



# CITY OF EAST PALO ALTO

## Business License Application Form

**Business Name**

**Type of Ownership** (check applicable box)

Cooperative       Non Profit  
 Corporation       Partnership  
 LLC       Sole Proprietorship  
 Limited Partnership       Other: \_\_\_\_\_

**Business Address**

Address:

City:  State:  Zip:

**Mailing Address (if different)**

Address:

City:  State:  Zip:

**Phone No**

**Fax No (optional):**

**Email (optional):**

**Business Description** (briefly describe your business):

**Owner Name**

**Application Fee** (Business Fee+ State Mandated Fee)

<b>Mandated State Fee</b> (related to SB 1186)		<input type="text" value="\$1"/>
<b>Application or Filing Fee</b> (see page 3)	+	<input type="text" value="\$35"/>
<b>CALCULATED BUSINESS FEE</b> (refer to the business fee schedule on pages 2-3 to determine your Calculated Business Fee)	+	<input type="text"/>
<b>TOTAL FEE</b> (Calculated Business Fee)		<input type="text"/>

**General Information**

- New Applications:* Return your completed application form to the **Planning Department Office located at 1960 Tate Street, East Palo Alto, CA 94303** during open counter hours.
- Renewal forms:* Return your completed business license renewal form to **City Hall located on the second floor, at 2415 University Avenue, East Palo Alto, CA 94303** . If you are a mobile food vendor or solicitor please return your completed application form to the Planning Department Office located at 1960 Tate Street, East Palo Alto, CA 94303 during open counter hours.
- Your business license will expire December 31st of each year. Renewal payments are due by February 1st. After February 1st penalty and interest will start to accumulate.
- The payment of a license tax and its acceptance by the City, and the issuance of such license to any person, shall not entitle the holder thereof to carry on any business unless he/she has complied with all applicable laws, nor to carry on any business in any building or on any premises designated in such license in the event that such building or premises are situated in a zone or locality in which the conduct of such business is in violation of any law.

**Is this a Home Based Business?**

Yes. (If yes, fill out the attached Home Business Questionnaire—page 5)  
 No

**Are you a State Licensed Contractor?**

Yes. (If yes, provide your contractor license no.: \_\_\_\_\_)  
 No

**Signature**

Name:

Signature:

Date:

### How to determine your Calculated Business Fee

1. **FOR MOST BUSINESSES**, determine your business fee by using the Gross Receipts Schedule listed under **Section A – General Businesses**.
2. If your business has no Gross Receipts or is a one-time specialty business, please refer to the appropriate listing of business types elsewhere in this Fee Schedule.
3. Call the East Palo Alto Finance Department (650) 853-3100 for questions about fees.
4. The word "Business" means and includes all activities engaged in or caused to be engaged in within this city with the object of gain, benefit or advantage, whether direct or indirect, to the taxpayer or to another or to others, but does not include the services rendered by an employee to his or her employer or a casual or isolated transaction. Although an activity of a taxpayer may be incidental to another or other of his or her business activities, each such activity shall be considered to be business engaged in within the meaning of this chapter.

### Section A—General Businesses

General Business taxes are based on percentage or Gross Annual Receipts. If you are a General Business, refer to the table below to determine your calculated business fee. General Businesses include the following:

1. Wholesale or Retail Sales and Trades
2. Manufacturing, Packaging/Processing (less cost of raw materials)
3. Professional, Semi-Professional, General Occupations, Personal and Other Services, and Entertainment, Recreation and Amusement-related
4. Construction Contractors
5. Hotels, Motels, Rooming/Boarding Houses or any Rental or Leasing-related Business
6. Handbill, Stamp, Coupon, and Ticket Distribution
7. Vending or Coin-Operated Devices
8. Any profession, trade, occupation calling or business not otherwise specifically licensed by other subdivisions of the City's business license tax ordinance
9. Home Occupation Businesses

Annual Gross Receipts Between	Annual License Fee
\$0 - \$1000	\$50
\$1,000 - \$100,000	\$125
\$100,001 - \$250,000	\$250
\$250,001 - \$500,000	\$500
\$500,001 - \$10,000,000	\$1 for each \$1,000 of gross receipts
\$10,000,000 – And Higher	\$0.50 for each \$1,000 of gross receipts over \$10,000,001

### Fees for Other Specified Business Activities

Refer to the Fee Schedules on the next page (page 3).

