



APPLICATION FOR BUSINESS LICENSE
CITY OF PASADENA BUSINESS LICENSE SECTION CITY HALL 100 N. GARFIELD AVENUE,
ROOM N106 P.O. BOX 7115, PASADENA, CA 91109
(626) 744-4166

BUSINESSLICENSE@CITYOFPASADENA.NET

- | | | |
|---|---------------------------------------|--|
| <input type="checkbox"/> NEW BUSINESS | <input type="checkbox"/> GENERAL | <input type="checkbox"/> SOLE PROPRIETORSHIP |
| <input type="checkbox"/> CHANGE OF BUSINESS NAME | <input type="checkbox"/> SERVICE | <input type="checkbox"/> CORPORATION |
| <input type="checkbox"/> CHANGE OF OWNERSHIP | <input type="checkbox"/> PROFESSIONAL | <input type="checkbox"/> PARTNERSHIP |
| <input type="checkbox"/> CHANGE OF BUSINESS ADDRESS | <input type="checkbox"/> CONTRACTOR | <input type="checkbox"/> LLC/LLP |
| <input type="checkbox"/> CHANGE OF MAILING ADDRESS | <input type="checkbox"/> OTHER _____ | <input type="checkbox"/> TRUST |

PLEASE COMPLETE THE INFORMATION REQUESTED. PURSUANT TO THE PUBLIC RECORDS ACT (CALIFORNIA GOVERNMENT CODE SECTION 6250 ET SEQ.) CERTAIN CONFIDENTIAL INFORMATION FURNISHED OR SECURED AS A RESULT OF THIS APPLICATION WILL NOT BE SUBJECT TO PUBLIC INSPECTION.

DO YOU WISH TO HAVE YOUR BUSINESS NAME, ADDRESS AND TELEPHONE NUMBER FORWARDED TO THE PASADENA CHAMBER OF COMMERCE? YES NO

BUSINESS NAME (DBA) _____

NAME OF OWNER/CORPORATION _____

PROVIDE ONE OF THE FOLLOWING IDENTIFICATION NUMBERS:

- FEIN SOCIAL SECURITY NUMBER ITIN DRIVER'S LICENSE NUMBER MUNICIPAL ID

PURSUANT TO AB2184 - AVAILABLE FOR PUBLIC INSPECTION. IF YOU WISH TO PROTECT YOUR RESIDENTIAL ADDRESS WITH A DIFFERENT SERVICE OF PROCESS ADDRESS, PROVIDE IT BELOW. NOTE- IF YOUR SERVICE OF PROCESS ADDRESS IS A POST OFFICE BOX OR PRIVATE MAILBOX, IT MUST COMPLY WITH PARAGRAPH (2) OF SUBDIVISION (B) OF SECTION 17538.5 OF THE CALIFORNIA BUSINESS AND PROFESSIONAL CODE. HOME OCCUPATION BUSINESS FROM A RESIDENCE? YES NO

RESIDENTIAL ADDRESS TO PROTECT: BUSINESS LOCATION MAILING ADDRESS OWNER/PARTNER/OFFICER ADDRESS

BUSINESS ADDRESS _____ CITY _____ STATE _____ ZIP _____

BILLING/MAILING ADDRESS _____ CITY _____ STATE _____ ZIP _____ ATT: _____

SERVICE OF PROCESS ADDRESS _____ CITY _____ STATE _____ ZIP _____

EMAIL ADDRESS _____ BUSINESS PHONE () _____ ALTERNATE PHONE () _____

STATE LICENSE NUMBER/TYPE _____ EXPIRATION DATE _____ STATE CLASSIFICATION NUMBER (S) _____

CONTRACTORS/ENGINEERS: HIGHEST STATE CLASSIFICATION DETERMINES AMOUNT OF TAX. ALL PASADENA CONTRACTORS MUST APPLY FOR AN ANNUAL LICENSE. ONLY NON-PASADENA BASED CONTRACTORS MAY APPLY FOR A 3 OR 6 MONTH LICENSE. INDICATE LICENSE DURATION AS APPLICABLE:

- ANNUAL 3 MONTHS 6 MONTHS

BUSINESS START DATE _____ DATE BUSINESS MOVED OR OWNERSHIP CHANGED _____ SELLERS PERMIT NUMBER _____

BUSINESS DESCRIPTION (PLEASE LIMIT TO 30 CHARACTERS): _____

HOW MANY EMPLOYEES ARE IN THE CITY OF PASADENA? PROFESSIONAL _____ NON-PROFESSIONAL _____ TOTAL EMPLOYEES _____

SEE THE BACK OF THE APPLICATION FOR THE DEFINITION OF PROFESSIONAL EMPLOYEE AND NON-PROFESSIONAL EMPLOYEE.

