



# City of Monterey

## APPLICATION FOR LICENSE TO DO BUSINESS

Please complete form with indelible ink

Submit original form to:

City of Monterey  
Revenue Division  
735 Pacific St. Ste A  
Monterey, CA 93940  
(831)646-3944

### BUSINESS LOCATION AND OWNER(S) INFORMATION

BUSINESS NAME					(AREA CODE) PHONE	
BUSINESS LOCATION (NO P.O. BOX)		STREET & ADDRESS	STE/APT #	CITY	STATE	ZIP CODE
MAILING ADDRESS (IF DIFFERENT)						
APPLICATION IS FOR A <input type="checkbox"/> SOLE PROPRIETORSHIP <input type="checkbox"/> PARTNERSHIP <input type="checkbox"/> CORPORATION IF CORPORATION, GIVE LEGAL NAME OF CORPORATION BELOW						
NAME (Sole proprietor, Partner 1, or Corporation)		TITLE	ADDRESS			(AREA CODE) PHONE
NAME (Partner 2)		TITLE	ADDRESS			(AREA CODE) PHONE
EMAIL ADDRESS						

### BUSINESS INFORMATION (\*date when you started to do business in Monterey)

FULL DESCRIPTION OF BUSINESS ACTIVITY					
TODAY'S DATE	BUSINESS START DATE*	CONTRACT DURATION (CONTRACTORS)	STATE LICENSE NUMBER	TYPE OF STATE LICENSE	
TYPE OF BUSINESS	<input type="checkbox"/> RETAIL <input type="checkbox"/> RESTAURANT	<input type="checkbox"/> PROFESSIONAL SERVICES <input type="checkbox"/> CONTRACTOR	<input type="checkbox"/> BUILDING/YARD MAINTENANCE <input type="checkbox"/> MANUFACTURING	<input type="checkbox"/> FESTIVAL/OTHER Describe: _____	SELLER'S PERMIT NUMBER
WILL YOU USE ANY CHEMICALS OR FLAMMABLE MATERIALS? <input type="checkbox"/> YES <input type="checkbox"/> NO			LOCATION OF WAREHOUSE FACILITY OR STORAGE LOCATION		
DOES YOUR BUSINESS INVOLVE ANY ACTIVITIES PROHIBITED BY LOCAL, STATE OR FEDERAL LAW?				<input type="checkbox"/> YES <input type="checkbox"/> NO IF YES PLEASE DESCRIBE:	
DOES YOUR BUSINESS SELL OR DISTRIBUTE MARIJUANA?			<input type="checkbox"/> YES <input type="checkbox"/> NO		

### ADDITIONAL INFORMATION

IS THIS A CHANGE OF OWNERSHIP?	<input type="checkbox"/> YES <input type="checkbox"/> NO	FORMER OWNER'S NAME
IS THIS A NAME CHANGE IN BUSINESS OR CORPORATION?	<input type="checkbox"/> YES <input type="checkbox"/> NO	FORMER BUSINESS OR CORPORATION NAME
IS THIS A BUSINESS ADDRESS CHANGE?	<input type="checkbox"/> YES <input type="checkbox"/> NO	FORMER BUSINESS ADDRESS

### EMERGENCY CONTACT

CONFIDENTIAL INFORMATION OFFSITE EMERGENCY CONTACT (for use in Police or Fire emergencies only)	CONTACT NAME	FULL HOME ADDRESS	(AREA CODE) PHONE
	CONTACT NAME	FULL HOME ADDRESS	(AREA CODE) PHONE

### SIGNATURE OF APPLICANT

PRINT FULL NAME BELOW PRINT NAME HERE	ESTIMATE OF GROSS ANNUAL RECEIPTS \$
I CERTIFY UNDER PENALTIES OF PERJURY THAT THE CONTENTS HEREOF ARE TRUE AND CORRECT	
Signature	Title Date

†Under federal and state law, compliance with disability access laws is a serious and significant responsibility that applies to all California building owners and tenants with buildings open to the public. You may obtain information about your legal obligations and how to comply with disability access laws at the following agencies:

- The Division of the State Architect at [www.dgs.ca.gov/dsa/Home.aspx](http://www.dgs.ca.gov/dsa/Home.aspx).
- The California Commission on Disability Access at [www.cdda.ca.gov](http://www.cdda.ca.gov).
- The Department of Rehabilitation at [www.rehab.cahwnet.gov](http://www.rehab.cahwnet.gov).

