

APPLICATION FOR BUSINESS LICENSE

CITY OF PASADENA LICENSE SECTION
100 N. GARFIELD AVENUE, ROOM N106
P.O. BOX 7115
PASADENA, CA 91109 (626) 744-4166

BUSINESS TAX PERMIT EXPIRES _____

- | | | |
|---|--|---------------------------------------|
| <input type="checkbox"/> NEW BUSINESS | <input type="checkbox"/> SOLE PROPRIETORSHIP | <input type="checkbox"/> GENERAL |
| <input type="checkbox"/> CHANGE OF BUSINESS NAME | <input type="checkbox"/> CORPORATION | <input type="checkbox"/> SERVICE |
| <input type="checkbox"/> CHANGE OF OWNERSHIP | <input type="checkbox"/> PARTNERSHIP | <input type="checkbox"/> PROFESSIONAL |
| <input type="checkbox"/> CHANGE OF BUSINESS ADDRESS | <input type="checkbox"/> LLC/LLP | <input type="checkbox"/> CONTRACTOR |
| <input type="checkbox"/> CHANGE OF MAILING ADDRESS | <input type="checkbox"/> TRUST | <input type="checkbox"/> OTHER |

PLEASE COMPLETE THE INFORMATION REQUESTED. PURSUANT TO THE PUBLIC RECORDS ACT (CALIFORNIA GOVERNMENT CODE SECTION 6250 ET SEQ.) CERTAIN CONFIDENTIAL INFORMATION FURNISHED OR SECURED AS A RESULT OF THIS APPLICATION WILL NOT BE SUBJECT TO PUBLIC INSPECTION

NAME OF OWNER/EACH PARTNER/CORPORATION _____

BUSINESS NAME _____

BUSINESS ADDRESS _____
street apt/unit city state zip code

MAILING ADDRESS _____
(if different from business) street apt/unit city state zip code

ATTENTION _____
Business Phone () Alternate Phone ()

Fax () Email Address: _____

* FEDERAL EMPLOYER I.D. NO. _____ — OR — * SOCIAL SECURITY NO. _____

* Federal employer identification number (FEIN), if the business is a partnership or corporation, or social security number for all others. State employer identification number (SEIN) may be used in lieu of the Federal number (FEIN) if the Federal identification number is not known.

STATE EMPLOYER I.D. NO. _____ STATE BOARD OF EQUALIZATION NO. _____

BUSINESS START DATE _____ ALARM SYSTEM ON PREMISES? YES NO

DATE BUSINESS MOVED OR OWNERSHIP CHANGED (IF THIS IS A CHANGE OF OWNERSHIP) _____

BUSINESS DESCRIPTION _____

DO YOU SELL TOBACCO PRODUCTS OF ANY KIND? YES NO

CONTRACTOR INFORMATION: STATE LICENSE NUMBER _____ EXPIRATION DATE _____

STATE CLASSIFICATION NUMBER(S) _____ LOCATION OF JOB IN PASADENA _____

LICENSE PLATE NO. OF WORK VEHICLE(S) USED AT JOB SITE _____

HIGHEST STATE CLASSIFICATION DETERMINES AMOUNT OF TAX. ALL PASADENA BASED CONTRACTORS MUST APPLY FOR AN ANNUAL LICENSE. ONLY NON-PASADENA BASED CONTRACTORS MAY APPLY FOR A 3 MONTH OR 6 MONTH LICENSE. 3 MO. LICENSE 6 MO. LICENSE ANNUAL LICENSE

IF A CORPORATION/PARTNERSHIP: NAME OF PERSON AUTHORIZED TO ACT ON BEHALF OF CORPORATION/PARTNERSHIP _____ TITLE _____
ADDRESS _____
PHONE NUMBER: () _____ ALTERNATE PHONE () _____

EMERGENCY CONTACT INFORMATION: NAME: _____ PHONE NUMBER () _____
NAME: _____ PHONE NUMBER () _____
NAME: _____ PHONE NUMBER () _____

PROPERTY OWNER NAME _____
ADDRESS _____
CITY, STATE, ZIP CODE _____
TELEPHONE NO. () _____

PLEASE LIST ALL INDEPENDENT CONTRACTORS OR OPERATORS INVOLVED IN THE OPERATION OF THE BUSINESS (i.e.: gardeners, janitorial service, computer software)

Name/Address
Name/Address
Name/Address
Name/Address

No person shall knowingly or intentionally misrepresent to any employee of the City any material fact in procuring a license, permit, duplicate license or metal plate. Any person violating the provisions governing a business license tax is subject to misdemeanor charges.

