



CITY OF CAPITOLA
420 CAPITOLA AVENUE
www.cityofcapitola.org
(8 3 1) 4 7 5 - 7 3 0 0
F a x (8 3 1) 4 7 9 - 8 8 7 9

Business License Application

Please Select: NEW BUSINESS RENEWAL

(Business License # for renewal: _____)

For renewals, completed form and payment must be received before or postmarked by Jan. 15th. Renewals received or postmarked after Jan. 15th will be assessed a \$25.00 administrative late fee, plus a 10% penalty of the tax due for each month or partial month the tax is late. Note: 10% penalty continues to accumulate each month or partial month the tax is late until the tax is paid in full. (Council Resolution # 3532)

Businesses whose projected gross revenues will be less than \$3,022 per year are not required to obtain a City of Capitola business license. (Capitola Municipal Code, section 5.04.010)

Business Information			
Business Name (D.B.A.) _____ Name will appear on License Certificate			
Business Address _____ (For Contract Employees: Salon/Studio Location)		City _____	State _____ Zip _____
Is this a residential address? <input type="radio"/> Yes <input type="radio"/> No			
Business Phone Number _____		E-mail Address _____	
Mailing Address _____		City _____	State _____ Zip _____
Ownership: <input type="radio"/> Sole Owner <input type="radio"/> LLC <input type="radio"/> Tax-Exempt Organization <input type="radio"/> Partnership <input type="radio"/> Corporation <input type="radio"/> Financial Institution			
Type of Business: <input type="radio"/> Retail <input type="radio"/> Professional <input type="radio"/> Contractor <input type="radio"/> Miscellaneous (includes non-profit) <input type="radio"/> Coin Operated & Vending Machines			
Primary function of business (please describe): _____			
Owner Information			
Owner Name _____			
Owner Address _____		City _____	State _____ Zip _____
Phone Number _____		Email Address _____	
Business Operations Information			
Business Start Date _____			
Federal ID Number (Businesses with Employees) _____			
Board of Equalization Account Number (Retail) _____			
For Contractors or Other State Licensed Businesses: License Number _____ Expiration Date _____			

Note: Tax calculation on reverse side must be completed and signed.

CONTRACTORS/BUILDERS

BUSINESS LICENSE TAX CALCULATION WORKSHEET

Business license tax is a flat amount, plus an additional amount based on number of owners, partners, principals, and/or employees of the business.

Select only one: Annual or Quarterly

ANNUAL LICENSE

For New Applications:

Tax will be pro-rated based on the quarter in which business operations started, as follows:
 1/1 - 3/31 = 100% 4/1 - 6/30 = 75% 7/1 - 9/30 = 50% 10/1 - 12/31 = 25%

Number of Owners, Partners or Principals: _____ x \$5.00 = \$ _____
Number of employees (on Capitola jobsite): _____ x \$5.00 = \$ _____
Base Tax: = \$ 50.00
Tax Due: = \$ _____ x _____ % = \$ _____
pro-rate %
Disability Access and Education Fee = \$ 4.00
NEW Applications Only - Application Fee = \$ 25.00
Total Amount Due = \$ _____

QUARTERLY LICENSE

Quarterly Licenses are not prorated.
Select One: 1/1 - 3/31 4/1 - 6/30 7/1 - 9/30 10/1 - 12/31

Number of Owners, Partners or Principals: _____ x \$2.00 = \$ _____
Number of employees (on Capitola jobsite): _____ x \$2.00 = \$ _____
Base Tax = \$ 25.00
Tax Due = \$ _____
Disability Access and Education Fee = \$ 4.00
NEW Applications Only - Application Fee = \$ 25.00
Total Amount Due = \$ _____

I have completed each section of this application and understand that if any section is incomplete, it may delay the issuance of the License. In addition, I understand that any change in ownership will void the License and require a new application.

Under penalty of perjury, I declare that I am authorized to submit this application and that to the best of my knowledge and belief, all information in this Business License Application is true and correct for the tax year stated, in compliance with the provisions of the City of Capitola’s Business License Ordinance.

Signature of applicant or agent

Please Print Name

_____/_____
Title Date

**** AB 1186 NOTICE:** 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 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.

**** AB 783 NOTICE:** All single-user toilet facilities in any business establishment, or place of public accommodation shall be identified as all-gender toilet facilities by signage that complies with Title 24 of the California Code of Regulations and designated for use by no more than one occupant at a time or for family or assisted use.