DO YOU RENT/LEASE YOUR BUSINESS LOCATION? YES NO IF YES, PROVIDE CONTACT INFORMATION FOR PROPERTY OWNER AND/OR MANAGEMENT CO.

PROPERTY OWNER AND/OR MANAGEMENT COMPANY INFORMATION: _____

SB205: IF YOUR BUSINESS LOCATION CONDUCTS REGULATED INDUSTRIAL ACTIVITIES YOU ARE REQUIRED BY THE STATE WATER BOARD TO PROVIDE THE FOLLOWING:

NAME AND LOCATION(S) OF BUSINESS: _____ ALL PRIMARY
 STANDARD INDUSTRIAL (SIC) CODES: _____ ONE OF THE FOLLOWING ISSUED BY
 STATE WATER BOARD FOR EACH INDUSTRIAL BUSINESS FACILITY: **STORM WATER PERMIT (WDID)** _____ **NO EXPOSURE CERTIFICATION (NEC)** **IDENTIFICATION NUMBER** _____
NOTICE OF NON-APPLICABILITY (NONA) NUMBER _____

Commercial Business – I acknowledge the issuance of a Business License Certificate and the payment of the business tax do not authorize the conducting or continuance of any illegal business or of a legal business in an illegal manner within the City of Pasadena. The City has enacted regulatory zoning, building safety, police, fire, hazardous material disclosure, health ordinances which must be complied with in order to lawfully conduct a business within the City. The City may institute any appropriate legal actions or proceedings necessary to ensure compliance.

Residential Business– I represent that the proposed home business and operation is compliant with all State and local laws and regulations, including regulations for home occupations found in P.M.C. 17.50.110. For questions about home occupation regulations, please call (626) 744-8633.

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.

NAME: _____ SIGNATURE _____ TITLE _____ DATE _____

EMERGENCY CONTACT (1): NAME: _____ PHONE: () _____ EMAIL ADDRESS: _____

EMERGENCY CONTACT (2): NAME: _____ PHONE: () _____ EMAIL ADDRESS: _____

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 your business license certificate. 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 from the due date 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 due date/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 may be liable for legal action if it remains unpaid. The envelope MUST be postmarked by the USPS to be valid.

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 ONE LOCATION

When more than one 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 NON-PROFESSIONAL AND A PROFESSIONAL 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). An employee is an individual who in a particular week performs at least two hours of work within the geographic boundaries of the city for an employer; and qualifies as an employee entitled to payment of minimum wage from any employer under the California minimum wage law, as provided under Section 1197 of the California Labor Code and wage orders published by the California Industrial Welfare Commission.

A professional employee is any person or corporation requiring compliancy with written and/or oral examination standards adopted by a branch of the state or federal government and/or requiring a certain amount of tenure with such branch of government; such professions include but not be limited to: Architect, Attorney; Certified Public Accountant; Chiropractor or Podiatrist, Chiropractor, Dentist, Engineer (all types), Land surveyor, Landscape architect, Optometrist, Osteopathic physician, Physician or surgeon, Psychologist, Public accountant, Shorthand reporter (general reporting only), Veterinarian.

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. 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 law at the following agencies:

The Division of the State Architect at www.dgs.ca.gov/dsa/home.aspx The Department of Rehabilitation at www.rehab.cahwnet.gov
The California Commission on Disability Access at www.cdda.ca.gov

XIV. Starting January 1, 2021, Assembly Bill 1607 requires the prevention of gender-based discrimination of business establishments. A full notice is available in English or other languages by going to: <https://www.dca.ca.gov/publications/>.