



OFFICE USE ONLY	ENTERED BY:
BUSINESS #:	
RATE TYPE:	
DATE SUBMITTED:	
EXPIRATION DATE:	
PLANNING APPROVAL:	
PL PERMIT#:	
BUILDING APPROVAL:	

BUSINESS LICENSE TAX APPLICATION

BUSINESS INFORMATION

Business Name:

DBA:

Location of business or rental property

Street:

City:

State:

ZIP:

Cannot be PO Box per State of California Business & Professions Code Section 17538.5

Primary Email:

Phone:

Business description (Ex. Rental Property, Restaurant, Home Business, etc.):

of Employees

of Rental Units

Business Start Date:

Federal Tax ID:

NAICS:

Business Type (check one):

Sole proprietor

Partnership

Corporation

LLC

Nonprofit

MAILING ADDRESS Check if same as above

Attn:

Street:

City:

State:

ZIP:

OWNER INFORMATION

Owner 1 Name:

Address (if different than above):

Phone:

Email:

Owner 2 Name:

Address (if different than above):

Phone:

Email:

PROPERTY MANAGER INFORMATION (Rentals Only)

Name:

Phone:

Email:

CONTRACTOR INFORMATION

Contractor's License #:

Length of License (contractors only):

Quarterly (3 mos.)

Semiannual (6 mos.)

Annual (7/1/22 -6/30/23)

TAXES AND FEES ASSESSED

Business Tax <i>See business license fee schedule</i>	+	Administrative Fee <i>Check one</i> (\$84 New) or (\$28 Renewal)	+	AB1379 Fee \$4	=	Total Due
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AGREEMENT

I declare, under penalty of perjury, that the information contained in this application is true and correct, and that all required licenses are in full force and effect.

Signature:

Date:

Read back and sign

QUESTIONS

Is your business a Home Occupation?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Does your business sell tobacco products?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Does your business generate less than \$8,300 per year within El Cerrito city's limits?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
If yes, how much revenue was generated in El Cerrito in the last complete year?	\$ _____	

BUILDING & FIRE INSPECTIONS

NOTE: Prior to the issuance of a business license, all commercial locations will require building and fire inspections.

Is this a new or existing business?	<input type="checkbox"/> New	<input type="checkbox"/> Existing
Is your business in the process of making interior/exterior building improvements?	<input type="checkbox"/> Yes	<input type="checkbox"/> No

If yes, please provide the building permit number: _____

MUNICIPAL CODE RULES AND REGULATIONS

Please read the following rules and regulations and sign below to verify your understanding of them.

Please note: Applying for and receiving a Business License Tax Certificate is *NOT* a license to do business in El Cerrito. The Municipal Code, which includes various regulations affecting business operations, is available for review at the City Offices or online at www.el-cerrito.org in [Chapter 4.32](#).

Prorated Amounts: In accordance with El Cerrito Municipal Code §4.32.200, the Business License Taxes for a newly established business are prorated according to the following schedule: October 1 to December 30 = 75%, January 1 to March 31 = 50%, April 1 to June 30 = 25%.

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 = 30%, October 1 = 50%, November 1 = 70%, December 1 = 90%, January 1 = 100%. Failure to pay Business License Taxes, as required by El Cerrito Municipal Code Chapter 4.32, may result in criminal prosecution.

Hearings: In accordance with El Cerrito Municipal Code §4.32.140-150, a business may apply in writing for an appeal of the amount due within 15 days of the issuance of the tax notice. Such hearings will be made before the City Council within thirty days of the written appeal.

If you will be opening a storefront within El Cerrito city limits, please review your plans with the Planning and Building Divisions located at 10890 San Pablo Avenue or by email at planning@ci.el-cerrito.ca.us; buildingapplications@ci.el-cerrito.ca.us.

If your business is a home-based occupation, please complete an application for the appropriate authorization with the Planning Division located at 10890 San Pablo Avenue, El Cerrito, CA.

If you will be operating as a street vendor or peddler, please review your plans with the Public Works Department located at 10890 San Pablo Avenue and the El Cerrito Police Department located at 10900 San Pablo Avenue.

If your business will include the sale of taxable goods and services, please contact the California State Board of Equalization at 1-800-400-7115 to obtain a California Seller's Permit.

If your business will involve the sale of tobacco, tobacco products, electronic smoking devices, smoking paraphernalia, or any combination thereof, please complete an application for the appropriate authorization with the Planning Division located at 10890 San Pablo Avenue, El Cerrito, CA.

If your business will involve the sale, purchase, or trade of firearms, rifles, or explosives, please complete an application for the appropriate authorization with the Police Department located at 10900 San Pablo Avenue, El Cerrito, CA.

If you will be operating a taxi, please complete an application for the appropriate authorization with the Police Department located at 10900 San Pablo Avenue, El Cerrito, CA.

If you will be operating any games of chance such as Bingo, please complete an application for the appropriate authorization with the Police Department located at 10900 San Pablo Avenue, El Cerrito, CA.

If your business will you use, store, or handle carcinogens, compressed gases, corrosives, solvents, flammable liquids, aboveground tanks, pesticides, liquefied petroleum gas, organic peroxides, oxidizers, combustible liquids, underground tanks, explosives, or hazardous waste of any kind, please circle the relevant items in this list and complete an application for the appropriate authorization with the Fire Department located at 10900 San Pablo Avenue, El Cerrito, CA.

In signing this document, I acknowledge receipt and understanding of the policies listed above and I will take appropriate action to ensure that my business is in full compliance of the El Cerrito Municipal Code.

Signature: _____ Date: _____