



# BUSINESS LICENSE APPLICATION

## CITY OF PITTSBURG

65 Civic Avenue  
Pittsburg, CA 94565-3814  
(925) 252-4955

PLEASE CHECK ONE:  NEW  RENEWAL

**For Official Use Only**

Planning Approval: \_\_\_\_\_

IF NEW PLEASE ENTER BUSINESS START DATE: \_\_\_/\_\_\_/\_\_\_

License No: \_\_\_\_\_

Zone: \_\_\_\_\_

TAX DUE DATE: **JANUARY 1**

License Expires: \_\_\_\_\_

GP: \_\_\_\_\_

DELINQUENT DATE: **FEBRUARY 1**

Police Approval: \_\_\_\_\_

**\*\* THIS APPLICATION MUST BE FILLED OUT COMPLETELY AND SIGNED BEFORE LICENSE CAN BE ISSUED \*\***

**PLEASE PRINT Business Name & Mailing Address:**

**Business Entity Type: (check one below)**

Name: \_\_\_\_\_

Sole Ownership

Corporation

Partnership

DBA: \_\_\_\_\_

Non Profit

LLC

LLP

Address: \_\_\_\_\_

SIC Code: \_\_\_\_\_

Owned  Rented

If Rented, Name of Owner: \_\_\_\_\_

Address of Owner: \_\_\_\_\_

**Physical Location:**

**Phone Numbers:**

Address: \_\_\_\_\_

Business Phone: \_\_\_\_\_

Home / Cell: \_\_\_\_\_

**Owner / Company President Name:**

**Email Address:** \_\_\_\_\_

Name: \_\_\_\_\_

**Fax #:** \_\_\_\_\_

**Liquor Sold:**

No

Yes

Considering

**Firearms Sold:**

No

Yes

Considering

**Brief Description of Business:** \_\_\_\_\_

**Second Hand Dealer:**

No

Yes

Considering

**Contractors, list or attach listing of your Sub-Contractors with application** (*Sub-Contractors must also have a valid license with the City*).

Sub-Contractors: \_\_\_\_\_

Project Name and Location: \_\_\_\_\_

**Local Emergency Contact:**

Name: \_\_\_\_\_ Phone No: \_\_\_\_\_

Address: \_\_\_\_\_

**BUSINESS LICENSE TAX AND FEES:**

**STATE OF CALIFORNIA (REQUIRED INFORMATION)**

1. Gross Receipts: \$ \_\_\_\_\_

State Contractors License No.: \_\_\_\_\_

2. License Tax: \$ \_\_\_\_\_

Federal Employer ID No. (FEIN): \_\_\_\_\_

3. Business Improvement Tax: \$ \_\_\_\_\_

State Employer ID No. (SEIN): \_\_\_\_\_

4. Total Tax Due (line 2 + line 3) \$ \_\_\_\_\_

State Sale Tax # (BEAN): \_\_\_\_\_

5. Penalty (% of line 4): \$ \_\_\_\_\_

Owner's Social Security No.: \_\_\_\_\_

6. State Fee (AB 1379): \$ **\$4.00** \_\_\_\_\_

Owner's Driver's License No.: \_\_\_\_\_

7. New Application Fee: \$ \_\_\_\_\_

**Home Occupation:**

Yes

No

8. Renewal Application Fee: \$ \_\_\_\_\_

(If yes, a home occupation permit application needs to be completed with Planning)

9. Home Occupation Permit: \$ \_\_\_\_\_

**IF YOU ARE NO LONGER DOING BUSINESS IN PITTSBURG, PLEASE INDICATE BELOW AND RETURN THIS FORM.**

10. Business Permit Application: \$ \_\_\_\_\_

Date Business Terminated: \_\_\_\_\_

11. Business Permit Renewal: \$ \_\_\_\_\_

Signature: \_\_\_\_\_

12. Other: \$ \_\_\_\_\_

13. Total Due (line 4 thru line 12) \$ \_\_\_\_\_

Calculation based on Calendar Year Period (Jan-Dec)

**I HEREBY CERTIFY THAT THE INFORMATION CONTAINED HEREIN IS TO THE BEST OF MY KNOWLEDGE, A TRUE AND COMPLETE STATEMENT.**

Signed By Owner or Representative: \_\_\_\_\_ Title: \_\_\_\_\_

Print Name of Owner or Representative: \_\_\_\_\_ Date: \_\_\_\_\_

**1) General Provisions - Definitions (PMC 5.04.020)**

As used in this chapter, "business" includes all commercial or industrial enterprise, trades, profession, occupation, vocation, and every kind of calling whether or not carried on for profit.

- A) "**Business**" includes professions, trades, and occupations and every kind of calling whether or not carried on for profit.
- B) "**Gross Receipts**" includes the total of amounts actually received or receivable from sales and the total amounts actually received or receivable for the performance of any act or service for which a charge is made or credit allowed, whether or not such act or service is done as a part of or in connection with the sale of materials, goods, wares or merchandise. Included in gross receipts shall be all receipts, cash, credits and property of any kind without deduction of the cost of the property sold, the cost of materials used, labor or service costs, interest paid or payable, or losses or other expenses whatsoever.