SIGNATURE _____
DATE _____ TITLE _____

MAKE A CHECK PAYABLE TO CITY OF PASADENA

Do you wish to have your business name, address and telephone number forwarded to the Pasadena Chamber of Commerce? YES NO

FOR OFFICE USE ONLY

BASIC TAX	\$ _____
NUMBER OF ADDITIONAL PROFESSIONALS _____ @ \$ EACH _____	\$ _____
NUMBER OF NON-PROFESSIONAL EMPLOYEES _____ @ \$ EACH _____	\$ _____
B.I.D. AREA FEES	\$ _____
HEALTH DEPARTMENT FEES	\$ _____
TOTAL ANNUAL TAX	\$ _____
PRORATION _____ %	\$ _____
PENALTIES OF 25% PER MONTH FOR _____ MONTHS	\$ _____
INTEREST OF 1.5% PER MONTH FOR _____ MONTHS	\$ _____
NON-COMPLIANCE INSPECTION FEE	\$ _____
CODE COMPLIANCE OR H.O.P. INSPECTION FEES	\$ _____
TOTAL AMOUNT NOW DUE	\$ _____
RATE CODE _____ S.I.C. CODE 1 _____ S.I.C. CODE 2 _____	
TERRITORY _____ GEO AREA _____ B.I.D. AREA _____ B.I.D. ZONE _____	
DATE RECEIVED _____ TAKEN BY _____	

ATTENTION LICENSE APPLICANT

I. BUSINESS LICENSE REQUIRED

Under Pasadena Municipal Code (Section 5.10.010), no person shall engage in any business in the City of Pasadena without having taken out the proper license and paying an annual business license tax, in the amount prescribed, prior to the operation of that business.

II. TERMS OF LICENSE

A business license is valid for the license year fixed for such classification and must be renewed each year. The expiration date is noted on the front of this document. A renewal notice is sent to the licensee at least ten (10) days prior to the due date and the licensee has thirty (30) days to pay without penalty. If a notice is not received by the licensee, he/she is still responsible for payment by the due date. If the licensee changes his/her mailing address during the year, he/she should contact the Business License Section in writing to report the change.

III. PENALTIES AND INTEREST

A penalty equivalent to 25% of the original amount due applies to all delinquent accounts unpaid after 30 days from the expiration date. An additional 25% penalty is added on the first day of each month following the imposition of the initial 25% penalty if an outstanding balance remains unpaid, up to a maximum of 100% of the original tax due. Additionally, interest charges will be assessed on all delinquent fee balances at a rate of 1.5% per month.

IV. NON-COMPLIANCE INSPECTION FEE

A non-compliance inspection fee will be levied against all accounts that require a personal visit by a representative of the License Section's staff to effect business license compliance.

V. POSTMARK

The postmark will govern the determination of whether or not a tax payment is delinquent. A delinquent tax will be deemed a debt to the City, and the licensee maybe liable for legal action if it remains unpaid.

VI. SEPARATE LICENSE FOR EACH PLACE OF BUSINESS

A separate business license must be obtained for each branch establishment or separate office or place carrying on any business located in the City of Pasadena. (P.M.C. 5.10.20)

VII. MULTIPLE BUSINESS ACTIVITIES AT ONE LOCATION

When more than one business activity is engaged at the same location, and the activity falls into a classification other than the original license, the licensee is required to obtain an additional license for each different business activity. (P.M.C. 5.10.020)

VIII. DEFINITION OF AN EMPLOYEE

For the purpose of business license taxation in the City of Pasadena, an employee is defined as: A person engaged in the operation or conduct of any business, whether as owner, any member of the owner's family, partner, agent, manager, solicitor, and any and all other employed or working in connection with the business. (P.M.C. 5.08.060)

IV. CHANGE OF LOCATION

Every person possessing a City of Pasadena business license shall advise the City of the business in writing prior to engaging in such business at the new location and have the City endorse the new location on the license.

X. RIGHT TO AUDIT AND INSPECTION

Authorized agents of the City of Pasadena may examine all places of business in the City to ascertain compliance with business license tax regulations (P.M.C. 5.04.080, 5.04.090)

XI. DISPLAY OF LICENSE

Every person having a license shall prominently display the license at the place of business. If the business is operated from a vehicle, an identifying decal issued by the City shall be affixed to the vehicle and the business license shall be carried by the licensee.

XII. SALES, OR USE TAX

Sales or Use Tax may apply to your business activities. You may seek written advice regarding the application of tax to your particular business by writing to the nearest State Board of Equalization office.

XIII. STATE OF CALIFORNIA FRANCHISE TAX BOARD REGULATIONS

"Revenue and Taxation Code Section 19286.8 E 2 states any deputy, agent, clerk, officer, or employee of any entity described in the subdivision A or any former officer or employee or other individual who in the course of his or her employment or duty has or had access to the information required to be furnished under this section shall not disclose or make known in any manner that information except to the Franchise Tax Board." The following information is required:

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|--|--|
| 1. BUSINESS NAME. | 6. AMOUNT OF ANNUAL BUSINESS TAX. |
| 2. BUSINESS & MAILING ADDRESS. | 7. BASIS FOR TAX DETERMINATION. |
| 3. OWNER'S NAME & ADDRESS. | 8. FREQUENCY OF PAYMENT OF BUSINESS TAXES. |
| 4. FEDERAL EMPLOYER IDENTIFICATION NUMBER, SOCIAL SECURITY NUMBER OR STATE EMPLOYER IDENTIFICATION NUMBER. | 9. DATE BUSINESS COMMENCED, CEASED, OR CHANGED OWNERSHIP. |
| 5. OWNERSHIP TYPE; e.g. SOLE PROPRIETORSHIP, PARTNERSHIP, CORPORATION. | 10. TYPE OF BUSINESS-USING STANDARD INDUSTRIAL CLASSIFICATION CODE (S.I.C.). |