

APPLICATION FOR BUSINESS LICENSE



CITY OF PASADENA LICENSE DIVISION
100 N. GARFIELD AVE., ROOM N106
P.O. BOX 7115 • PASADENA, CA 91109
Email: businesslicense@cityofpasadena.net
Phone: (626) 744-4166

RENTAL ACCOMMODATIONS
LICENSE EXPIRES OCTOBER 31ST

Sole proprietorship
 Corporation
 Partnership

Please complete all information requested.
The financial information furnished or secured pursuant to this license application shall be confidential in character and shall not be subject to public inspection. **Please type or print clearly.**

NEW BUSINESS RENEWAL CHANGE OF ADDRESS CHANGE OF OWNERSHIP

OWNER'S NAME _____

BUSINESS NAME _____

BUSINESS ADDRESS _____
street apt/unit city state zip code

MAILING ADDRESS _____
(If different from business) street apt/unit city state zip code

ATTENTION _____ Business Phone _____ Alternate Phone _____

*FEDERAL EMPLOYER I.D. NO. OR SOCIAL SECURITY NO. _____ EMAIL _____

*Federal employer identification number (FEIN), if the business is a partnership or corporation, or Social Security number for all others. State employer identification number (SEIN) may be used in lieu of the Federal number (FEIN) if the Federal identification number is not known. See Section XI on reverse side for additional information.

STATE BOARD OF EQUALIZATION NO. _____ STATE EMPLOYER I.D. NO. _____

BUSINESS START DATE _____ ALARM SYSTEM ON PREMISES? YES NO

PROPERTY MANAGEMENT COMPANY (IF ANY):

NAME _____

ADDRESS SUITE/UNIT NO. _____

CITY _____ STATE _____ ZIP CODE _____

PLEASE LIST ALL INDEPENDENT CONTRACTORS OR OPERATORS INVOLVED IN THE OPERATION OF THIS BUSINESS (ie.: gardeners, janitorial service, computer software, concessionaires, vending machine operators, or lessees.)

Name/Address _____

Name/Address _____

Name/Address _____

Name/Address _____

No person shall knowingly or intentionally misrepresent to any employee of the City any material fact in procuring a license, permit, duplicate license or metal plate. Any person violating the provisions governing a Business License Tax is subject to misdemeanor charges.

I have read the preceding statement and understand its contents.

SIGNATURE _____

DATE _____ TITLE _____

MAKE CHECK PAYABLE TO CITY OF PASADENA

SCHEDULE OF ANNUAL TAX

Hotel, apartment, rooming, boarding or lodging house, bungalow court, auto court, trailer park, etc.

3 RENTAL ACCOMMODATIONS \$ _____

NUMBER OF RENTAL ACCOMMODATIONS IN EXCESS OF THREE _____ x \$ _____ + _____

TOTAL ANNUAL TAX \$ _____

DATE OF ACQUISITION _____ PRORATION _____ %

TOTAL AMOUNT NOW DUE \$ _____

Boarding home for aged, hospital, sanitarium, rest home, etc.

1 PERSON ACCOMMODATED \$ _____

NUMBER OF PERSONS ACCOMMODATED IN EXCESS OF ONE _____ x \$ _____ + _____

TOTAL ANNUAL TAX \$ _____

DATE OF ACQUISITION _____ PRORATION _____ %

TOTAL AMOUNT NOW DUE \$ _____

FOR OFFICE USE ONLY

RATE REFERENCE _____ TERRITORY NUMBER _____ STREET CODE _____

S.I.C. CODE _____ T.O.T. ELIGIBLE _____ NOTIFIED FINANCE DEPT. _____

DATE _____ TAKEN BY _____

See reverse side for additional information

ATTENTION LICENSE APPLICANT

I. BUSINESS LICENSE REQUIRED

Under Pasadena Municipal Code (Section 5.10.010), no person shall engage in any business in the City of Pasadena without having taken out the proper license and paying an annual business license tax, in the amount prescribed, prior to the operation of that business.

