CITY OF EL CERRITO
BUSINESS LICENSE TAX RENEWAL

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Renewal Instructions

Your current business license will expire on June 30, 2007, and it is time to renew your business license for FY 2007-08 (covering the period July 1, 2007 to June 30, 2008). 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, 2007 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 ……..$64.

Business License Tax Tables

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

Fixed Places of Business	
Employer Only	$224
Employer + 1 employee	224
Employer + 2 employees	305
Employer + 3 employees	337
Employer + 4 employees	417
Employer + 5 employees	450
Employer + 6 employees	481
Employer + 7 employees	514
Employer + 8 employees	546
Employer + 9 employees	578
Employer + 10 employees	610
Each additional employee	32
Rentals—Apartments (each unit)	80
Home Occupations—including Family Day Care	160
Fine Arts Teachers	52
Contractors—Construction	289
Restaurants & Nightclubs	643
Ice Cream Vendors	313
Peddlers & Solicitors	1,284
Pawnbrokers & Check Cashers	643
Auctioneers	1,284
Temporary Sales	271
Casual Business	190

Professional Offices	
Employer Only	$273
Employer + 1 employee	273
Employer + 2 employees	353
Employer + 3 employees	386
Employer + 4 employees	417
Employer + 5 employees	450
Employer + 6 employees	481
Employer + 7 employees	514
Employer + 8 employees	547
Employer + 9 employees	578
Employer + 10 employees	610
Each additional employee	32
Hotels & Motels (Base Fee)	321
Plus Unit Fee	13
Vehicle Parking Lots (up to 1,000 square feet)	258
Over 1,000 square feet, plus per 1,000 sq. ft.	25
Trailer Courts (Base Fee)	321
Plus Unit Fee	13
Delivery Vehicles (per vehicle)	129
Taxicabs (per vehicle)	193
Amplification Vehicles (per vehicle, per day)	3,211
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/