



CITY OF EAST PALO ALTO

BUSINESS LICENSE APPLICATION FORM

PURSUANT TO CITY ORDINANCE # 061

**TO BE FILLED OUT BY
STAFF**

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LICENSE NUMBER

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DATE APPROVED

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NAICS CODE

GENERAL INFORMATION

Your business license will expire December 31st of each year. If you register between September 1 and December 31, you do not need to renew your business license until the following year. Renewal payments are due by February 1. Renewal payments are based on the Business Fee. Business Licenses are for revenue purposes only.
ALL INFORMATION IN THIS APPLICATION IS CONFIDENTIAL.

1. CONTACT INFORMATION

BUSINESS NAME

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OWNER'S NAME

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CONTACT PHONE NUMBER

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BUSINESS ADDRESS (physical location)

MAILING ADDRESS (if different)

FAX NUMBER (optional)

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E-MAIL ADDRESS (optional)

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2. BUSINESS INFORMATION

BUSINESS DESCRIPTION – (briefly describe your business and what types of activities are involved.)

CHECK ALL OF THE FOLLOWING THAT APPLY

- Home Business – Please fill out Home Business Questionnaire (Pgs 4 & 5)
- Contractor – Provide License# _____
- Sole Proprietorship
- Partnership
- Corporation

3. PAYMENT INFORMATION

PROCESSING FEE (non-refundable)

\$72

CALCULATED BUSINESS FEE

(Refer to the Business Fee Schedule on pgs 2 & 3 + to determine your Calculated Business Fee

\$

TOTAL (processing fee + calculated business fee)

\$

4. APPLICANT'S SIGNATURE

SIGNATURE

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DATE

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NAME (printed)

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HOW TO CALCULATE YOUR BUSINESS FEE

1. **FOR MOST BUSINESSES**, determine your business fee by using the Gross Receipts Schedule listed under **Section A – General Businesses**.
2. If your business has no Gross Receipts or is a one-time specialty business, please refer to the appropriate listing of business types elsewhere in this Fee Schedule.
3. Call the Finance Department (650) 853-3100 for questions about fees.

A – GENERAL BUSINESSES

General Business taxes are based on percentage or Gross Annual Receipts. If you are a General Business, refer to the table below to determine your calculated business fee. General Businesses include the following:

1. Wholesale or retail sales.
2. Manufacturing, packaging or processing.
3. Professions, Occupations and Services.
4. Contractors – Jobbing.
5. Hotels, Motels, Rooming Houses and Boarding Houses.
6. Distribution of stamps, coupons and tickets.
7. Coin-operated Devices, Vending Machines.
8. Any profession, trade, occupation calling or business not otherwise specifically licensed by other subdivisions of the City's business license tax ordinance.

GROSS RECEIPTS FEE SCHEDULE

Annual Gross Receipts Between	Annual License Fee
\$0 - \$1000	\$50
\$1,000 - \$100,000	\$125
\$100,001 - \$250,000	\$250
\$250,001 - \$500,000	\$500
\$500,001 - \$10,000,000	\$1 for each \$1,000 of gross receipts
\$10,000,000 – And Higher	\$0.50 for each \$1,000 of gross receipts over \$10,000,001

OTHER TYPES OF BUSINESSES THAT DO NOT TAKE IN GROSS RECEIPTS

* REFER TO THE FEE SCHEDULES ON THE NEXT PAGE

B - OTHER TYPES OF BUSINESSES THAT DO NOT TAKE IN GROSS RECEIPTS

ADMINISTRATIVE OFFICES/ WAREHOUSES

Annual Business License tax based on the average number of employees and no Gross Receipts generated or attributable to the site.

