



BUSINESS LICENSE APPLICATION

FINANCE



FOR OUT-OF-TOWN CONTRACTORS, PLEASE COMPLETE ONLY HIGHLIGHTED FIELDS.

Please check: New Application Change of Owner Change of Address
 Change of Business Name Renew License # _____ Cancel License # _____

Business Name _____ Start Date _____

DBA Name _____ State Contractors Lic.# _____

Business Location (Not a PO Box) _____ Bus Phone _____

_____ Bus Fax _____

Is this a Home Occupation? No Yes If yes, please also complete a Home Occupation Application.

Mailing Address _____ Fed ID _____

Email _____

Description of Business _____

Ownership Type Corporation LLC Partnership Sole Proprietorship Trust

1st Bus Owner Name _____ Phone _____

Home Address _____

2nd Bus Owner Name _____ Phone _____

Home Address _____

Emergency Contact _____ Phone _____

Business Location Rented Owned If rental, please provide building owner contact information:

Building Owner Info _____

Will Tobacco Products be sold?
 No Yes
If yes, please refer to back for more information.

Does business have hazardous Materials on site? No Yes

Business License Fee Calculation (refer to Fee Schedule on back)

Flat Fee per Business \$ _____

FT Employees (DANVILLE BUSINESSES ONLY) # _____ x \$10 \$ _____

*State Mandated Fee SB1186 \$1.00 (req'd for processing) \$ _____ 1.00

Other \$ _____

Total Due \$ _____

For Office Use Only
Date _____ Initials _____
 Approved Denied
Amount Received _____
Check # _____
Permit # _____
Zoning _____
Land Use _____
Audit _____
Police _____
 HOA Health Department

Please read before signing. I declare under penalty of perjury that all statements contained herein are, to the best of my knowledge and belief, true and that all necessary land use permits, and any other permits required by law have been or will be secured prior to commencement of business activity which is the subject of this application.

Authorized Signature _____ Print Name _____ Date _____

Fee Schedule

CLASS A	All businesses not defined as Amusements, Itinerant Businesses or Annual Marketplace New businesses are pro-rated as follows:	Flat fee of \$100 per year, plus \$10 per Full-Time Employee (FTE) or Full-Time Equivalent for DANVILLE BUSINESSES ONLY. <i>(For part time employees, count 1 Full-Time Equivalent (FTE) for every 35 hours worked per week, rounded to the nearest whole number.)</i> Q1: Jul-Sep \$100/\$10 FTE Q2: Oct-Dec \$75/\$7.50 FTE Q3: Jan-Mar \$50/\$5 FTE Q4: Apr-Jun \$25/\$2.50 FTE
CLASS B	Amusements & Itinerant Businesses	Flat fee of \$100 per day
CLASS C	Annual Marketplace	Flat fee of \$150 per Organizer, Promoter, or Sponsor
CLASS C-1	Street Fairs	Flat Fee of \$150 per Event
OTHER	Transfer of License or Duplicate License	Flat Fee of \$25
*SB1186	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 .	

Exemptions - One or more of the following criteria must be met and required forms submitted

1. Non-Profit organizations as defined in Section 501(1), (2) or (3) of the Internal Revenue code. Requires IRS or State letter granting exempt status.
2. Businesses with annual gross receipts under \$10,000 per year. New businesses must apply for a license for their first year of business. If gross receipts are under \$10,000 in the first year, they may request a refund by submitting federal tax return forms by August 15 following the end of the license year. Requires Schedule C or appropriate federal tax forms.
3. Businesses exempt from local taxation by virtue of the constitution or applicable statutes of the United States or the State of California. No forms required.
4. Businesses conducting any entertainment, concert, exhibition or lecture on scientific, historical, literary or charitable subjects within the Town whenever all the gross receipts of any such entertainment, concert, exhibition or lecture are to be appropriated to any church or school or to any charitable purpose within the Town. No forms required.
5. Businesses which rent or lease no more than four residential dwelling units to others. No forms required.

Application for Exemption

The business activity to be conducted at _____ within the Town of Danville is exempt from the business licensing requirements pursuant to Section 3-6.4 of the municipal code of the Town of Danville per _____ (enter criteria number from above and submit required form). I declare, under penalty of perjury, that the facts stated herein are, to the best of my knowledge and belief, true.

Executed at _____, California on _____ 20____

Signature _____ Title _____

Tobacco Retailers License

Chapter 7-6 of the Danville Municipal code requires all persons or entities selling tobacco products on a retail basis within the Town of Danville to maintain a tobacco retailers license. There is no cost for the license. Tobacco Retailers are also subject to other regulations regarding signs and display of tobacco products. For further information, please contact the City Attorney's office at (925) 314-3383.

No Longer Doing Business in Danville

If you are no longer doing business in Danville, please indicate termination of business date.

Signature _____ Date Terminated _____

New Business Owner Information

Name _____ Phone _____

Address _____

Please make your check payable to the Town of Danville. If you are located in a storefront or commercial building inside the Town, a paper license will be sent to the mailing address within 3 weeks of approval. The expiration date for all licenses is June 30th. A renewal form will be sent prior to expiration. Please notify us of any changes to your business.

Business owners are responsible for keeping their business licenses current. Failure to receive billing or renewal notices neither relieves the business owner of their responsibility to pay license fees nor does it excuse penalties if payment is late. For questions regarding this application, please contact Business Licenses at (925) 314-3326.