



**NEW BUSINESS LICENSE
APPLICATION**

PLEASE PRINT OR TYPE

BUSINESS OWNERSHIP INFORMATION

OWNER NAME (NAME OF CORPORATION, PARTNERSHIP OR INDIVIDUAL)	TYPE OF OWNERSHIP <input type="checkbox"/> CORPORATION <input type="checkbox"/> PARTNERSHIP <input type="checkbox"/> SOLE OWNER <input type="checkbox"/> LLC <input type="checkbox"/> TRUST <input type="checkbox"/> OTHER _____
FICTITIOUS BUSINESS NAME (DBA NAME USED TO IDENTIFY YOUR BUSINESS)	
BUSINESS LOCATION ADDRESS (CANNOT BE A P. O. BOX)	BUSINESS PHONE NO. ()
MAILING ADDRESS (WHERE YOU WANT US TO MAIL THE BUSINESS TAX CERTIFICATE OR OTHER CORRESPONDENCE)	
OWNER OR CORPORATION ADDRESS	
CORPORATIONS ONLY: NAME/ADDRESS TO RECEIVE LEGAL DOCUMENTS	

CONTACT INFORMATION

OWNER OR CORPORATE OFFICER'S	TITLE	SOCIAL SECURITY NO.	CA DRIVER'S LICENSE	DATE OF BIRTH
1)				
2)				
3)				
BUSINESS CONTACT E-MAIL			OWNER/CORPORATION PHONE NO. ()	

BUSINESS ACTIVITY INFORMATION

BUSINESS DESCRIPTION		FEDERAL ID NO.		BOARD OF EQUALIZATION (RESALE NO.)	
CONTRACTOR'S LICENSE / CLASS	NO. OF EMPL.	COMM. SQ. FT.	STATE EMPLOYER ID NO.	STATE CERT. NO./EXP. DATE	BUS. START DATE

CHECK ALL THAT APPLY

- | | |
|--|--|
| <input type="checkbox"/> COMMERCIAL LOCATION (FIRE CLEARANCE INSPECTION IS REQUIRED) | <input type="checkbox"/> BUSINESS HAS ENTERTAINMENT (USE PERMIT IS REQUIRED) |
| <input type="checkbox"/> BUSINESS SELLS ALCOHOL (USE PERMIT IS REQUIRED) | <input type="checkbox"/> HOME BASED BUSINESS (ZONING RESTRICTIONS APPLY) |
| <input type="checkbox"/> USE OR STORE CHEMICAL OR HAZARDOUS MATERIALS | <input type="checkbox"/> OTHER _____ |

CALCULATE THE TAX

_____ X _____ = _____ + _____ = _____					
Estimated Gross Receipts* (See "A" on back)	Tier Rate (See "B" on back)	Prorated Base Tax (See "C" on back)	Subtotal		
Businesses based outside the City, Apportion tax (multiply by 80%) (DOES NOT APPLY TO BUSINESSES BASED WITHIN THE CITY OF VENTURA)		_____ X .80 = _____	Subtotal from above Apportioned Tax Amount		
– SEE BACK FOR EXPLANATION OF FEES –					
BUSINESS LICENSE TAX	ADMINISTRATIVE FEE	STATE FEE (SB1186) \$1.00	FIRE CLEARANCE INSP FEE	PENALTY	TOTAL

REMIT TAX/FEE

By Mail: City of Ventura Business Tax Office, P. O. Box 99, Ventura CA 93002-0099 Make checks payable to *City of Ventura*.
In Person: Ventura City Hall, 501 Poli St., Rm 107, Ventura. We accept VISA or MasterCard if paid in person with proper identification.

I declare under penalty of perjury under the laws of the State of California, that the foregoing is true and correct and that I have read the entire form and understand the business owner responsibilities.

Applicant Signature _____ Date _____
Print Name and Title _____

PLEASE REVIEW APPLICATION FOR ANY ERRORS. INCOMPLETE OR ILLEGIBLE APPLICATION WILL DELAY OUR ABILITY TO ISSUE YOUR BUSINESS LICENSE.

BUSINESS LICENSE TAX CALCULATION

A. GROSS RECEIPTS/COST OF OPERATIONS

Estimate the expected gross receipts from all business activity in the City of Ventura from the first day of business to the following June 30. If this business location does not generate income (i.e., administrative office) use estimated Cost of Operations.