# of Employees	Tax	# of Employees	Tax
1-5	\$250	51-75	\$1,250
6-15	\$500	76-100	\$1,500
16-25	\$750	101-150	\$1,750
26-50	\$1,000	151+	\$2,000

PUBLIC AMUSEMENTS

- 1. Circus, Carnival or similar exhibition. Per day - \$250
- 2. Lecture or theatrical performance - Per day - \$75
- 3. Arcade consisting of one or Gen. Enclosure. Per day - \$100
- 4. Concessions or rides for children. Each ride device Per month - \$50
- 5. Rides for adults – Other than Carnival. Each ride device. Per month - \$100
- 6. Street Musicians. Each person. Per day - \$20

ADVERTISING

- 1. Vehicle equipped with musical device, loud speaker or other device of attracting attention. Each vehicle –
 - Per annum – \$250
 - Per month – \$150
 - Per day – \$50
- 2. Vehicle to which there are attached signs, placards, billboards or other advertising matter. Each Vehicle –
 - Per annum – \$250
 - Per month – \$150
 - Per day – \$50
- 3. By means of loudspeaker, sound amplifier or similar device or a display advertisement each excess of ten (10) feet in height or length.
 - Each Airplane –
 - Per annum – \$250
 - Per month – \$150
 - Per day – \$50
- 4. Vehicle or trailer containing or equipped with a searchlight. Each searchlight –
 - Per annum – \$250
 - Per month – \$150
 - Per day - \$50
- 5. Handbills and other types of commercial advertising materials (excluding newspapers or general circulation)
 - Per annum – \$100
 - Per day – \$5
- 6. Billboards. Poster panels
 - Per face(Up to 300 sq. ft.) Per annum - \$150
 - Per face (Over 300 sq. ft.) Per annum - \$300

MISCELLANEOUS BUSINESSES

- 1. Transportation or trucking. Per vehicle –
 - Per annum – \$30
 - Semi annum – \$20
- 2. Junk collector or dealer. Auto wrecking –
 - Per annum – \$100
- 3. Fortune telling and mediumship – Each location.
 - Per annum - \$100
- 4. Peddler, solicitor, itinerant merchant. Each person –
 - Per annum - \$150
 - Per day - \$15
- 5. Christmas trees, Pumpkins. Sale of –
 - Per annum - \$25
 - + cash deposit or bond - \$100
- 6. Massage parlors
 - Annual gross receipts according to Section A fee schedule.

OTHER BUSINESSES

- 1. Pawnbroker per quarter - \$40
- 2. Finance company per annum - \$25
- 3. Searchlight (not mounted on vehicle) Each searchlight.
 - Per annum - \$25
 - Per month - \$15
 - Per day - \$5
- 4. Shoe shining
 - Per annum - \$10
 - Per quarter - \$3
- 5. Auction sale or auctioneer
 - Per day - \$20

MECHANICAL AMUSEMENT DEVICES

See Section A fee Schedule

SALES

Bankrupt, Liquidation, Close out, Etc According to Section A Fee Schedule. \$25 application fee.

PROFESSIONAL SPORTS EVENTS

5% of gross receipts

LICENSING FEES

Application - \$72
 Transfer or assignment - \$10
 Duplicate license -\$5

NON-PROFIT&CHARITABLE ORGANIZATIONS

50% of fee schedule

HIGHEST APPLICABLE TAX

If a license can be calculated on more than one basis, the basis for calculation which will produce the highest license fee shall be used in determining the tax assessed.

HOME BUSINESS QUESTIONNAIRE

***FILL OUT ONLY IF YOUR APPLICATION IS FOR A HOME BUSINESS**

BUSINESS NAME

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1. Describe your business. What types of activities are involved in your business?

2. What will you be storing at your residence? (No more than 50 cubic feet of storage is allowed, which is approximately the size of a closet)

3. Will you store any hazardous, flammable or combustible liquids or materials?

Yes [] or No []. If yes, please explain:

4. How much space in your home will be used for your business, including storage?

5. Will your business generate any pedestrian or vehicular traffic and/or parking?

Yes [] or No []. If yes, please explain:

6. Will your business produce any noise, smoke, debris, vibrations, dust, odors, glare, television or radio interference or other nuisances detectable outside of your dwelling?

Yes [] or No []. If yes, please explain:

***FILL OUT ONLY IF YOUR APPLICATION IS FOR A HOME BUSINESS**

7. Will your home business generate refuse, sewage, electrical or water use in excess of what is normal for a similar residential dwelling unit not having a home business?

Yes [] or No []. If yes, please explain:

8. Will you have work related mechanical or electrical equipment at your home?

Yes [] or No []. If yes, please explain:

9. Will any large pack delivered to your residence?

10. How often will packages be delivered to your residence?

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11. Will you have any signs? Signs are not permitted at your home.

