CITY OF BELMONT
APPLICATION FOR BUSINESS LICENSE

INSTRUCTIONS
1. Complete Sections I, II, and III of this form.
2. Calculate tax due and attach payment.
3. Submit application to City of Belmont.

I. GENERAL INFORMATION

Business Name: _____ Business Start Date: _____
E-mail: _____
Business Address: _____ Phone #: _____
City: _____ State: _____ Zip Code: _____
Mailing Address (if different than above): _____
City: _____ State: _____ Zip Code: _____
Resale Permit #: _____

Type of Ownership: ☐ Sole Proprietorship ☐ Partnership ☐ Corporation
If Sole Proprietorship: Social Security #s: 1) _____ 2) _____
If Partnership or Corporation: Federal Employer I.D. #: _____

List Owners, Partners, Corporate Officers: Name, Home Address and Phone Numbers:

1) _____
Name Title CA Drivers License #
_____
Street Address City State Zip Code Phone

2) _____
Name Title CA Drivers License #
_____
Street Address City State Zip Code Phone

List Number of Employees: Full Time_____ Part Time_____

II. NATURE OF BUSINESS

Describe the type of business: _____
Is your business: ☐ **Commercial** (Complete Section A and B) or ☐ **Home-based** (Complete Section B)

SECTION A – COMMERCIAL PROPERTY INFORMATION (If Commercial, complete the following)**:**

Are you renting this business property: ☐ Yes ☐ No
If rented, name of property owner or Management Company: _____
Address: _____ Phone No.: _____
How much space will Your business occupy: _____ Total number of on-site spaces: _____ Number of spaces reserved for your use: _____
List the other businesses located on this property: _____
_____

Are the premises vacant? ☐ Yes ☐ No If vacant, for how long: _____
What business previously occupied this space:?Name: _____ Type of business: _____
_____

Do you have an alarm system?: ☐ Yes ☐ No If yes, is it: ☐ Audible ☐ Silent
Alarm Company's Name: _____ Phone #: _____
Alarm Company's Address: _____
Please list those persons authorized to be contacted in the event of an emergency:

1) _____
Name Title
_____
Home Address Phone

2) _____
Name Title
_____
Home Address Phone

(This information is confidential and will be used only in the event the Belmont Police Department requires emergency contact. If any of this information should change, we would appreciate your contacting the Police Department immediately.)

Describe any painting, remodeling, carpentry, plumbing, electrical, or mechanical work to be performed or signs you plan to install: _____

Are you purchasing the building?: ☐ Yes ☐ No

Do you plan to:			Weld	☐ Yes	☐ No			
Store or use chemicals	☐ Yes	☐ No	Woodwork	☐ Yes	☐ No			
Store or use flammable			Spray Paint	☐ Yes	☐ No	Store in high piles	☐ Yes	☐ No
or combustible liquids	☐ Yes	☐ No	Cook	☐ Yes	☐ No	Fabricate semiconductors	☐ Yes	☐ No

SECTION B – SPECIALIZED BUSINESSES (for BOTH Commercial AND Home-based)**:**

If NONE of the below business classifications applies, go to Section III – Approvals.

☐ Solicitor ☐ Massage Establishment/Technician
Complete Section III-Approvals
and contact Police Department at (650) 595-7400

☐ Contractor/Subcontractor (complete Section D)

☐ Rental of residential or commercial property (complete Section C)

☐ Real Estate Agent/Broker No. of agents/brokers___

☐ Coin-operated machines No. of machines___

☐ Gas Station No. of pumps___

☐ Taxicab No. of cabs___

☐ Delivery truck No. of trucks___

SECTION C – RENTAL OF RESIDENTIAL OR COMMERCIAL PROPERTY

Addresses of Belmont Apartments Owned:

1)_____ No. of Units_____ Parcel No._____

2)_____ No. of Units_____ Parcel No._____

3)_____ No. of Units_____ Parcel No._____

Is property managed by someone other than owner(s)?: ☐Yes ☐No **If yes**, please provide the following information: Mgmt. Co. Name_____ Principal Contact_____

SECTION D – CONTRACTOR/SUBCONTRACTOR

CA Contractor's State License No:_____ Class: _____

CALIFORNIA BUSINESS & PROFESSIONS CODE Division 3, CHAPTER 9 (CONTRACTORS LICENSE LAW)

Section 7031.5. Each…City which requires the issuance of a permit as a condition precedent to the construction, alteration, improvement, demolition or repair of any building or structure shall also require that each applicant for such a permit file as a condition precedent to the issuance of a permit statement which he has prepared and signed stating that the applicant is licensed under the provisions of this Chapter (Contractors License Law), giving the number of the license and stating that it is in full force and effect, or, if the applicant is exempt from the provisions of this Chapter, the basis of the alleged exemption.

Section 7033. Every city…which requires the issuance of a business license as a condition precedent to engaging, within this Chapter (Contractors License Law), shall require that each licensee and each applicant for issuance or renewal of such license shall file, or have on file, with such city…,a signed statement that such licensee of applicant is licensed under the provisions of this Chapter and stating that the license is in full force and effect, or, if such licensee or applicant is exempt from the provision of this Chapter, he shall furnish proof of the facts which entitle him to such exemption.