**2) Business License Tax Schedule: (PMC 5.04.250)**

Gross Receipts	Rate	Tax
\$0 - \$30,000	Minimum	Min \$30.00
\$30,001 to \$250,000	\$1.00 per \$1,000	Min \$30.00 Max \$250.00
\$250,000 to 500,000	\$250.00 + \$.25 per 1,000 in excess of \$250,000	Min \$250.00 Max \$312.50
\$500,001 to \$1,000,000	\$312.50 + \$.125 per \$1,000 in excess of \$500,000	Min \$312.50 Max \$375.00
Over \$1,000,000	\$375.00 + \$.05 per \$1,000 in excess of \$1,000,000	Min \$375.00

**3) Business Improvement District Tax:**

25% of license tax, line 2 or \$25.00 minimum. Only business located within the city limits of Pittsburg shall pay this tax. (PMC 5.08.050).

**NEW BUSINESSES ONLY**  
**Prorate Tax for Section 2 & 3**

**\*\* APPLIES TO NEW BUSINESS WITHIN CITY LIMITS ONLY\*\***

Use the following dates to prorate the Business License Tax and BID-Business Improvement District Tax. (PMC 5.04.220C)

**DATE OF BUSINESS COMMENCEMENT:**

Between April 1st and June 30th	3/4 of the annual tax
Between July 1st and September 30th	1/2 of the annual tax
Between October 1st and December 31st	1/4 of the annual tax
Between January 1st and March 31st	pay full annual tax

**4) Total Tax Due:**

Business License Tax (line 2) + Business Improvement District Tax (line 3).

**5) Late Filing Penalty: (PMC 5.04.230)**

February	10% of Line 4
March	20% of Line 4
April	30% of Line 4
May	40% of Line 4
June	50% of Line 4
July to December	50% of Line 4

**6) State Fee (AB 1379):**

Effective January 1, 2013, State law now obligates the City to charge \$1.00 fee for each new or renewed business license issued. These fees will be used to fund programs that help businesses comply with the construction-related accessibility requirements of federal and state disability laws. On and after January 1, 2018, and until December 31, 2023, this charge increased from \$1.00 to \$4.00; this fee reverts back to \$1.00 on and after January 1, 2024.

Under the 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 Department of Rehabilitation at [www.rehab.cahwnet.gov](http://www.rehab.cahwnet.gov)  
The California Commission on Disability Access at [www.coda.ca.gov](http://www.coda.ca.gov)

**Application Fees:**

7) \$50.00 for NEW applicants only

8) \$21.00 for RENEWAL

**9) Home Occupation Permit:**

This permit is required of all home-based businesses located within the City of Pittsburg. A Home Occupation Permit application needs to be submitted to Planning Department for approval prior to business license processing. (PMC 18.50.205 and 18.50.215)

**10) Business Permit:**

**Applies to Business within the City limits only**

This permit requirement will help regulate and ensure businesses are in compliance with city ordinances and state laws, prevent disturbances of neighborhoods and nuisances and otherwise protect the public peace, health, safety and welfare of the people of the city [Ord. 08-1309 § 15, 2008.]

An application for a business license shall be made at the same time as the application for business permit.

\$50.00 for INITIAL permit application

\$ 6.00 for annual RENEWAL thereafter

**11) Business Permit Renewal:**

A. Processing. An application for renewal of a business permit shall be investigated and processed in the same manner as an initial application for a business permit. The permittee shall file the application for renewal, and any required fees, with the finance director prior to the expiration of the immediately preceding permit.

B. The renewed business permit shall be processed at the same time as any other entitlements required by this title.

C. With respect to any application for renewal of a business permit which is filed on or before the date of expiration of the immediately preceding permit, the finance director shall extend the term of the immediately preceding permit, without charge, during the period of any investigation required to determine whether the permit shall be renewed.

**12) FLAT RATE LICENSE TAX:**

Only types of business listed below shall pay a flat rate license tax.

1) **PROFESSIONS:** \$100 for each professional except that in lieu thereof a person engaged in a profession may elect to pay a license tax computed on the basis of a tax dollar or gross receipts as provided in the tax schedule in section 2. "Profession" means any business conducted or carried on by any person engaged in an occupation or vocation requiring special knowledge and training and a license by the state of California to practice. A profession includes, but is not limited to, an accountant, architect, attorney, auditor, certified public accountant, chiropractor, dentist, landscape architect, optometrist, osteopath, physician, realtor, real estate agent, registered engineer, surgeon, and veterinarian.

2) **PICKUP OR DELIVERY TRUCKS:** From outside the City.

**Retail:** \$40.00 per year for first truck  
\$15.00 per year for each additional truck

**Wholesale:** \$30.00 per year first truck  
\$10.00 per year for each additional truck