

**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: _____

DBA: _____

Address: _____

☐ Sole Ownership☐ Corporation☐ Partnership☐ Non Profit☐ LLC☐ LLP☐ Owned☐ Rented

If Rented, Name of Owner: _____

SIC Code: _____

Address of Owner: _____

Physical Location:

Address: _____

Phone Numbers:

Business Phone: _____

Home / Cell: _____

Owner / Company President Name:

Name: _____

Email Address: _____**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:

1. Gross Receipts: \$ _____

2. License Tax: \$ _____

3. Business Improvement Tax: \$ _____

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

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

6. New Application Fee: \$ _____

7. Renewal Application Fee: \$ _____

8. Home Occupation Permit: \$ _____

9. Business Permit Application: \$ _____

10. Business Permit Renewal: \$ _____

11. Other: \$ _____

12. **Total Due:** \$ _____

(See Back of Page for Tax Calculation, Fees & Penalties)

STATE OF CALIFORNIA (REQUIRED INFORMATION)

State Contractors License No.: _____

Federal Employer ID No. (FEIN): _____

State Employer ID No. (SEIN): _____

State Sale Tax # (BEAN): _____

Owner's Social Security No.: _____

Owner's Driver's License No.: _____

Home Occupation:☐

Yes

☐

No

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

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

Date Business Terminated: _____

Signature: _____

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 the 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) Late Filing Penalty: (PMC 5.04.230)

First Month	10% of Line 4
Second Month	20% of Line 4
Third Month	30% of Line 4
Fourth Month	40% of Line 4
Fifth Month	50% of Line 4
Maximum Penalty	50% of Line 4

5) Application Fees:

\$35.00 for **NEW** applicants only (per City Ordinance 89-972)
\$20.00 for **RENEWAL** (per City Resolution 04-10188)

6) 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)

7) Business Permit:

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.

\$35.00 for **INITIAL** permit application
\$10.00 for annual **RENEWAL** thereafter

8) 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. [Ord. 08-1309 § 15, 2008.]

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 A. "*Professional*" shall include but is not limited to: **accountant, architect, attorney, auditor, certified public accountant, chiropractor, dentist, landscape architect, optometrist, osteopath, physician, realtor, real estate agents, registered engineer, surgeon, and veterinarian.**

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

Retail: \$40 per year for first truck
\$15 per year for each additional truck

Wholesale: \$30 per year first truck
\$10 per year for each additional truck