



CITY OF SAN PABLO
City of New Directions

Business License Application

13831 San Pablo Avenue, Bldg. #3
San Pablo, CA 94806
510.215.3030 ♦ Fax 510.215.3014

www.sanpabloca.gov

THANK YOU FOR DOING BUSINESS IN SAN PABLO!

CHECK ONE:

- New Business
- One-day sales
- Renewal
- Home Business
- Quarterly
- Peddler

The City of San Pablo Municipal Code requires all businesses to pay a business tax, but such payment does not authorize an applicant to do business in the City. All businesses must comply and continue to comply with all laws of the city, including but not limited to its zoning, building, planning, fire, plumbing, electrical, mechanical and subdivision regulations.

BUSINESS INFORMATION

Name of Business: _____ Start Date: _____

Business Site Address: _____

Phone No: () _____ Fax No: () _____ Email: _____

Business Owner's Name _____

Contact person's name: _____ Title: _____ Phone: () _____

If change of ownership, list previous owner/business name _____

Mailing Information (if different than above):

Address: _____ Apt/Suite No: _____

City: _____ State: _____ Zip: _____

PROPERTY OWNER'S INFORMATION

Name: _____ Phone No: () _____

Address: _____ Apt/Suite No: _____

City: _____ State: _____ Zip: _____

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I hereby declare that I am the property owner, or property owners representative, of the real property involved in this application and do hereby consent to the filing of this Business License application.

Property owner signature: _____ Date: _____

BUSINESS PLAN

Type(s) of Business: _____

Hours of Operation: _____

If this is a retail or service establishment, list the items that you will be selling/ services which you will be offering:

Will you be selling tobacco products? Yes No

Business Ownership Type: (check one)

Sole Proprietor _____ Partnership _____ Corporation _____ Trust _____ Limited Liability _____

Federal ID No. _____ State ID No. _____

Business Owner(s) Social Security No. _____

Resale/State Board No. _____ State Contractors No. _____

BUSINESS LICENSE FEES

Yearly Fee:

Basic Minimum Fee: \$137.80

2-24 Employees: _____ @ \$26.50 each _____

Over 25 Emp.: _____ @ \$18.02 each _____

Additional Fees: _____

Late Penalties: _____

(1 mo. 20%, 2 mo. 30%, 3 mo. 50%) _____

State Mandated Disability Access

and Education Revolving Fund*: \$1.00

Total Yearly Fee \$ _____

Quarterly fee: (Contractors Option)

Minimum Fee: \$85.86

Per Employee: _____ @ \$8.48 ea _____

State Mandated Disability

Access and Education

Revolving Fund*: \$1.00

Total Fee \$ _____

* On September 19, 2012 Governor Brown signed into law SB-1186 which adds a state fee of \$1 on any applicant for a local business license or similar instrument or permit, or renewal thereof. The purpose is to increase disability access and compliance with construction-related accessibility requirements and to develop educational resources for businesses in order to facilitate compliance with federal and state disability laws, as specified.

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:

- 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 .

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I declare, under penalty of perjury, that the statements and information contained in this application are true and correct to the best of my knowledge and belief. I agree to conform with all requirements of Zoning, Building, Fire and other applicable laws, ordinances and regulations pertaining to the operations of such businesses. The issuance of this license does not constitute the city's consent that the holder of such license may operate a business in violation of any such codes or regulations. Furthermore, I agree to notify the City of San Pablo within ten (10) days of change in the facts stated herein.

Signature _____ Date _____

FOR OFFICE USE ONLY (Chronology):

Date submitted _____

Planning Div: Approved: Yes No

Use Permit required? Yes No

SIC Number(s) _____

Zoning District _____ General Plan: _____

Reviewed By _____ Date Approved: _____

Building Div: Approved: Yes No

Reviewed By _____ Date _____

Fire Dept: Inspection required: Yes No

Fee paid Yes No

Inspection Date _____

Code Enforcement: Approved Yes No

Reviewed By _____ Date _____

Comments: _____

Inspector: _____ Inspection Scheduled date: _____ Completed date: _____

Inspection Results _____



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BUSINESS LICENSE FEE/TAX SCHEDULE

BASIC FEE shall consist of \$137.80 for the first (1st) employee and \$26.50 for each additional employee up to 24, plus \$18.02 from each addition employee after the 24th.

EMPLOYEE is defined as: All persons engaged in the operation or conduct of any business in the city and any and all persons except the spouse and children of the owner who are working in the business. In case of part-time employees, each two (2) part-times employees will constitute one full-time employee.

