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 ________________________________________________________________

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

*OFFICIAL USE ONLY*

BUS LIC #

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1 of 3
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 REQUIREMENTS:
• Have you had a business license with the City of Walnut Creek before? _____Y _____N
  o If yes, what was the name of the business: __________________________________________
• Will you be serving any food in connection with this business? _____Y _____N
  o 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
  o 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
  o If yes, attach a copy of your 501c3 paperwork.
• Is your business being operated from a residence within Walnut Creek? _____Y _____N
  o 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 CA$Sp 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.