B. TIER RATES BY TIER CLASSIFICATION

TIER I	
• Retail , Wholesale, (use gross Receipts)	
• Administrative Headquarters (use cost of Operations)	
Gross Receipts (GR)	
\$0-\$5 million.....	11 cents per thousand (GR x .00011)
Exceeding \$5 million.....	6 cents per thousand (GR x .00006)

TIER II	
• Services , Contractors, Mfg, Professions, Non-City Franchised Public Utilities, Recreation/Entertainment, Rental of Non-Residential Property, four or more units of Residential Property	
Gross Receipts (GR)	
\$0-\$5 million.....	34 cents per thousand (GR x .00034)
Exceeding \$5 million.....	17 cents per thousand (GR x .00017)

TIER III	
• Itinerant Merchants without Vendors.....	\$25/day
• Swap Meet Operators and Operators of Productions, Shows or Events with Booths/Exhibits.....	\$25/day + \$1 /day per vendor
• Swap Meet Operators with fixed place of business	\$400/year + \$1 /day per vendor
• Solicitor/ Peddler/Canvasser with no fixed place of business in the City not operating on an annual basis	\$25/day or \$200/month
• Special Events	\$150/day
• Film, TV, Movie Productions	\$150/day
• Warehousing	½ cent/sq ft

C. PRO-RATE BASE TAX

In accordance with the provision of the City Ordinance No. 2002-10, businesses that commence operations between August 1 and June 30 of any tax year shall prorate the base tax rate of forty-five dollars (\$45) as follows:

July.....	\$45.00	October	\$33.75	January	\$22.50	April.....	\$11.25
August	\$41.25	November	\$30.00	February	\$18.75	May.....	\$ 7.50
September.....	\$37.50	December.....	\$26.25	March.....	\$15.00	June	\$ 3.75

OTHER FEE EXPLANATIONS

ADMIN FEE: Businesses that are not subject to the business license tax (i.e. consolidated, non-profits) pay an Administrative Fee.

STATE FEE – STATE MANDATED DISABILITY ACCESS AND EDUCATION REVOLVING FUND (DAERF): On September 19, 2012 Governor Brown signed into law SB-1186 which adds a state fee of \$1.00 on any applicant for a business license.

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

FIRE INSPECTION FEES (if applicable): Businesses located in a commercial or industrial zone are required to pay for a Fire Clearance Safety Inspection. For questions regarding this requirement, contact the Fire Prevention Division at 805/658-4717.

PENALTIES: Businesses operating more than 30 days prior to applying for its business license may be subject to penalties.

OTHER DOCUMENT REQUIREMENTS

NON-PROFITS: Contact our office to obtain supplemental forms associated with your New Business License Application.

MESSAGE SERVICE PROVIDERS: Any establishment in a fixed place of business that provides massage as defined in Ventura’s massage ordinance requires a Massage Establishment license in addition to a business license. Anyone performing massage services in the City of Ventura must be certified by the California Massage Therapy Council (CAMTC) and obtain a City of Ventura Massage Business License unless employed as a W2 employee. Contact our office for supplemental forms associated with Massage Services.

OWNERSHIP RESPONSIBILITIES: The business license is paid for the fiscal year July 1 through June 30. It is the business owner’s responsibility to renew and pay the business license tax each July 1 regardless of whether or not a renewal notice from the collector is received and to notify the license office immediately if there are any changes to the information submitted on this application form.

OTHER COST CONSIDERATIONS

ALCOHOLIC BEVERAGE ESTABLISHMENTS: All businesses selling alcoholic beverages are subject to the City’s Alcoholic Beverage Establishment Use Permit. For more information and fee structure, contact our Alcohol Officer at 805/339-4453.

CLEAN WATER AND SAFE BEACHES PROGRAM: Federal and State agencies require Ventura to implement a comprehensive program to keep our water clean and beaches safe. Automotive, food service and industrial facilities are to be inspected for their potential to contribute pollutants to the storm drain system. Invoices are issued annually. For more information contact Environmental Services Division at 805/652-4582.

– For more information and/or to view related City ordinances, go to the city’s website at www.cityofventura.net –

In compliance with the Americans with Disabilities Act, this information is available in alternate formats by contacting the Business License Office at 805/658-4715 or by contacting the California Relay Service.