



# BUSINESS LICENSE TAX APPLICATION

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

## 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, 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 (7/1/18-6/30/19)

## TAXES AND FEES ASSESSED

<b>Business Tax</b> <i>See business license fee schedule</i>	+	<b>Administrative Fee</b> <i>Circle one</i> (\$75 New) or (\$24 Renewal)	+	<b>SB1186 Fee</b> \$4	=	<b>Total Due</b>
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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?	\$	

### 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 <http://ordlink.com/codes/elcerrito/>. For more information about the City of El Cerrito's Business License Tax Ordinance, please reference Chapter 4.32 of the Municipal Code

**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 fifteen days of the issuance of the tax notice. Such hearings will be made before the El Cerrito 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 El Cerrito Planning and Building Divisions located at 10890 San Pablo Avenue, El Cerrito, CA.

**If your business is a home-based occupation,** please complete an application for the appropriate authorization with the El Cerrito 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 El Cerrito Public Works Department located at 10890 San Pablo Avenue, El Cerrito, CA, and the El Cerrito Police Department located at 10900 San Pablo Avenue, El Cerrito, CA.

**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 El Cerrito 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 El Cerrito 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 El Cerrito 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 El Cerrito 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 El Cerrito 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: \_\_\_\_\_