

CITY OF GRASS VALLEY BUSINESS LICENSE APPLICATION

125 E. Main Street, Grass Valley, CA 95945

(530) 274-4300 or (530) 274-4304

Before you apply for your business license, we suggest that you talk to our Building and Planning Departments for any applicable City Codes related to health, safety and zoning. You must also comply with all city, county and state regulations. **The Finance Department only collects fees and issues your business license. This does not imply that you are in compliance with other City or State regulations.** (All business licenses expire on December 31st.)

- Business type: Service; Retail; Wholesale; Manufacturing; and Contractors located inside City limits
- Contractors located outside City limits
- Operators/Lessors of Real Estate rental property
- Solicitors (must complete Solicitor package)
- Itinerant Merchants, Special Events
- Special (annual gross receipts of less than \$10,000)
- Non-Profit per IRS 501.C.3. Or Municipal code 5.04.190

PART A: TO BE COMPLETED BY ALL APPLICANTS:

Business Name _____ Phone _____

When business name is other than that of the owner=s name, a fictitious business name statement filed with the county is **required**.

Business Location _____

Mailing Address _____

Owner=s Name _____ Contact Name: _____

Owner=s Address _____ Phone _____

Federal ID# _____ SSN # _____ State Resale # _____

Ownership Type: Sole Proprietor _____ Corporation _____ Partnership _____

Date business to commence: _____ Home Occupation? Yes/No: If Yes, Owner/Tenant

Detailed Description of Business : _____

(If Partnership complete section I on reverse)

PART B: SERVICE, RETAIL, AND BUILDING CONTRACTORS LOCATED IN CITY LIMITS:

Average number of **employees** associated with the business _____

Employee meaning all persons engaged in the operation or conduct of any business.

PART C: CONTRACTORS:

State Contractors License # _____ Type license (specify) : _____

PART D: OPERATORS/LESSORS OF REAL ESTATE RENTAL PROPERTY:

No. of units, Residential: _____ Commercial building space: _____ sq. ft.

PART E: Special Events (Must contact Planning Dept. for Use/Sign Permits) :

Date of Event: FROM : _____ TO: _____ Event Type: _____

AFFIDAVIT: I hereby declare under penalty of perjury, that the reported information is true and correct to the best of my knowledge.

Signature: _____

Date: _____

TO BE COMPLETED BY THE CITY OF GRASS VALLEY:

Business License: \$ _____

Fire Tax: \$ _____

Total Due: \$ _____

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Date: _____ Received by: _____ License # _____ Cash _____ Check # _____

Section I : PARTNERSHIPS:

Please complete for each partner not listed on front of form:

Name: _____
 Address: _____

 Phone: _____
 SSN #: _____

Name: _____
 Address: _____

 Phone: _____
 SSN #: _____

SECTION II: TAX SCHEDULE

BUSINESS LICENSE Tax Rates:

1. Service, Retail, Building Contractors located in the City limits:

Prorated Business License Fees are based on the number of months remaining in the year at the date of application (\$30.00 minimum).

Employee mean all persons engaged in the operation or conduct of any business, whether as owner, any member of the owner=s family, partner, agent, manager, or solicitor, and also any and all other persons employed or working in the business eighteen hours or more per week.

Number of Employees	1-5	6-10	11-15	16-20	21-25	26-30	31+ employees
January	63.00	126.00	189.00	252.00	315.00	378.00	12.60 x no. of employees
February	57.75	115.50	173.25	231.00	288.75	346.50	11.55 x no. of employees
March	52.50	105.00	157.50	210.00	262.50	315.00	10.50 x no. of employees
April	47.25	94.50	141.75	189.00	236.25	283.50	9.45 x no. of employees
May	42.00	84.00	126.00	168.00	210.00	252.00	8.40 x no. of employees
June	36.75	73.50	110.25	147.00	183.75	220.50	7.35 x no. of employees
July	31.50	63.00	94.50	126.00	157.50	189.00	6.30 x no. of employees
August	30.00	52.50	78.75	105.00	131.25	157.50	5.25 x no. of employees
September	30.00	42.00	63.00	84.00	105.00	126.00	4.20 x no. of employees
October	30.00	31.50	47.25	63.00	78.75	94.50	3.15 x no. of employees
November	30.00	30.00	31.50	42.00	52.50	63.00	2.10 x no. of employees
December	30.00	30.00	30.00	30.00	30.00	31.50	1.05 x no. of employees

2. Special License (Annual gross receipts of less than \$10,000.00): \$25.00.

3. Operators/Lessors of Real Estate rental property:

- A. Operator with 3 or more residential units: \$6.40 per unit
- B. Operators of commercial building space: \$.0064 sq. ft.

4. Itinerant Merchants, Special Events: \$64.00 per event

5. Contractors located outside the City limits:

A contractor may choose from two types of payment plans on their Business License

- A. Pay business license fee of \$120.00 for current year.
- B. Or, pay \$25.00 each time a permit is issued.

FIRE TAX Rates: (Applies only to businesses located within the City Limits)

1. \$39.78 per business location for businesses starting Jan to Jun 2009).

\$19.89 per business location for businesses starting Jul to Dec 2009).

- A. Fire tax is not required for Home Occupation/Residential and Outside City limit businesses.
- B. If business is shared with another business, and they share Acommon space@, only one tax is due.

Indicate who will pay: _____