and return it with a copy of your IRS 501 (c) 3 letter and payment of \$4.00. Once received and verified, your organization will be issued a City of Hemet Non-Profit Business License.

Please note: The issuance of a City of Hemet Non-Profit Business License shall not entitle the holder thereof to carry on any business unless he/she has complied with all the requirements of the Hemet Municipal Code and all other applicable laws, nor carry on any business in a building or on any premises situated in a zone or locality in which the conduct of such business is a violation of any law.

If you have any questions please call the business license office at (951) 765-2358. Or fax number is (951) 765-2336

**CITY OF HEMET NON-PROFIT BUSINESS LICENSE**

445 E FLORIDA AVE•HEMET CA 92543  
 PHONE (951) 765-2358•FAX (951) 765-2336  
[www.hemetca.gov](http://www.hemetca.gov)

PROOF OF NON PROFIT STATUS IS  
 REQUIRED

Please attach a copy of your 1RS letter showing  
 your exemption under section 501 (c) (3)

**PROOF OF NON PROFIT STATUS IS REQUIRED**

ORGANIZATION NAME \_\_\_\_\_ HEMET START DATE \_\_\_\_\_  
 ORGANIZATION ADDRESS \_\_\_\_\_ MAILING ADDRESS \_\_\_\_\_  
 CITY \_\_\_\_\_ STATE \_\_\_\_\_ ZIP \_\_\_\_\_ CITY \_\_\_\_\_ STATE \_\_\_\_\_ ZIP \_\_\_\_\_  
 ORGANIZATION PHONE \_\_\_\_\_ FAX \_\_\_\_\_  
 ORGANIZATION DESCRIPTION \_\_\_\_\_ PRODUCT SOLD \_\_\_\_\_  
 FEDERAL TAX I.D. \_\_\_\_\_

**LIST TYPES OF EVENTS HELD/PLANNED**

**ORGANIZATION OFFICER INFORMATION**

PRIMARY OWNER OFFICER \_\_\_\_\_ SECONDARY OWNER/ OFFICER \_\_\_\_\_  
 ADDRESS \_\_\_\_\_ ADDRESS \_\_\_\_\_  
 CITY \_\_\_\_\_ STATE \_\_\_\_\_ ZIP \_\_\_\_\_ CITY \_\_\_\_\_ STATE \_\_\_\_\_ ZIP \_\_\_\_\_  
 MAILING ADDRESS \_\_\_\_\_ CITY \_\_\_\_\_ STATE \_\_\_\_\_ ZIP \_\_\_\_\_  
 PHONE# \_\_\_\_\_ PHONE# \_\_\_\_\_  
 EMERGENCY CONTACT NAME \_\_\_\_\_ PHONE# \_\_\_\_\_

\*SB 1186 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](http://www.dgs.ca.gov/dsa/Home.aspx), The Department of Rehabilitation at [www.rehab.cahwnet.gov](http://www.rehab.cahwnet.gov), The California Commission on Disability Access at [www.cdda.ca.gov](http://www.cdda.ca.gov).

⚠️ The acceptance of license fee/s and issuance of this business license does not entitle the license holder to carry on any business which is otherwise prohibited. Before your business may operate, it may be necessary for you to obtain one or more of the following: a Certificate of Occupancy, a Home Occupation Permit, a Conditional Use Permit, other City, State or Federal approvals applicable to your business.

⚠️ By signing below, I declare under penalty of perjury, that the information in this application is true and correct.

PRINT NAME \_\_\_\_\_ TITLE \_\_\_\_\_ SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_

**BUS LICENSE #**

**TEMPORARY USE PERMIT** If your organization is holding a special or one-time event, you must obtain a Temporary Use Permit from the City of Hemet Planning Dept. 951-765-2375.\*\*

**CERTIFICATE OF OCCUPANCY** If your organization is based in a commercial location within the City of Hemet, you **must** obtain a Certificate of Occupancy from the City of Hemet building Dept. 951-765-2475.\*\*

**HOME OCC UPATION PERMIT** If your organization is based in a Residential Location within the City of Hemet, you **must** obtain a Home Occupation Permit from the City of Hemet Planning Department. 951-765-2375.\*\*

I have read and will comply with all conditions with a Home Occupation Permit is allowed ( HMC 90-72)

Your Non-Profit Business License will not be issued until the applicable permit is issued.

SPECIAL CONDITIONS:

APPLICANT SIGNATURE \_\_\_\_\_

PROPERTY OWNER SIGNATURE \_\_\_\_\_

PLANNING \_\_\_\_\_

ZONE \_\_\_\_\_ PERMIT # \_\_\_\_\_

1167\* \$3.40

1168\* \$.20

1169\* \$.40

TOTAL \$4.00