II. TERMS OF LICENSE

A business license is valid for the license year fixed for such classification and must be renewed each year. The expiration date is noted on the front of this document. A renewal notice is sent to the licensee at least ten (10) days prior to the due date and the licensee has thirty (30) days to pay without penalty. If a notice is not received by the licensee, he/she is still responsible for payment by the due date. If the licensee changes his/her mailing address during the year, he/she should contact the Business License Section in writing to report the change.

III. PENALTIES AND INTEREST

A penalty equivalent to 25% of the original amount due applies to all delinquent accounts unpaid after 30 days from the expiration date. An additional 25% penalty is added on the first day of each month following the imposition of the initial 25% penalty if an outstanding balance remains unpaid, up to a maximum of 100% of the original tax due. Additionally, interest charges will be assessed on all delinquent fee balances at a rate of 1.5% per month.

IV. NON-COMPLIANCE INSPECTION FEE

A non-compliance inspection fee will be levied against all accounts that require a personal visit by a representative of the License Section's staff to effect business license compliance.

V. POSTMARK

The postmark will govern the determination of whether or not a tax payment is delinquent. A delinquent tax will be deemed a debt to the City, and the licensee maybe liable for legal action if it remains unpaid.

VI. SEPARATE LICENSE FOR EACH PLACE OF BUSINESS

A separate business license must be obtained for each branch establishment or separate office or place carrying on any business located in the City of Pasadena. (P.M.C. 5.10.20)

VII. MULTIPLE BUSINESS ACTIVITIES AT ON LOCATION

When more than on business activity is engaged at the same location, and the activity falls into a classification other than the original license, the licensee is required to obtain an additional license for each different business activity. (P.M.C. 5.10.020)

VIII. DEFINITION OF AN EMPLOYEE

For the purpose of business license taxation in the City of Pasadena, an employee is defined as: A person engaged in the operation or conduct of any business, whether as owner, any member of the owner's family, partner, agent, manager, solicitor, and any and all other employed or working in connection with the business. (P.M.C. 5.08.060)

IV. CHANGE OF LOCATION

Every person possessing a City of Pasadena business license shall advise the City of the business in writing prior to engaging in such business at the new location and have the City endorse the new location on the license.

X. RIGHT TO AUDIT AND INSPECTION

Authorized agents of the City of Pasadena may examine all places of business in the City to ascertain compliance with business license tax regulations (P.M.C. 5.04.080, 5.04.090)

XI. DISPLAY OF LICENSE

Every person having a license shall prominently display the license at the place of business. If the business is operated from a vehicle, an identifying decal issued by the City shall be affixed to the vehicle and the business license shall be carried by the licensee.

XII. SALES, OR USE TAX

Sales or Use Tax may apply to your business activities. You may seek written advice regarding the application of tax to your particular business by writing to the nearest State Board of Equalization office.

XIII. STATE OF CALIFORNIA FRANCHISE TAX BOARD REGULATIONS

*Revenue and Taxation Code Section 19286.8 E 2 states any deputy, agent, clerk, officer, or employee of any entity described in the subdivision A or any former officer or employee or other individual who in the course of his or her employment or duty has or had access to the information required to the furnished under this section shall not disclose or make known in any manner that information except to the Franchise Tax Board."

The following information is required:

1. BUSINESS NAME
2. BUSINESS & MAILING ADDRESS.
3. OWNER'S NAME & ADDRESS.
4. FEDERAL EMPLOYER IDENTIFICATION NUMBER, SOCIAL SECURITY NUMBER OR STATE EMPLOYER IDENTIFICATION NUMBER.
5. OWNERSHIP TYPE; E.G. SOLE PROPRIETORSHIP, PARTNERSHIP, CORPORATION.
6. AMOUNT OF ANNUAL BUSINESS TAX.
7. BASIS FOR TAX DETERMINATION.
8. FREQUENCY OF PAYMENT OF BUSINESS TAXES.
9. DATE BUSINESS COMMENCED, CEASED, OR CHANGED OWNERSHIP.
10. TYPE OF BUSINESS-USING STANDARD INDUSTRIAL CLASSIFICATION CODE (S.I.C.).