12. Will customers be permitted to visit your home? Customers are only permitted to visit your home two at a time, by appointment only.

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13. How many employees will you have?

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14. If you will have employees, where will they report for work? Employees are not permitted to report for work at your residence.

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***END OF QUESTIONAIRRE**

PROHIBITED HOME BUSINESSES

Pursuant to Section 6293 of the Zoning Ordinance, the following types of businesses are not permitted to operate out of a home:

- (a) Animal breeding beyond one litter per year of domestic animals (e.g., cats, dogs, rabbits, birds, etc.);
- (b) Appliance repair; other than the repair of small household appliances;
- (c) Carpentry work;
- (d) Dance instruction to more than one individual at a time;
- (e) Dental or other medical offices;
- (f) Firearms sales and services;
- (g) Food catering;
- (h) Hair salons, unless by appointment to one individual at a time;
- (i) Motorized garden tool repair, such as, but not limited to, lawnmowers, chainsaws, and leafblowers;
- (j) Massage parlors and the business of arranging massages at an off-site location;
- (k) Pest control;
- (l) Painting of vehicles, trailers, boats, and like vehicles/vessels;
- (m) Photo developing;
- (n) Real estate or brokerage offices;
- (o) Upholstery and furniture repair;
- (p) Vehicle-related uses such as, but not limited to, the cleaning, dismantling, embellishment, installation, manufacture, repair or service, sale, lease, or rental, and towing of vehicles. The dispatching of vehicles such as limousines, taxicabs, and ambulances is allowed as a home business so long as those vehicles need not regularly come into the vicinity of the subject residence;
- (q) Welding;
- (r) Any uses which require a Hazardous Materials Permit from the Menlo Park Fire Protection District; and
- (s) Any other uses as determined by the Director of Planning to be inappropriate as a home business.

USEFUL BUSINESSES RESOURCES AND CONTACT INFORMATION

FOR PROCESSING INFORMATION:

**City of East Palo Alto
Planning Division**
1960 Tate Street
East Palo Alto, CA 94303
(650) 853-3185

FOR LOCAL BUSINESS ASSISTANCE:

**City of East Palo Alto
Economic Development Department**
1960 Tate Street
East Palo Alto, CA 94303
(650) 853-3186

Start Up
1395 Bay Road
East Palo Alto, CA 94303
(650) 321-2193

FOR PAYMENT INFORMATION:

**City of East Palo Alto Finance
Department**
2415 University Avenue, Second Floor
East Palo Alto, CA 94303
(650) 853-3100

FOR FICTITIOUS BUSINESS NAME STATEMENT:

San Mateo County Clerk's Office
555 County center Road, First Floor
Redwood City, CA 94063
Office: (650) 363-4713

FOR ENVIRONMENTAL HEALTH PERMIT:

**San Mateo County Environmental Health
Services Division**
455 County center Road, Fourth Floor
Redwood City, CA 94063
Office: (650) 363-4305
www.smhealth.org/environ

FOR SELLER'S PERMIT:

**State Board of Equalization
San Jose Office**
250 South Second Street
San Jose, CA 95113-1231
(408) 277-1231

State Board of Equalization
San Francisco Office
455 Golden Gate Avenue, Suite 7500
San Francisco, CA 94102-3625
(415) 703-5400

**State Board of Equalization
Oakland Office**
1515 Clay Street, Suite 303
Oakland, CA 94612-1432
(510) 622-1400

Board Information Center
(800) 400-7115
www.boe.ca.gov

FOR STATE CONTRACTORS LICENSING BOARD

<http://www.cslb.ca.gov/>
1-800-321-CSLB (2752)

**Congratulations on taking the first
step toward launching your own
business!**

**We are a community-based nonprofit with
programs designed to help you start and
manage a sustainable businesses. Call us today
to learn how we can help you!**

**¡Felicidades por tomar el primer paso
para iniciar su propio negocio!**

**Somos una organización no lucrativa con
programas diseñados para ayudarle a
comenzar y manejar un negocio sostenible.
¡Llámenos hoy para ver como podemos
ayudarlo!**

Start Up
prosper ★ prospere

(650) 321-2193

1848 Bay Road, East Palo Alto, CA 94303

An office of the


Entrepreneurship Center