CITY OF EL CERRITO
BUSINESS LICENSE TAX APPLICATION

BUSINESS LICENSE DOES NOT CONSTITUTE LAND USE ENTITLEMENT

Financial Services Division
10890 San Pablo Avenue
El Cerrito, CA 94530-2392
Phone: (510) 215-4335
Fax: (510) 233-5401
TDD Relay: (800) 735-2922
www.el-cerrito.org

✓	NAME	STREET ADDRESS	CITY	ST	ZIP+4	PHONE	FAX
	Business:						
	Owner:						
	Emergency Contact:						
	Mailing Address:					Email:	

BUSINESS INFORMATION

Date Business Opened in El Cerrito: _____ Describe Business (e.g., Retail): _____ Number of Rental Units or Number of Employees: _____

I have read and understand the attached ***Doing Business in El Cerrito*** form and will obtain the necessary permits and approvals, as may be required by Federal, State, and Local laws and regulations (initial):_____

Does your business generate less than $8,733 per year within El Cerrito's city limits (circle)? **Yes / No** If yes, how much revenue was generated in the last complete year? $_____

BUSINESS TYPE (circle)
Sole Owner
Partnership
Corporation
Non-Profit
Veteran

OTHER ID NUMBERS
Federal Tax ID:
Contractor's License:
Sellers Permit #:

SUBMITTED BY
Signature:
Print Name:
Date:

STAFF USE ONLY	
Business #:	
License #	
New / Update Date:	
Entered by:	

TAX AND FEES ASSESSED	
Business Tax	
Administrative Fee	**$63.00**
SB-1186 (ADA Access)	**$1.00**
Total	

DEPARTMENT USE ONLY	
Department	**Initial/Date**
Planning/Zoning Division For Home Occupations	
Police Department	

INSTRUCTIONS (print or type the following information on the form)

1) In the top portion of the form, fill in the name and contact information for the Business, Business Owner, and Emergency Contact. If the information is the same, simply write "Same" in each line. Place a check mark in the far left column of the address to which you would like the City to send Business License Tax Renewals and other information.

2) Under *Business Information*, enter the date that you opened your business. Briefly describe the business, such as "retail clothing store," or "engineering consulting services." If your business is the rental of residential property, enter the number of rental units (not including any unit that you, as the property owner, occupy); otherwise, enter the average number of employees in your firm at this location in the prior year. For purposes of determining the number of employees, use full-time equivalents, e.g., two half-time employees' equal one full-time employee, and round up to the next higher whole number of employees.

3) Once you have received the ***Doing Business in El Cerrito*** form, initial at the end of the line.

4) Under "Business Type," circle the your type of business (Sole Owner, Partnership, or Corporation), and if you are a Non-Profit or Veteran Organization, circle those items too.

5) Under "Business Codes," enter your Standard Industry Code (SIC) and North American Industry Classification System (NAICS) codes (optional). For a listing of these codes, go to the following website: http://www.census.gov/epcd/www/naicstab.htm

6) Under "Other ID Numbers," enter your various Federal and State Tax ID numbers, Contractor's License Number, and State Board of Equalization ID Number, as applicable.

7) Under "Submitted by," sign your name on the first line, and on the lines below print or type your name, business title, and the date you signed the form.

8) If you have the current tax rate tables, you may fill out your tax, penalties, and total amounts due. The City will verify all amounts entered, and only the City Council has the authority to waive penalties.

9) Submit this form, along with your payment in the amount shown in the bottom line of the "Total Amount" column. If you wish to pay with cash, you must personally bring this form and your cash payment to the City's offices. You may also pay in person or by mail with check made out to "City of El Cerrito," or with MasterCard or VISA. If using a credit card, please print the following information: Name on card:_____ Card Number: _____ Exp. Date: _____

10) The City of El Cerrito will notify you of any errors in your application. Please note that you are liable for any amounts that are due while the City is reviewing your application. You are responsible for meeting all deadlines to avoid penalty.

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 = 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.

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.

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/

Thank you!

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CITY OF EL CERRITO

DOING BUSINESS IN EL CERRITO

Supplemental Form to be Completed with the
Business License Tax Certificate Application Form

In addition to requiring a Business License Tax Certificate, all applicants are requested to complete this short questionnaire to ensure compliance with the City's Municipal Code, as well as any other applicable Federal or State laws or regulations. **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/

QUESTION	*Circle Answer*	ADDITIONAL ACTION REQUIRED
Will you be opening a storefront within El Cerrito's city limits?	Yes / No	If Yes, please review your plans with the El Cerrito Planning Division located at 10890 San Pablo Avenue, El Cerrito, CA.
Will your business be a home-based occupation (working out of your home or residence)?	Yes / No	If Yes, please complete an application for the appropriate authorization with the El Cerrito Planning Division located at 10890 San Pablo Avenue, El Cerrito, CA.
Will you be operating as a street vendor or peddler?	Yes / No	If Yes, 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.
Will your business include the sale of taxable goods or services?	Yes / No	If Yes, please contact the California State Board of Equalization at 1-800-400-7115 to obtain a California Seller's Permit (forms are also available at the El Cerrito Financial Services Division located at 10890 San Pablo Avenue, El Cerrito, CA).
Will this business involve the sale, purchase, or trade of firearms, rifles, or explosives?	Yes / No	If Yes, please complete an application for the appropriate authorization with the El Cerrito Police Department located at 10900 San Pablo Avenue, El Cerrito, CA.
Will you be operating a taxi?	Yes / No	If Yes, please complete an application for the appropriate authorization with the El Cerrito Police Department located at 10900 San Pablo Avenue, El Cerrito, CA.
Will you be operating any games of chance such as Bingo?	Yes / No	If Yes, please complete an application for the appropriate authorization with the El Cerrito Police Department located at 10900 San Pablo Avenue, El Cerrito, CA.
At your business location, will you use, store, or handle any of the following materials: 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?	Yes / No	If Yes, please circle the items in the list at left and complete an application for the appropriate authorization with the El Cerrito Fire Department located at 10900 San Pablo Avenue, El Cerrito, CA.

Business Name:_____ Signature: _____ Date: _____