All new and relocated businesses and businesses with special uses located in San Pablo require review and approval from the Planning department; an extra fee is applied in addition to the basic business license fee. Please refer to the following chart:

BUSINESS LICENSE PLANNING REVIEW AND AUTHORIZATION

Business Type:	Municipal Code Section:	Fee:
Professional	Section 5.04.340	\$264
Non-Conforming Use	Section 17.08	\$669
Auto-Repair	Section 17.62.040	\$427
Daycare	Section 17.70.010(E.)(F.)	\$174
Home Occupation Permit	Section 17.60.030	\$174
Massage Establishment	Section 17.62.120	\$1,353
Alcohol	Section 17.62.020	\$1,353
Cabaret	Section 5.60	\$1,353
Peddlers/Solicitors	Section 5.08	\$335
Tobacco Retailers License/E-Cigarettes	Section 5.06/Section 17.62. n	\$335
Business Licenses-New/Moved Inspection	Section 5.04 New or relocated	\$184

PROFESSIONAL BUSINESSES In addition to basic fee and the employee fee, the following professionals pay the planning department review fee when first opening in San Pablo and a fee of \$85.86 when renewing or when the business is an outside of city location for each associate member of the business (regardless of whether said group is incorporated or consist of a partnership).

Accountant, Architect, Attorney, Auditor, Chiropractor, Dentist,
Engineer, Optician, Physician, Real Estate Veterinarian Broker,

TOBACCO RETAILER LICENSE- Retailers selling tobacco will be required to pay the planning department review fee when first opening the business in San Pablo and an additional license fee of \$196.00 when renewing each year. License will be issued when a new business is opened or when an existing business renews its license.

CONTRACTORS & SUBCONTRACTORS – shall pay the basic fee; however, they may elect to pay quarterly at the rate of \$85.86 per quarter plus \$8.48 for each employee on the job, only if the business address is outside of the city limits.

APARTMENTS & MOTELS (4 UNITS OR MORE) -shall pay \$85.86 per building or complex plus \$34.98 for each rental unit; however, any unit used for living quarters of the owner or manager of such property is except from the unit fee. If the owner operates another business in San Pablo he/she must pay the fee applicable to the other business plus \$34.98 fee for each unit.

ROOMING HOUSING (2 UNITS OR MORE) - shall pay \$85.86 plus \$10.60 for each room; however, any room used for living quarters of the owner or manager shall be exempt from the unit fee. If owner also operates some other business in San Pablo, owner must pay fee applicable to the other business, plus the 10.60 unit fee for each room.

MOBIL HOME COURTS- shall pay \$85.86 per year plus \$7.42 per individual mobile home space per month within a mobile home court.

COIN-OPERATED VENDING MACHINES - Every person who is engaged in the business of leasing, renting, distributing or operating coin-operate vending machines (other than electronic/mechanical games and amusement machines) shall pay a fee based on annual gross receipts as follows

GROSS SALES	FEE
\$ 0-\$1,000	\$34.98
\$1,001-\$5,000	\$51.94
\$5,000-\$15,000	\$104.94
Over \$15,000	\$7.42/\$1060

ADDITIONAL FEES are charged for all businesses (other than vending machine companies) which own, operate or possess in the place of business 3 or less of the following:

**If more than three (3) machines: \$257.58 per year plus \$68.90 each machine or 1% of annual gross, whichever sum is greater.

Mechanical Music Machine	\$44.52
Photographic Machine	\$24.38
Weighting Machine	\$7.42
Weight Guessing Machine	\$22.26
Electronic/ Mechanical Games/ Mechanical Amusement Machine	\$85.86 per year per Machine or 1% of annual gross receipts (whichever sum is Greater)

OTHER FEES

Advertising Vehicles	\$18.02 per day
Auctioneers	\$85.86 per day
Auto Wreckers	\$174.9 per year
Bingo	\$137.8 per year or \$32.86 per day
Bowling Alley	\$137.8 per year or \$32.86 per day
Cabaret New	\$1,055.76
Cabaret Renew	\$53.00
Carnival	\$725.04 per day
Circus	\$725.04 per day
Dance Hall	\$379.48 per year + \$32.86 per event
Delivery Vehicles	\$137.80 per year + \$18.02 per vehicle
Firearms Sales, Transfers, Leasing	\$390.08 per year + \$26.50 per employee
Guard & Patrol Service	\$227.00 + \$26.50 per employee per year
Ice Cream Truck	\$137.80 per year
Movie Theater	\$379.48 per year
Pool or Billiard Hall	\$137.80 per year + \$32.86 per table
Solicitor New	\$238 per quarter
Taxicabs	\$172.78 per year + \$50.88 per car
Fortune Teller	\$137.8
Pawn Broker	\$137.8

Additional charges will be assessed for delinquent payments as follows:

Delinquency due upon thirty (30) days from the date of expiration on the business license certificate:

One (1) month -10%, two(2) months- 20%, three (3) months- 50%, beyond three months will be referred to code enforcement Department and/or collection agency. For new applicants, there will be a fee of \$52.47 for missed inspections appointments.