

CITY OF WALNUT CREEK
BUSINESS LICENSE DIVISION
 1666 N MAIN ST
 WALNUT CREEK, CA 94596
 PHONE: 925-943-5821

OFFICIAL USE ONLY	
BUS LIC # _____	
BID	HOP

BUSINESS LICENSE APPLICATION

BUSINESS INFORMATION

Business Name _____

Corporate Name (if applicable) _____

Address _____
BUSINESS LOCATION (must be a physical location, not a Post Office Box)

City, State, Zip _____

Mailing Address _____

City, State, Zip _____

Phone #1 _____ - _____ - _____

Phone #2 _____ - _____ - _____

Fax _____ - _____ - _____

Start Date (in City of Walnut Creek, estimate if in the future) _____

Ownership Type Corporation Ltd Liability Co
 Partnership Ltd Partnership
 Sole Proprietorship Trust

ADDITIONAL INFORMATION

Email Address _____

Receive Renewals by: Email By Mail

Website _____

Description of Business (within Walnut Creek):

Sellers Permit Number (if applicable) _____

FEIN _____ - _____ - _____

SEIN _____ - _____ - _____

STATE LICENSE INFORMATION – if applicable (Contractor, Medical, CAMTC, etc.)

License Number _____

Type of License _____

Expiration Date _____

OWNER / OFFICER / PARTNER INFORMATION (use additional sheets if necessary)

Name (First, MI, Last) _____
 Title _____
 Home Address _____
Home Address (must be a physical location, not a Post Office Box)
 City, State, Zip _____
 Phone #1 _____ - _____ - _____
 Phone #2 _____ - _____ - _____
 Driver License _____ State _____
 SSN (if no FEIN) _____ - _____ - _____

The disclosure of Social Security numbers is required by the Director of Administrative Services pursuant to Walnut Creek Municipal Code section 8-6.12a.6 and 42 U.S.C.A. section 405(c)(2)(c). Social Security numbers and driver's license numbers are used by the Director for identification purposes so we can administer the business license tax fairly and correctly.

INFORMATION FOR COMMERCIAL LOCATIONS WITHIN WALNUT CREEK:

- Is your business located on an upper floor? _____Y _____N
- What is the square footage of your business? _____

ADDITIONAL REQUIRMENTS:

- Have you had a business license with the City of Walnut Creek before? _____Y _____N
 - If yes, what was the name of the business: _____
- Will you be serving any food in connection with this business? _____Y _____N
 - If yes, attach a copy of your authorization from Contra Costa Health Department.
- Will you be serving any alcohol (Beer, Wine or Spirits) in connection with this business? _____Y _____N
 - If yes, you will need Walnut Creek Police Department approval.
- Is your business a Non-Profit that has filed paperwork with the IRS? _____Y _____N
 - If yes, attach a copy of your 501c3 paperwork.
- Is your business being operated from a residence within Walnut Creek? _____Y _____N
 - If yes, you will need to complete a Home Occupation Permit.
- Will you buy, sell, take in trade, pawn, take on consignment, or accept for auction or auctioning any tangible personal property? (Tangible personal property is defined as, but not limited to, all property having a serial number personalized initials or other inscription; such as jewelry or silverware.) _____Y _____N

ADDITIONAL PERMIT REQUIREMENTS:

- **HOME BASED BUSINESSES** are required to complete a Home Occupation Permit.
 - Permit fee \$97.50
- **MASSAGE ESTABLISHMENTS & THERAPISTS** are required to obtain authorization from Walnut Creek Police Department prior to filing for a business license.
 - Massage Permit fee (if applicable) \$132.00
- **TAXI COMPANIES** are required to pay an inspection fee for each vehicle & and a background fee for the owner.
 - Inspection fee \$130.00
 - Owner Background fee \$115.00
- **TAXI DRIVERS** are required to pay a background fee.
 - Driver Background \$115.00

Calculate your tax payment using the attached Schedule of Business License Taxes.

If using the Gross Receipts option enter:

Gross Receipts: _____

Enter estimated gross receipts from the businesses start date in Walnut Creek through next June 30th.

If using a Flat Rate option enter:

Number of Employees: _____

Number of Partners: _____

Total Tax Due: _____

Permit Fee (if applicable): _____

Penalty (if applicable): _____

State CASp Fee: _____ \$4.00_

TOTAL DUE: _____

PRO-RATE WORKSHEET

Use this table only if your business pays a flat rate based on our fiscal year & started after August 1st:

City fiscal year: July 1st – June 30th


Yearly Tax Amount: \$ _____

Divide by 12 to get a monthly amount. \$ _____

Number of months operating during fiscal year: _____

MULTIPLY MONTHLY AMOUNT BY NUMBER OF MONTHS TO GET YOUR

TOTAL TAX DUE: \$ _____



ENTER THE TOTAL TAX DUE IN THE BOX TO THE LEFT

I declare, under penalty of perjury, that to the best of my knowledge the information contained on this application is true and correct.

X _____ - _____ - _____

Signature Printed Name Contact Phone Number

Penalties will be applied in accordance with Walnut Creek Municipal Code section 8-6.24.
(After a 30 day grace period, 25% of the license tax due will be applied on the first day of each month, to a maximum of 50% per tax year.)

Payment of a business license tax does not relieve the applicant (business) of the requirement to comply with other regulations of the City or State of California.