CITY OF EL CERRITO
BUSINESS LICENSE TAX RENEWAL

Financial Services Division
10890 San Pablo Avenue
El Cerrito, CA 94530-2392
Phone: (510) 215-4335
Fax: (510) 215-4319
TDD Relay: (800) 735-2922
www.el-cerrito.org

Renewal Instructions

Your current business license will expire on June 30, 2008, and it is time to renew your business license for FY 2008-09 (covering the period July 1, 2008 to June 30, 2009). The City calculates your tax amount based on both your *Business Class* and the level of business activity we have on file for you. Please review the information on your courtesy *Renewal Notice* and make corrections or contact the Financial Services Division to update your account, if necessary. Please pay your annual business license tax and the administrative fee no later than July 31, 2008 to avoid penalties.

Administrative Fees: An administrative fee is due in addition to the Business License Tax and must be paid before a license can be issued.

Renewal Administrative Fee……..$21.

New License Administrative Fee ……..$65.

Business License Tax Tables

(For complete Tax Tables, please visit the City's web site or City offices)

Fixed Places of Business	
Employer Only	$226
Employer + 1 employee	226
Employer + 2 employees	308
Employer + 3 employees	340
Employer + 4 employees	421
Employer + 5 employees	454
Employer + 6 employees	485
Employer + 7 employees	518
Employer + 8 employees	551
Employer + 9 employees	5583
Employer + 10 employees	615
Each additional employee	32
Rentals—Apartments (each unit)	81
Home Occupations—including Family Day Care	161
Fine Arts Teachers	52
Contractors—Construction	291
Restaurants & Nightclubs	648
Ice Cream Vendors	32
Peddlers & Solicitors	1,295
Pawnbrokers & Check Cashers	648
Auctioneers	1,295
Temporary Sales	273
Casual Business	192

Professional Offices	
Employer Only	$275
Employer + 1 employee	275
Employer + 2 employees	356
Employer + 3 employees	389
Employer + 4 employees	421
Employer + 5 employees	454
Employer + 6 employees	485
Employer + 7 employees	518
Employer + 8 employees	551
Employer + 9 employees	583
Employer + 10 employees	615
Each additional employee	32
Hotels & Motels (Base Fee)	324
Plus Unit Fee	13
Vehicle Parking Lots (up to 1,000 square feet)	260
Over 1,000 square feet, plus per 1,000 sq. ft.	25
Trailer Courts (Base Fee)	324
Plus Unit Fee	13
Delivery Vehicles (per vehicle)	130
Taxicabs (per vehicle)	195
Amplification Vehicles (per vehicle, per day)	3,238
Bingo Games	50
Non-Profits—501(c)(3)	0

Penalties: In accordance with El Cerrito Municipal Code §4.32.210, the following cumulative penalties are assessed on each date shown: August 1 = 10%, September 1 = 20%, October 1 = 20%, November 1 = 20%, December 1 = 20%, January 1 = 10%. Failure to pay Business License Taxes, as required by El Cerrito Municipal Code Chapter 4.32, may result in criminal prosecution or collective action.

Additional Permits Required: Please note that you may need additional permits and licenses in order to operate legally in El Cerrito. For example, you may need a Home Occupation Permit, Taxicab Permit, Bingo Permit, Conditional Use Permit, or other permit. You may also need Federal, State, or County licenses and permits, such as a California Seller's Permit or a State Contractor's License.

Emergency Cards: The El Cerrito Police Department is requesting that local businesses update their emergency contact cards. If an emergency card is enclosed with your renewal, please return it with your renewal payment.

For more information on the City of El Cerrito's Business License Tax Ordinance, please search on "Chapter 4.32" at the following website: http://ordlink.com/codes/elcerrito/