CONTRACTOR'S STATEMENT THAT HE IS LICENSED
UNDER PROVISIONS OF CONTRACTORS LICENSE LAW OF THE STATE OF CALIFORNIA

Pursuant to the provisions of Section 7031-5 and 7033 of the Business and Professions Code of the State of California,

_____
Name of Company

_____
Address of Company

_____
City, State and Zip Code

_____ _____
Telephone Corp.,LLC.,Partnership, LLP., Sole Prop.

does hereby state that he (they) is (are) licensed under the provisions of the Contractors License Law* (Chapter 9 of the Division 3 of the Business and Professions Code of the State of California) to engage in the following business:

_____

And that the number of said State License is _____and that said license is in full force and effect. The foregoing statements are declared to be true under penalty of perjury.

Dated this _____ Day of _____, 20_____

_____ _____
Signature Title

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.asp. The Department of Rehabilitation at www.rehab.cahwnet.gov. The California Commission on Disability Access at www.ccda.ca.gov.

III. APPROVALS

The issuance of a business license does not exempt you from any of the fire department, police, and city building, or zoning requirements. I, the undersigned, hereby agree to meet the requirements of the Belmont Fire Department and the City of Belmont or I will forfeit my business license upon request from the Finance Department.

I HEREBY CERTIFY UNDER PENALTY OF PERJURY THAT THE ABOVE INFORMATION CONTAINED HEREIN IS, TO THE BEST OF MY KNOWLEDGE AND BELIEF, A TRUE AND COMPLETE STATEMENT.

_____ _____
Applicant's Signature Date

For Official Use Only

_____
Belmont Fire Department Approval Date

_____
Community Development Department Approval Zoning Date

CITY OF BELMONT
CALCULATION OF TAX DUE

INSTRUCTIONS
1. Complete Application for Business License.
2. Calculate taxes due and submit payment.

I. GENERAL INFORMATION

BUSINESS NAME:_____

II. CALCULATION OF TAXES DUE

REFER TO PAGE 4 FOR TAX SCHEDULE

TAX YEAR	BASE TAX (A)	CALCULATION OF VARIABLE TAXES (1)		TOTAL (D = A + C)
		QUANTITY (B)	VARIABLE TAX (C) = B x Tax Rate)	
July 1, 2012 – June 30, 2013				
			PENALTIES (D x 25%) (2)	
			PAY THIS AMOUNT ⇨	

(1) VARIABLE TAXES ARE BASED ON QUANTITY AND INCLUDE EMPLOYEES, PARKING SPACES, AGENTS/BROKERS, GAS PUMPS, COIN-OPERATED MACHINES, TRUCKS, AND TAXICABS.

(2) PAST DUE AMOUNTS BEAR PENALTIES OF 25%. FAILURE TO OBTAIN LICENSE AND PAY TAX MAY RESULT IN PENALTIES.

III. CERTIFICATION

I HEREBY CERTIFY UNDER PENALTY OF PERJURY THAT THE ABOVE INFORMATION CONTAINED HEREIN IS, TO THE BEST OF MY KNOWLEDGE AND BELIEF, A TRUE AND COMPLETE STATEMENT.

SIGN HERE:

_____ Signature of Owner or Authorized Representative

_____ Date

IV. PAYMENT

CASH, CREDIT CARDS, AND CHECKS ACCEPTED

Make Checks Payable to:

City of Belmont
Finance Dept/Business License Division
One Twin Pines Lane, Suite 100
Belmont, CA 94002
(650) 595-7436

☐Visa ☐MasterCard

Card Number _____
Exp. Date_____Security Code (3 digit)_____
Signature_____
Cardholders Name (print)_____
Amount Paid_____

V. TAX SCHEDULE

Effective July 1, 2012

CATEGORY	FY 2012-2013
General Tax	$277.00
SB 1186	$1.00
Employee Schedule – FT	$28.00 (per each FT employee)
Employee Schedule – PT	$11.00 (per each PT employee)
Artists - Working Space Only	$95.00
Storage - Parking Space	$277.00 plus $1.77 per parking space
Billiard Parlor	$918.00
Bowling Alley	$918.00
Real Estate Broker	$277.00 plus $91.00 for each agent
Taxi Cab Company	$277.00 plus $59.00 for each cab
Gas Station	$138.00 per pump plus employee schedule
Christmas Tree/Pumpkin Lots	$139.00
Massage Parlors	$3,667.00
Escort Services	$3,667.00
Rental of Commercial Property *	$95.00 per bldg. plus .47 per 100 sq ft.
Auctioneer	$277.00
Rental of Residential Property Four (4) or More Dwelling Units *	$30.00 per dwelling unit
Laundry Equipment and/or	1.5 percent of the 1st $18,382 of gross receipts
Coin-Op Machines *	.75 percent of gross receipts in excess of $18,382
Coin Machines/Video/Vending	15 percent of the 1st $1,839 of gross receipts and
Amusement *	5 percent of all gross receipts in excess of $1,839
Advertising-Billboards *	$0.90 per sq.ft. per sign and $0.69 per sq.ft. for illuminated signs
Contractors/Sub-Contractors	$277.00
Solicitors	$277.00
Hotels/Motels	$277.00
Business License Valuation Tax	Valuation under $50,000 = $56.00 Over $50,000 = $1.86 per $1,000.00
* BUT NOT LESS THAN GENERAL TAX Increase based on December CPI Rate of 2.9%	