GENERAL INFORMATION

All businesses operating within the City limits of Walnut Creek **(including subcontractors and landlords)** must have a business license as required under the City's Municipal Code. **Application forms are located on the Business License section of the City's website at** www.walnut-creek.org.

The City has established various zoning regulations, which control the location and operation of all commercial activity. You should consider checking with the Planning staff in the Community Development office at (925) 943-5834 before purchasing property or signing lease agreements.

Fictitious Business Names (DBA)

The owners of a business name who use a fictitious name must clear their name through the County Clerk. For more information, contact the County Clerk at (925) 646-2976 or go to www.cccounty.us.

State Identification Number
Businesses are required to obtain a State Identification Number to report employee taxes to the State. Contact 1-800-338-0505.

Federal Employer Identification Number
This number may be obtained from the Internal Revenue Service - 800-829-3676 www.irs.gov

Seller's Permit
A Seller's Permit Number is required for all persons selling tangible property, which is subject to State Sales and Use Tax. Contact the State Board of Equalization - 510-622-4100 or go to www.boe.ca.gov.

FREQUENTLY ASKED QUESTIONS REGARDING BUSINESS LICENSES

How much does a business license cost?

Fee information is located on the second page of the business license application form, located on the Business License section of the City's website at www.walnut-creek.org. **Note that business license fees are not refundable.**

How long does it take to obtain a business license?

No more than one week from the date the City receives the application, unless special approvals are required.

How can I verify if a business has a current license?

Call the business license division at 943-5821 or go to the business license section of the City's website at www.walnut-creek.org to download listings of businesses operating within the City.

How do I renew my license?

Renewal notices are mailed out in May and are due by July 31st. If you no longer conduct business within the City, please indicate so on the form and return to City offices.

Do I need to display my business license?

The City requires each business to display their license in a conspicuous place at the location of their business. If you are an out of town or outcall business, please carry a copy of your license with you when working in the City.

What if I am late with my payment?

If payments for annual renewals are received after July 31st of each year, or 30 days after the start of business for a new business, an additional penalty of 10% a month, up to 50%, will be added to the amount due.

My business is operated from a residential property, are there additional forms to file?

Yes, you will need to complete a Home Occupation Permit, located on the Business License section of the City's website at www.walnut-creek.org

What is the cost of a copy of my business license certificate?

Copies of your current business license certificate cost $2 and will either be mailed to the address on record or in person to an authorized company representative, who will be asked to provide picture ID.

Can I transfer my license to another owner or location? What if a business has ceased operations?

No, a license is not transferable. The owner is responsible for notifying the City in writing of any ownership changes, relocation or termination of business operations, including the date the business ceased operations.

What if a business moves to a new location?

If a business moves to another location in the City, you will need to submit a new application and pay a prorated fee based upon the date that your business relocated.

Frequently Asked Questions (Continued)

Will my information be on a mailing list?

According to State law, the City only provides the following non-confidential information upon request; business name, business telephone and business street address.

Why must I disclose the owner's Social Security and driver's license numbers on the Business License Application?

These disclosures are required under the City's Municipal Code, as they are used by the Business License division for identification purposes, so that the division can administer the business license tax fairly and correctly.

Do I need additional approvals for my business activity?

- Food Handling (including prepackaged foods) requires approval from the County Health Department
- Serving Alcohol requires approval from the Alcoholic Beverage Control, County Health and City Police Departments
- Taxi Cabs and Sale of Fire Arms require approval from the City Police Department

To contact Alcoholic Beverage Control call (510) 622-4970 or go to www.abc.ca.gov

To contact the County Health Department call (925) 646-5225 or go to www.cocoeh.org

To contact the City Police Department, call (925) 943-5844

OTHER CONTACT INFORMATION

Franchise Tax Board
1515 Clay Street, #305, Oakland
800-852-5711
www.ftb.ca.gov

Department of Consumer Affairs
400 R Street, Sacramento
(800) 952-5210
www.dca.ca.gov

State Contractors License Board
9821 Business Park Drive, Sacramento
(800) 321-2752
www.cslb.ca.gov

Secretary of State – Corporate Filing
1500 11th Street, Sacramento
(916) 657-5448
www.ss.ca.gov

Contra Costa County Assessors Office
2530 Arnold Drive, #400, Martinez
(925) 313-7500
www.co.contra-costa.ca.us

Better Business Bureau
510 16th Street, #550, Oakland
(510) 238-1000
www.oakland.bbb.org

Chamber of Commerce – Walnut Creek
1777 Botelho Drive, #103, Walnut Creek
(925) 934-2007
www.walnut-creek.com

W.C. Downtown Business Association
1615 Bonanza Street, Suite 213, Walnut Creek
(925) 933-6778
www.walnutcreekdowntown.com

CITY OF WALNUT CREEK

BUSINESS LICENSE INFORMATION

City of Walnut Creek – Business Licenses
P.O. Box 8039
1666 North Main Street, 3rd Floor
Walnut Creek, CA 94596
Phone: (925) 943-5821
Fax: (925) 943-5897
Email: businesslicense@walnut-creek.org

Website: www.walnut-creek.org
(On Website, click on "Business Licenses")