### FOR OFFICE USE ONLY

BUSINESS LICENSE NUMBER		SECTION NUMBER		LOCATION CODE		SIC	AB 1379† <b>add \$4.00</b>
TAX	ALV/DT	FRE	CR	NM	WH	PENALTY / REFUND / BAL DUE	AMOUNT RECEIVED
NOTES:							
APPROVED BY	BUILDING DEPT	PLANNING DEPT	FIRE DEPT	POLICE DEPT	HARBOR		
DATE SENT	NOTES:						



## REVENUE DIVISION

Dear Business Owner:

Thank you for your interest in doing business in the City of Monterey. Please note that *all* business licenses expire at the end of our fiscal year on **June 30**.

Your local business location, whether owned or leased, must be properly zoned by the Planning Department, and the building must meet fire code and hazardous materials standards by the Fire Department. The appropriate approvals from the departments must be received before the business license certificate is issued. For businesses operating out of the home within Monterey, a Home Occupation Permit must be obtained through the Planning Department (831-646-3885) at an additional cost.

Renewal notices are sent out July 1 to all business licensees to inform them their license is up for renewal, and payment of applicable fees is due without penalty by August 15 of the renewal year. It is the responsibility of the business owner to renew the business license on time even if the renewal notice is not received. Penalties are assessed for delinquent accounts, regardless of whether a renewal notice was received.

### **§19-18 Penalties for delinquent payment.**

For failure to pay a license tax when late and unpaid as of 12:00 midnight on August 15, the collector shall add a penalty of 20%, and an additional penalty of 10% on the 15th of each month thereafter until the tax and penalty are paid; provided, that the amount of such penalty to be added shall in no event exceed 50% of the amount of the license tax due. In the event that August 15th falls on Saturday, Sunday or a holiday at such time city offices are closed, last date to make full payment to avoid the penalty will become the first working day following the Saturday, Sunday or holiday. Failure of City to provide a return form does not excuse operator from the obligation to timely remit the tax pursuant to this Article.

**It is important that if you are no longer conducting business in our City, you must contact the Revenue Office to close your business license. Failure to notify our office may result in additional taxes and penalties being assessed against your account.**

**Additionally, if your business location has moved or you need to make name or address changes on your account, submit a new business license application and make note of the changes on the form. Business licenses are non-transferable. If you have sold your business, please call the Revenue Office or send a letter with the new owner's name and the date of transfer.**

### **§19-22 Refunds.**

All licenses shall be issued from the period of time set forth in the license and no licensee shall be entitled to the refund of any portion of the tax paid by reason of the termination of such licensed activity prior to the expiration of the term for which such license shall have been issued.

### **SB 1186 Fee**

On September 19, 2012, Governor Brown signed into law Senate Bill No. 1186 for the purposes of increasing disability access and compliance with construction-related accessibility requirements and developing educational resources for businesses to facilitate compliance with federal and state disability laws, as specified. On January 1, 2013, and until December 31, 2018, this bill imposes an additional state fee of \$1.00 on all applicants for the issuance or renewal of a business license. For more information please go to:

[http://leginfo.legislature.ca.gov/faces/billNavClient.xhtml?bill\\_id=201120120SB1186&search\\_keywords=1186](http://leginfo.legislature.ca.gov/faces/billNavClient.xhtml?bill_id=201120120SB1186&search_keywords=1186)

If you have additional questions, you may contact the Revenue Office at (831)646-3944.

Sincerely,

Revenue Office