



CITY OF SANTA CRUZ  
 Finance Department  
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BL - \_\_\_\_\_

# Business License Tax Application

Santa Cruz Municipal Code Title 5.04

Business Name			Phone
Business Address (Must be a physical address. No PO Box or private mailbox addresses)			Fax
City	State	Zip	Alternate Phone
Business Mailing Address <input type="checkbox"/> Same as business address			Email (optional)
City	State	Zip	Attention to

## OWNER INFORMATION

Owner/Officer Name and Title (Please list additional owner(s) or corporate officer(s) on the back of this form)	Social Security Number
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Only one corporate officer

Home Address			Phone
City	State	Zip	Email (optional)

## BUSINESS INFORMATION

Type of Ownership:  Sole Proprietorship  Partnership/LLC  Corporation  Trust  Non-Profit

Primary Business Activity (if lease/rental property please include # of units)	Start Date in City (MM/DD/YYYY)
For more information on the following ID and license numbers please visit <a href="http://www.cityofsantacruz.com/licenses-fees-and-taxes">www.cityofsantacruz.com/licenses-fees-and-taxes</a>	
Federal Tax ID (FEIN)	State Sales Tax Number (Resale #)
State Employer ID (SEIN)	State Contractor's License

## FEE SCHEDULE

Annual License Tax	\$145.15
Number of Employees working in the City x Employee Rate (see chart on back) _____ (if none enter zero) x \$ _____	\$ _____
Penalty (if any) New applications are due on or before the business start date Add 10% if 1-30 days past start date, Add 20% if 31 days or more	\$ _____
Prior Year Taxes and Penalties	\$ _____
Proration (for businesses traveling into the City - see chart to right) Calculate your license tax and multiple by the proration percentage.	x %
<b>Total Tax</b>	<b>\$ _____</b>

## PRORATION CHART

For Businesses NOT located in Santa Cruz, the tax will be prorated as follows:

Estimated # of Days in Santa Cruz per Year	Proration %
6-29	25%
30-89	37.5%
90-119	50%
120 or More	100%

- It shall be unlawful for any person to conduct or carry on any business, trade, profession, independent contractor, occupation, vocation, calling or livelihood, including rental or lease of commercial and residential property, in the City without first having procured a license from the City. Chapter 5.04
- Prior to starting business at any residential, commercial, or industrial location, you may be required to obtain a Zoning Clearance from the Planning Department. Section 24.04.188 of the Santa Cruz Municipal Code
- The Santa Cruz Fire Department Fire Prevention Bureau is state mandated to perform life-safety inspections of all buildings within the City. Inspections are performed approximately every 3 years. Inspection fees are \$90 for the initial inspection with an additional \$45 per half hour if re-inspections are required (per City of Santa Cruz Resolution NS 27,591).

I declare under penalty of perjury that the above information is true and correct and that I certify that I am the authorized representative of this business to execute this document. I acknowledge that issuance of this license does not relieve compliance with other regulations under the Santa Cruz Municipal Code and other state and federal laws.

Signature/Title

Print Name

Date

## Additional Information

For more information regarding the Business License Tax, how to fill out this form, or any of the fees or requirements mentioned on this application please visit the City of Santa Cruz website: [www.CityofSantaCruz.com](http://www.CityofSantaCruz.com) or call the Revenue Division at 831-420-5070.

### ADDITIONAL OWNER INFORMATION

<b>1</b>	Owner/Officer Name			Title
	Home Address			Phone
	City	State	Zip	Email
<b>2</b>	Owner/Officer Name			Title
	Home Address			Phone
	City	State	Zip	Email

### DOWNTOWN DISTRICT INFORMATION

Please fill out this section if your business is located in the Downtown District. Businesses in the Downtown District may be required to pay Parking Deficiency Fees and a Business Improvement Assessment. More information regarding these fees and a map of the Downtown District can be found at [www.cityofsantacruz.com/parking-deficiency-fees](http://www.cityofsantacruz.com/parking-deficiency-fees).

Business Square Footage	Service/Storage Area Square Footage
Lease Start Date	Lease End Date

Is there a primary business paying the Parking Deficiency Fees and Business Improvement Assessment?  Yes  No

If yes, enter the name of the primary business: \_\_\_\_\_

### ADDITIONAL FEES AND TAXES

Do you or will you sell alcohol?  Yes  No

Do you or will you sell cigarettes, tobacco products, e-cigarettes, or smoking paraphernalia?  Yes  No

Will your business charge admissions for entertainment, amusement or recreational activities or events?  Yes  No

If yes, you may need to register for an Admission Tax Certificate.

Information regarding Admission Tax can be found at <http://www.cityofsantacruz.com/admission-tax>

Will you be operating a hotel, motel, bed & breakfast, or short term rental?  Yes  No

If yes, you may need to register for an Transient Occupancy (TOT) Certificate.

Information regarding TOT can be found at <http://www.cityofsantacruz.com/transient-occupancy-tax>

Information on Special Business License Classification & Tax Rates can be found at [www.cityofsantacruz.com/BL-tax-fee-schedule.html](http://www.cityofsantacruz.com/BL-tax-fee-schedule.html)

### EMPLOYEE RATES

Please refer to the schedule below for per employee fees. Calculate the average number of employees during the busiest 3-month period, excluding those employed less than 2 weeks. Include only employees working inside the City limits.

Business Class		Rate per Employee
Class A	Retail, wholesale, contractors, manufacturing, construction	\$2.55
Class B	Services, hotels & motels, apartment houses, commercial property leasing, recreation and entertainment services & facilities	\$4.95
Class C	Professionals	\$7.40