



CITY OF PACIFICA

170 Santa Maria Avenue - Pacifica, CA 94044 - (650) 738-7392

APPLICATION FOR BUSINESS LICENSE

OFFICIAL USE ONLY

Business # _____

Class _____

Receipt# _____

Date _____

The Annual Business License Period is November 1st through October 31st.

Business Name _____ Bus. Start Date _____

Corporate Name _____ Resale No. _____
(if applicable)

Business Location _____ Federal ID No. _____
(Cannot be P.O. Box per State of California Business & Professions Code-Section 17538.5)

State ID No. _____

Mailing Address _____ Contractor's Lic. No. _____

License Type _____

Phone No. _____ Fax No. _____ Expire Date _____

Description of Business _____ Email Address _____

Ownership Corporation Partnership Sole Proprietor Web Site _____

Enter below names of Owners, Partners, or Corporate Officers (attach additional sheet, if necessary)

1st Owner Name _____ Title _____ Date of Birth _____

Home Address _____ Driver Lic. No. _____
(Cannot be P.O. Box)

Soc. Sec. No. _____

Home Phone No. _____ Cell / Pager No. _____

2nd Owner Name _____ Title _____ Date of Birth _____

Home Address _____ Driver Lic. No. _____
(Cannot be P.O. Box)

Soc. Sec. No. _____

Home Phone No. _____ Cell / Pager No. _____

In case of emergency, please contact (attach additional sheet, if necessary)

Contact Name _____ Phone No. _____

Address _____ Cell/Pager No. _____

Addresses of Pacifica Properties Owned - (Property Management Only)

Location/Address	No. of Units	<input type="checkbox"/> Residential	<input type="checkbox"/> Commercial
_____	_____	<input type="checkbox"/>	<input type="checkbox"/>
_____	_____	<input type="checkbox"/>	<input type="checkbox"/>
_____	_____	<input type="checkbox"/>	<input type="checkbox"/>
_____	_____	<input type="checkbox"/>	<input type="checkbox"/>

Name, Address and Telephone Number of Persons Engaged in the Business of Soliciting for this Firm:

I declare, under the penalties of perjury, this application has been examined by me and to the best of my knowledge and belief is a true, correct, and complete statement of facts.

Signature _____ Title _____ Date: _____

If you have more solicitors, please use and attach an additional sheet.

NOTICE: Under federal and state law, compliance with disability access laws is a serious and significant responsibility that applies to all California building owners and tenants with buildings open to the public. You may obtain information about your legal obligations and how to comply with disability access laws at the following agencies: The Division of the State Architect at www.dgs.ca.gov/dsa/Home.aspx - The Department of Rehabilitation at www.rehab.cahwnet.gov - The California Commission on Disability Access at www.cdda.ca.gov.

FOR OFFICIAL USE ONLY

Date _____ This form must be on file in the Finance Department by _____ or approval will be assumed and the final business license will be issued.

- Planning
 - Building
 - Police
 - Fire
 - Health
- Remarks: _____
- _____
- _____

APPROVED:
 NOT APPROVED: _____
Signature / Date _____

Estimated Gross Receipts

\$ _____

No. of Vehicles

No. of Employees

No. of Units

License Tax	\$
License Tax For Gross Receipts > \$25K	\$
Home Occupation Fee	\$
Other Fee (e.g. Tobacco)	\$
State CASp Fee	\$ 1.00
TOTAL AMOUNT DUE	\$

Thank you for doing business in the City of Pacifica

RETURN APPLICATION TO ABOVE ADDRESS AND MAKE CHECK PAYABLE TO CITY OF PACIFICA.

CITY OF PACIFICA - General Information / Fee Schedule

Business licenses are required of all businesses operating in the City of Pacifica. "Business" as defined in the Pacifica Municipal Code includes professions, trades, and occupations of all and every kind of calling.

Self billing application forms are used to convey the information required to issue a license and to determine the amount due.

Classifications have been determined through recognized studies of business statements. The percentage of net profit on net sales as reported by national average determines the placement by classification.

Realtors are not classified but are on a flat rate fee. A fee of \$100.00 per year is required to license a real estate office and the employing broker. An additional \$25.00 per salesman is required to license all other real estate salesmen and brokers affiliated with sales in Pacifica.

