



# 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 you began conducting business in Monterey)

FULL DESCRIPTION OF BUSINESS ACTIVITY				
BUSINESS START DATE*	Standard Industrial Classification (SIC) NUMBER	CONTRACT DURATION (TEMPORARY)	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: _____
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 MAKE MEDICAL MARIJUANA AVAILABLE? <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

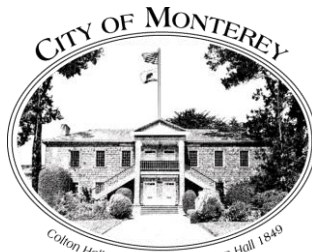
PRINT FULL NAME BELOW PRINT NAME HERE	ESTIMATE OF GROSS ANNUAL RECEIPTS \$
By signing below I declare under penalty of perjury under the laws of the State of California, that the foregoing is true and correct and that this form may be delivered by mail, e-mail, or other electronic means with a wet signature, pdf signature, or any electronic signature complying with the U.S. federal E-SIGN Act of 2000, California's Uniform Electronic Transactions Act (Cal. Civ. Code 1633.1, et seq.) or other applicable law, and any copy so delivered shall be deemed to be valid and effective for all purposes.	
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/](http://www.dgs.ca.gov/dsa/)
- The California Commission on Disability Access at [www.cdda.ca.gov](http://www.cdda.ca.gov)
- The Department of Rehabilitation at [www.dor.ca.gov](http://www.dor.ca.gov)

### FOR OFFICE USE ONLY

BUSINESS LICENSE NUMBER	SECTION NUMBER	LOCATION CODE	SB 1379† <b>add \$4.00</b>	
TAX	BID FEE	PENALTY / REFUND / BAL DUE	AMOUNT RECEIVED	
APPROVED BY:	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 annually at the end of our fiscal year, **June 30th**.

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.

Annual renewal notices are sent out July 1<sup>st</sup> to all business licensees. Payment of applicable business license tax is due, without penalty, by August 15<sup>th</sup> of the renewal year. It is the responsibility of the business owner to renew the business license by the due date. Penalties are assessed for delinquent accounts, regardless of whether your 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<sup>th</sup> of each year, the Finance Director shall add a penalty of 20%, and an additional penalty of 10% on the 15<sup>th</sup> 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 15<sup>th</sup> 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.

### **AB 1379 Fee**

On and after January 1, 2018, through December 31, 2023, the following shall apply: (A) Any applicant for a local business license or equivalent instrument or permit, and any applicant for the renewal of a business license or equivalent instrument or permit, shall pay an additional fee of four dollars (\$4) for that license, instrument, or permit, which shall be collected by the city, county, or city and county that issued the license, instrument, or permit. For more information please go to:

[https://leginfo.legislature.ca.gov/faces/billTextClient.xhtml?bill\\_id=201720180AB1379](https://leginfo.legislature.ca.gov/faces/billTextClient.xhtml?bill_id=201720180AB1379)

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

Sincerely,

City of Monterey, Revenue Division