

City of Santa Clara

Municipal Services Division - Business Tax Unit 1500 Warburton Ave, Santa Clara, CA 95050 Phone: (408) 615-2310 Fax: (408) 241-1543

BC#	
For Office Use Only	

New Business Tax Affidavit

Instructions:

- 1. All questions must be answered or designated not applicable (N/A), as appropriate.
- 2. Carefully read the "Note to Applicant" section.
- 3. Additional information may be required (see section on "Additional Forms Required").
- 4. Make checks payable to the City of Santa Clara and submit with completed affidavit.
- 5. A separate application must be completed for each location and for each business at the same location.

PLEASE TYPE OR PRINT CLEARLY IN INK			
Business Name:	Name: DBA:		
Business Address:			
Mailing Address			
Business Phone:		be conducted in your ho	me in Santa Clara?
Email:	☐ Yes ☐ No	must first obtain the Hom	e Occupation Rules and Regulations
Do you claim an exemption to pay Business Tax? Yes No If yes, include proof of exemption as provided by Internal Revenue Service (Form 501C)		oills or flyers door to door adbill distribution from the Fi	? If yes, please obtain a copy of nance Department.
Ownership: Corporation Ltd Liability ((Check one) Federal Tax ID (FEIN):	Co (LLC) Partners	· <u> </u>	etorship/Individual oration, LLC, and Partnership)
Please list information regarding the business owner	(s) and/or all partners and office		
	Alternate Address (Cannot be PO Box)	Alternate Phone #	Social Security # (for Sole Proprietors/Individuals)
Business Description:			
Sellers Permit #:(Resellers License/BEAN)	Contractors License #:		Class:
Emergency Contact: Name:	Address:	i	
Phone:		-	
		ners, officers, and emplo	iness yees:
Based on the Fee Schedule on the reverse si	de (Page 2) of the form:	Total both	iines:
ALL TAXES AND FEES ARE NON-TRANS REFUNDABLE	FERABLE AND NON-	Business Fire Permit State CASp Tota	Fee:
The issuance of a certificate under the provisions of this charthe certificate holder may operate such business in violation federal government. Any business to whom a certificate has with all the laws of the City including, but not limited to its zo mechanical code and subdivision regulations. Failure of the be deemed a denial of the application. If any person fails to certificate is considered revoked (Code Sections 3.40.061, 3.	of any of the provisions of the Ci is been issued under this chapter oning regulations, building regulati is City to approve, deny, or act upon pay the annual renewal tax withing	ty Code, ordinances or reso will continue to be required, ions, fire regulations, plumb on the application within one	lutions or any law of the state or after the issuance thereof, to comply ng regulations, electrical regulations, hundred and eighty (180) days shall
Signature Date			
Print or Type Name		Title	

NOTE TO APPLICANT:

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 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.ccda.ca.gov

- 1. Businesses with a fixed location in the City of Santa Clara pay both the Business Tax and Fire Inspection Permit Fee.
- 2. Businesses located out of the City of Santa Clara pay the Business Tax only.
- 3. Calculate Business Tax and Fire Inspection Fee from the rates listed below.
- 4. Businesses with an alarm system must register with the Santa Clara Police Department at (408) 615-4871.
- 5. All Business Tax Certificates must be renewed or cancelled at time of expiration or additional fees/penalties will apply.
- 6. Per City Code 3.40.110, any person that fails to apply for a tax certificate within 30 days of commencing business or occupying space in the business community, is subject to 100% penalty of total amount due.

Annual BUSINESS TAX Fee Schedule

Instructions for New Business Tax Affidavit: To Calculate Annual Business Tax, Complete 1 or 2. Also Complete 3 if applicable.

Schedule 300

1. Businesses with a Fixed Place of Business within the City of Santa Clara:

The total number from front page is used to determine the tax due.

Schedule 100			
Commercial/Industrial			
1	\$	15.00	
2-5	\$	30.00	
6-10	\$	70.00	
11-15	\$	90.00	
16-20	\$	115.00	
21-25	\$	175.00	
26-30	\$	225.00	
31-40	\$	280.00	
41-55	\$	330.00	
56-75	\$	380.00	
76-100	\$	460.00	
101 +	\$	500.00	

Schedule	20	00
Professional		
1	\$	15.00
2-3	\$	30.00
4-6	\$	70.00
7-10	\$	90.00
11-20	\$	115.00
21-25	\$	175.00
26-35	\$	225.00
36-40	\$	280.00
41-45	\$	330.00
46-50	\$	380.00
51-55	\$	460.00
56 +	\$	500.00

Manufacturing		
1-3	\$	15.00
4-20	\$	45.00
21-30	\$	65.00
31-50	\$	100.00
51-75	\$	135.00
76-100	\$	175.00
101-125	\$	225.00
126-175	\$	280.00
176-225	\$	330.00
226-300	\$	380.00
301-400	\$	460.00
401 +	\$	500.00

All State Licensed Contractors \$45.00

Health Certificate

2. Businesses Outside the City of Santa Clara that conduct business in Santa Clara:

- A. Businesses not having a fixed place of business within the City but conduct business within the City: \$45.00 per year
- **B.** Businesses providing regular and established route service in the city by use of vehicles: \$23.00 per vehicle per year
- C. Vending machine operators: \$79.00 per year
- **D.** Automatic coin operated amusement machines (including peep-show devices): **\$60.00** each per year. Juke Boxes **\$30.00** each per year

3. Regulated Businesses:

Applicants for these business types must apply with the Police Department/Permits Unit before payment of tax:

Itinerant merchants, Peddlers, Solicitors, Adult book stores, advertising benches, ambulance services, carnivals, circuses, detectives/private investigators, entertainment permits, escort services, pawnbrokers, seasonal lots, secondhand dealers, taxicabs, massage therapist/establishments and theaters.

Santa Clara Police Department/Permits Unit: (408) 615-4867

1555 Berger Dr 300, San Jose, CA 95112 - (408) 918-3400

Annual FIRE PERMIT Fees Schedule

THE UNIFORM FIRE CODE REQUIRES THAT ALL FIXED PLACES OF BUSINESS IN THE CITY OF SANTA CLARA OBTAIN A FIRE PERMIT FOR THE FACILITY OR ACTIVITY ANNUALLY

HOME OCCUPATION LIGHT/ORDINARY HAZARD: \$46.91; COMMERCIAL LIGHT/ORDINARY HAZARD: \$115.00 ADDITIONAL LIFE SAFETY INSPECTION PERMIT FEES

Due to specific activities of your business, other permits may be required. These permits constitute permission to maintain, store, use or handle certain materials; or to conduct activities which produce conditions hazardous to life or property, and will be determined during the Fire Department inspection. If it is determined that additional fire permit fees are due, you will be billed accordingly.

SHOULD YOU HAVE QUESTIONS ABOUT FIRE PERMIT FEES, CALL THE FIRE DEPARTMENT AT (408) 615-4900.

Additional Forms Required for fixed places of business in the City of Santa Clara

Submit copies of all that apply to your type of business. If uncertain, please call the following agencies:

Form Name:Agency Name:Address/Phone:Fictitious Business NameSanta Clara County70 W Hedding, San Jose, CA 95110 - (408) 299-5688Articles of Incorporation from State of CaliforniaSecretary of State of California1500 11th St, Sacramento, CA 95814 - (916) 653-6814Sellers PermitState Board of Equalization250 S 2nd St, San Jose, CA 95113 - (408) 277-1231

Department of Health

		FOR CIT	Y USE ONLY
Home	Approval Signature	Date	Comments
Occupation Planning			
	Approval Signature	Date	Comments
Building			