

Business License Tax

- Businesses
- Home Occupations
- Massage Establishments
- Solicitors
- Vendors
- Peddlers

Statutes Regulating Business License Tax

- Division 4 – Revenue and Finance
 - Chapter 4.155 – Business License Tax
 - Article 1-8

Department or Agency having Jurisdiction:

- **Finance and Technology**- Receives business applications and collects payments
- **Neighborhood Preservation**-Enforces business tax regulations, zoning regulations, other permit regulations
- **Police Department**- Responds and enforces business tax regulations of unlicensed solicitors, peddlers, vendors

Party responsible for Compliance:

- Business Owner
- Contractor

Business Owner

- Property Owner

Violation Notification Process (Self-Certification, Notice of Violation)

- Responsible party is notified via a letter
 - Self-Certification Letter allows you to correct any reported violation(s) within 30 days without penalties. This letter also serves to educate and provides understanding of the rules of our city ordinances.
 - Letter must be signed by responsible party and returned to Inspector.
 - Notice of Violation Letter allows you to correct verified violation(s) within 30 days without penalties. This letter also serves to educate and provides understanding of the rules of our city ordinances.
 - An inspection is requested and scheduled to verify violation(s) before civil penalties are issued. (Administrative citation)
 - Communication between responsible party and Inspector is advantageous for abatement timeframe and case closure.
- Our main objective is to obtain voluntary compliance.

Method(s) of Abatement

- Responsible party shall correct violation(s), sign Self-Certification letter and return to Inspector within 30 days.
- Pay fee for Business License Tax
- Obtain Business Tax Certificate
- Obtain clearance for Police Department and carry ID card on person (if required)
- Obtain any other permit(s) required

Consequences of Non-Compliance:

- Business License Tax violations= \$185.00 first offense
- 2nd offense= 2 x original fine
- 3rd offense= 3 x original fine
- Delinquency Fee: \$101.00
- As a last resort, cases may be referred to the City Attorney's Office.

Due Process

- Pay civil penalties within 30 days of issuance of the citation.
- The person cited has the option of requesting an initial administrative review provided it is requested within 20 days of issuance of the citation.
- If the department upholds the citation, the person cited can request an administrative hearing which is conducted through a third party hearing officer.
- If the citation is upheld through the hearing officer, the person cited still has the option of appeal through Superior Court.

For more Information:

- cityofventura.net/businesslicense (Finance and Technology)
- State of California: <http://www.ca.gov>
- City of Ventura Municipal Code:
<http://www.cityofventura.net/cm/municipal-code>