Renewal applications and fees (a result of the formula calculation - see below) are due and payable in advance on the first of November each year. Business license fees are considered delinquent on November 30th and a 10% penalty shall be added on November 30th and on the last day of each month that the delinquency continues. Penalties shall not exceed 100% of the original license fee.

Finance Department personnel will be pleased to help applicants for business licenses. Please telephone (650) 738-7392, or inquire at the Finance Department, 170 Santa Maria Avenue, Pacifica, California, 94044.

Your type of business (_____) comes under Classification _____.
MINIMUM FEE for this Classification is \$ _____ annually. On May 1st, the minimum fee is pro-rated to one-half through October 31st.

HOME OCCUPATION: When your business is operated out of your home, an application for a Home Occupation Permit plus a business license is required. A \$180.00 one-time fee is charged for the Home Occupation Permit. If you have any questions regarding the Home Occupation Permit, the Community & Economic Development Office Manager will be pleased to help you - call (650) 738-7341.

GENERAL INFORMATION: It is unlawful for any person to carry on any business, trade, or occupation in the City of Pacifica without first obtaining a business license. Each applicant must:

- a. Check with the Planning Division to determine if the location complies with zoning requirements.
- b. Complete the license application form.
- c. Pay requisite license fee based on estimated gross receipts. (MINIMUM \$40.00)**
- d. Pay \$110.00 inspection fee if a garage is used for a home occupation. Application is routed for inspections through Police, Fire, Health, and Building & Planning Departments for compliance with zoning, safety, health, fire and traffic hazards.

If the applicant has more than one business location in the City, separate applications must be filed for each location. Similarly, if more than one business operates at one location, each business must have a separate business license.

On presentation of application and fees, a receipt is issued to the applicant. **THIS IS NOT A LICENSE.**

After inspections, if required, have been made, and upon receipt of a satisfactory compliance report from all departments, a business license is then issued and mailed to the applicant, or money is refunded.

FICTITIOUS NAMES: Applicants are advised to file the Fictitious Name Statement, if applicable, with:

County Recorder's Office
555 County Center, 1st Floor
Redwood City, CA 94063
Hours: 8:00 a.m. - 5:00 p.m.
Phone: (650) 363-4713

SALES OR USE TAX: Sales or Use Tax may apply to your business activities. You may seek advice regarding the application of Tax to your particular business by writing or calling the nearest State Board of Equalization office:

State Board of Equalization **Phone: (800) 432-2829**
121 Spear Street, Suite 460 **Fax: (415) 356-6117**
San Francisco, CA 94105-1584

Business Code	Description	Formula (per \$1,000)	Minimum	Maximum
A	Business Category A	Gross Receipts over \$25k times .00030	\$ 40.00	N / A
B	Business Category B	Gross Receipts over \$25k times .00037	\$ 40.00	N / A
C	Business Category C	Gross Receipts over \$25k times .00043	\$ 40.00	N / A
D	Business Category D	Gross Receipts over \$25k times .00057	\$ 40.00	N / A
E	Business Category E	Gross Receipts over \$25k times .00063	\$ 40.00	N / A
F	Contractors	Gross Receipts over \$25k times .00043	\$ 50.00	\$1,000.00
G	Business Category G	Gross Receipts over \$25k times .00077	\$100.00	N / A
M	Property Management	\$25.00 per unit	N / A	N / A
N	Non - Profit	Free	N / A	N / A
P	Palmists	\$500.00 flat fee	N / A	N / A
R	Agent	\$100.00 + \$25.00 per agent beyond the first one	N / A	N / A
S	Solicitor	\$50.00 flat fee	N / A	N / A
T	Vehicle	\$50.00 per vehicle	N / A	N / A
V	Vending Machines	\$40.00 flat fee	N / A	N / A
	Tobacco Retailer	\$300.00 flat fee	N / A	N / A

Occupation Codes	
B	= Branch
C	= Contractor
H	= Home Occupation
P	= Property Management
R	= Realtor
V	= Vending
Approving Departments or Agencies	
Building Fire Health Department Planning Police	

NOTE: Property Management (Business Code M) also requires a Business Code E form for their gross receipts.

** Minimum Fee for Contractors / Subcontractors is \$50.00
 ** Minimum Fee for Professionals and Developers is \$100.00