## Section B—Fees for Other Specified Business Activities

### Administrative Offices/Warehouses

Annual Business License tax based on fee as provided in Section A of the Fee Schedule; except that such will be for each \$1,000 of gross payroll of all persons employed at location.

“Gross Payroll” includes total gross amount of all salaries, wages, commissions, bonuses or other money payment of any kind for work done

### Public Amusements

1. Amusement Devices, including merry-go-round, Ferris wheel, toboggan slide or similar device. Each Device—

Per day - \$6  
 Per month - \$12  
 Per annum- \$36

2. Bingo Games (Qualified Licensee) -

Per annum - \$50

3. Traveling Shows, Circuses, Rodeos, Exhibitions -

Per Day - \$50

### Miscellaneous Businesses

1. Fortune telling, palmistry, or related – Each location.

Per annum - \$2,400  
 Code § 5.32.050

2. Pawn Brokers, Secondhand Dealers, Junk Collectors and Junk Dealers –

Per annum - \$60  
 Code § 5.40.040

3. Picnic Grounds or Facilities. Each location.

Per annum - \$50  
 Code § 5.48.020

4. Shooting Galleries. Each location.

Per day - \$2  
 Per annum - \$50  
 Code § 5.60.010

5. Indoor/Outdoor Theatre. Each location.

Per day - \$2.50  
 Per quarter - \$12  
 Code § 5.64.010

6. Peddler, solicitor, itinerant merchant. Each person-

Per six months- \$12  
 Code § 5.44.110

### Other License, Application or Filing Fees

1. New Business or One-time Activity

Application Fee \$35  
 Planning Review (if applicable) \$79  
 Minimum license fee in Schedule A \$50

2. Fire Sale, Closing Out Sales, and Auction Sales. Good for a period of 60-days –

Filing Fee \$50  
 Renewal Fee 30-day Extension: \$25  
 Auctioneer License Fee: \$25 per sale date  
 Auction House License Fee: \$75

3. Massage Establishment –

Investigation Fee \$50  
 Renewal Fee: \$5  
 License Fee: Per Schedule A

4. Massage Technician –

Investigation Fee \$15  
 Renewal Fee: \$5  
 License Fee: Per Schedule A

### Professional Sports Events

Daily or Event Tax of 10% of Gross Receipts

### Licensing Fees

Transfer or assignment - \$10  
 Duplicate license - \$5

### Non-Profit & Charitable Organizations

Exempt from tax upon evidence of current non-profit status but still subject to SB 1186 \$1 fee.

### Highest Applicable Tax

If a license can be calculated on more than one basis, the basis for calculation which will produce the highest license fee shall be used in determining the tax assessed.

## Prohibited Home Based Businesses

Pursuant to Section 6293 of the Zoning Ordinance, the following types of businesses are not permitted to operate out of a home:

- (a) Animal breeding beyond one litter per year of domestic animals (e.g., cats, dogs, rabbits, birds, etc.);
- (b) Appliance repair; other than the repair of small household appliances;
- (c) Carpentry work;
- (d) Dance instruction to more than one individual at a time;
- (e) Dental or other medical offices;
- (f) Firearms sales and services;
- (g) Food catering;
- (h) Hair salons, unless by appointment to one individual at a time;
- (i) Motorized garden tool repair, such as, but not limited to, lawnmowers, chainsaws, and leafblowers;
- (j) Massage parlors and the business of arranging massages at an off-site location;
- (k) Pest control;
- (l) Painting of vehicles, trailers, boats, and like vehicles/vessels;
- (m) Photo developing;
- (n) Real estate or brokerage offices;
- (o) Upholstery and furniture repair;
- (p) Vehicle-related uses such as, but not limited to, the cleaning, dismantling, embellishment, installation, manufacture, repair or service, sale, lease, or rental, and towing of vehicles. The dispatching of vehicles such as limousines, taxicabs, and ambulances is allowed as a home business so long as those vehicles need not regularly come into the vicinity of the subject residence;
- (q) Welding;
- (r) Any uses which require a Hazardous Materials Permit from the Menlo Park Fire Protection District;  
and
- (s) Any other uses as determined by the Director of Planning to be inappropriate as a home business.

**Home Business Questionnaire (fill out only if your application is for a home business)**

**Business Name**

1. Will you be storing anything related to your business at your residence? If so, what? How much? (No more than 50 cubic feet of storage is allowed, which is approximately the size of a closet)
2. Will you store any hazardous, flammable or combustible liquids or materials? Yes [ ] or No [ ]. If yes, please explain:
3. Approximately how much space in your home will be used for your business, including storage?
4. Will your business generate any pedestrian or vehicular traffic and/or parking? Yes [ ] or No [ ]. If yes, please explain:
5. Will your business produce any noise, smoke, debris, vibrations, dust, odors, glare, television or radio interference or other nuisances detectable outside of your dwelling? Yes [ ] or No [ ]. If yes, please explain:
6. Will your home business generate refuse, sewage, electrical or water use in excess of what is normal for a similar residential dwelling unit not having a home business? Yes [ ] or No [ ]. If yes, please explain:
7. Will you have work related mechanical or electrical equipment at your home? Yes [ ] or No [ ]. If yes, please explain:
8. Will any large packages be delivered to your residence? If so, how often will they be delivered to your residence?
9. Will you have any signs? (Signs are not permitted at your home. )
10. Will customers be permitted to visit your home? (Customers are only permitted to visit your home two at a time, by appointment only)
11. How many employees will you have? (not including yourself)
12. If you will have employees, where will they report for work? (Employees are not permitted to report for work at your residence)

## Useful Business Resources and Contact Information

### For Processing Information, Local Business Assistance, and Payment Information

#### East Palo Alto Planning Division

1960 Tate Street  
East Palo Alto, CA 94303  
(650) 853-3189

#### For Local Business Assistance

##### Renaissance—Mid-Peninsula

For more information, see attached flyer.  
1848 Bay Road  
East Palo Alto, CA 94303  
(650) 321-2193  
[www.rencenter.org](http://www.rencenter.org)

##### CalGOLD - California Government Online

[www.calgold.ca.gov](http://www.calgold.ca.gov)  
The CalGOLD website is designed to help business owners find the appropriate permitting information for the type of business that they plan to open. The website contains the names, addresses and telephone numbers of the state, local and regional agencies that issue the permits and licenses your business may need and links to their web pages.

##### California Business Portal

[www.calbusiness.ca.gov](http://www.calbusiness.ca.gov)  
The California Business Portal is sponsored by the California Economic Development Partnership. A number of resources are provided, including public and private sources, state and federal agencies, and local private non-profit organizations.

##### Secretary of State's Business Program Administration

[www.sos.ca.gov/business](http://www.sos.ca.gov/business)  
The Business Filings section processes applications for incorporations, limited partnerships, non-profits, apostilles and other businesses. Once you choose a business structure, you will file your papers with the Secretary of State's Office. This website contains information on the fees associated with filing as well as downloadable application forms. The Secretary of State's Office maintains more than two million records for business entities in California including a searchable database of those businesses.

##### Small Business Administration

[www.sba.gov](http://www.sba.gov)  
The U.S. Small Business Administration (SBA) is an independent agency of the federal government that counsels, assists, and protects the interests of small business. It's mission is to help Americans start, build and grow businesses. The SBA offers advice on getting loans, grants, licenses, tax identification numbers, business planning and more.

#### For a Sellers Permit

##### State Board of Equalization

**San Jose Office**  
250 South Second Street  
San Jose, CA 95113-1231  
(408) 277-1231

##### State Board of Equalization

**San Francisco Office**  
455 Golden Gate Avenue, Suite 7500  
San Francisco, CA 94102-3625  
(415) 703-5400

##### State Board of Equalization

**Oakland Office**  
1515 Clay Street, Suite 303  
Oakland, CA 94612-1432  
(510) 622-1400

##### Board Information Center

(800) 400-7115  
[www.boe.ca.gov](http://www.boe.ca.gov)

#### For a Fictitious Business Name Statement

**San Mateo County Clerk's Office**  
555 County Center Road, First Floor  
Redwood City, CA 94063  
Office: (650) 363-4713

#### For an Environmental Health Permit

**San Mateo County Environmental Health Services**  
455 County Center Road, Fourth Floor  
Redwood City, CA 94063  
Office: (650) 363-4305  
[www.smhealth.org/environ](http://www.smhealth.org/environ)

#### For the State Contractors Licensing Board

<http://www.cslb.ca.gov/>  
1-800-321-CSLB (2752)