# APPLICATION FOR BUSINESS LICENSE

CITY OF PASADENA LICENSE SECTION 100 N. Garfield Ave., Room N106

# OPERATION OF NON-RESIDENTIAL (COMMERCIAL) BUILDINGS EXPIRES OCTOBER 31<sup>SI</sup>

☐ SOLE PROPRIETORSHIP

☐ NEW BUSINESS

100 N. Garfield Ave., P.O. BOX 7115 PASADENA, CA 9110		CHANGE OF BUSII CHANGE OF OWNE CHANGE OF BUSII CHANGE OF MAILI	ERSHIP NESS ADDRESS (	CORPORATION  PARTNERSHIP  LLC/LLP  TRUST			
	DRMATION REQUESTED. THE CHARACTER AND SHALL NOT						
□ NEW BUSINESS □ RENEWA			L CHANGE OF OWNERSHIP				
DWNER'S NAME							
BUILDING NAME							
BUILDING ADDRESS							
MAILING ADDRESS	street	apt/unit	city		state	zip code	
if different from business)	Rusiness	apt/unit	city	Alternate	state	zip code	
	Phone (			•	<b>,</b>		
		_ASSESSOR'S PARCEL NO					
Federal employer identification num	ber (FEIN), if the business is a partne	rship or corporation, or social sec					
DATE ACQUIRED				ALARM SYST	EM ON PREMIS	SES? □ YES □ NO	
	OWNERSHIP CHANGED (IF T						
NUMBER OF BUILDINGS ON P	PROPERTY	LIST ADDRESS & SQ	UARE FOOTAG	E OF EACH BUILD	DING ON SUPPL	EMENTAL SHEET.	
FOTAL SQ. FOOTAGE OF BU	ILDING	DO YOU PERMANENTL	Y OCCUPY AN'	Y SPACE WITHIN	THE BUILDING	? □ YES □ NO	
OWNER'S INFORMATION: F A CORPORATION:	NAME OF PERSON	NAME OF PERSON AUTHORIZED TO ACT ON BEHALF OF CORPORATIONTITLE					
	HOME ADDRESS_						
	PHONE NUMBER	PHONE NUMBER IN EVENT OF EMERGENCY ( )					
F A PARTNERSHIP:	NAME OF PARTNE	NAME OF PARTNER					
(List additional partners on supplemental sheets)	HOME ADDRESS_	HOME ADDRESS					
	PHONE NUMBER	N EVENT OF EMERGENCY	( )				
PROPERTY MANAGEMENT CO	O. (If any):						
ADDRESS		EM	ERGENCY C	ONTACT INFO	RMATION:		
				(	)		
			е	Pho	one Number		
No person shall knowingly or intentionally misrepresent to any employee of the City any material fact in procuring a license, permit, duplicate license or metal plate. Any				(	)		
person violating the provisions misdemeanor charges.	governing a Business Licens	e Tax is subject to	е	Pho	one Number		
ū				(	)		
	TLE	Nam	е	Pho	one Number		
		MAKE A CHECK PAYABLE TO CITY OF PASADENA					
		FOR OFFICE USE (	ONLY				
BASIC TAX				\$ _			
OWNER OCCUPANCY EXEMPTION				<b>—</b> \$			
		················· \$					
DATE ACQUIREDPRORATION				\$_			
NON-COMPLIANCE INSPECTION FEE				\$ _			
PENALTY				\$_			
INTEREST				\$			
TOTAL AMOUN	IT DUE			\$ _			
RATE REFERENCE	TERRITORY NUMBER		S1	TREET CODE			
S.I.C. CODE	AIC CODE		SQI	UARE FOOTAGE	<u>:</u>		
DATE		TAKEN BY					
<del></del>		<del>-</del>				<del></del>	

#### ATTENTION LICENSE APPLICANT

#### I. NONRESIDENTIAL BUILDINGS (P.M.C. 5.16.270)

Every person engaged in the business of operating a nonresidential building or structure shall pay an annual business license tax at the following rate:

A. One bundred dollars on the first 1,000 square feet of taxable space. This amount shall constitute the base fee. The base fee for properties under

- A. One hundred dollars on the first 1,000 square feet of taxable space. This amount shall constitute the base fee. The base fee for properties under 1,000 square feet shall \$50.00.
- B. Ten dollars for each additional 1,000 square feet or portion thereof.
- C. For purposes of this section, operating a nonresidential building shall mean owning a building or structure of any kind, including, but not limited to, office buildings, warehouses, commercial space and industrial space operated for purposes other than dwelling, sleeping or lodging.
- D. Owners of nonresidential buildings which are owner-occupied in whole or in part shall receive a credit of 50 percent of the base fee. The credit shall apply regardless of the extent of owner occupancy.
- E. Gross square footage of the building or structure shall be used when calculating the amount of tax due.
- F. The square footage of surfacel lot parking and/or the square footage of a parking structure shall be excluded when calculating the square footage used to determine the total amount of tax due.
- G. The tax shall be calculated on each building separately. Each nonresidential building or structure with a separate legal address shall be considered a separate business when calculating the amount of tax due. (Ord. 6400 § 2, 1990)

# II. REQUIRED WHEN (P.M.C. 5.10.020)

- A. No person shall engage in any business for which a license is required without having taken out the proper license as prescribed in Chapters 5.04 through 5.16 and without complying with all regulations applicable to the business.
- B. This section shall not be construed to require any person to obtain a license prior to engaging in business within the city if such requirement conflicts with applicable statutes of the United States or of the state.
- C. Persons not required to obtain a license prior to engaging in business within the city because of conflict with applicable statutes or constitutional provisions of the United States or of the state shall not be liable for payment of the tax imposed by this title.
- D. No license shall be issued hereunder until all applicable regulations under other portions of Chapters 5.04 through 5.16 or under other ordinances have been complied with. (Ord. 4747 § 3.02, 1966)

#### III. ENGAGING IN BUSINESS WITHOUT LICENSE—REMEDIES CUMULATIVE (P.M.C. 5.10.240)

The conviction and punishment of any person for engaging in business without first obtaining a license to engage in such business without first obtaining a license to engage in such business shall not relieve such person from paying the license tax and penalty due and unpaid at the time of such conviction, nor shall the payment of any license tax prevent a criminal prosecution for wilful violation of any provision of Chapters 5.04 through 5.16 of this title. All remedies prescribed in this title are cumulative, and the use of any one or more remedies by the city shall not bar the use of any other remedy for the purpose of enforcing the provisions of Chapters 5.04 through 5.16. (Ord. 6113 § 5, 1985; Ord. 4747 § 3.35, 1966)

# IV. TAX—PENALTY FOR PAYMENT FAILURE (P.M.C. 5.10.230)

For failure to pay a license tax when due, the license collector shall add a penalty of 25 percent of the original license tax on the last day of each month after the due date; provided, that the total penalty to be added shall in no event exceed 100 percent of the amount of the original license tax. In addition, interest shall accrue on any unpaid balance at the rate of 1.5 percent per month. (Ord. 6400 § 4, 1990: Ord. 4747 § 3.34, 1966)

## V. TERMS OF LICENSE

A business license is valid for the license year fixed for such classification and must be renewed each year. The expiration date is noted on the front of this document. A renewal notice is sent to the licensee at least ten (10) days prior to the due date and the licensee has thirty (30) days to pay without penalty. If a notice is not received by the licensee, he/she is still responsible for payment by the due date. If the licensee changes his/her mailing address during the year, he/she should contact the Business License Section in writing to report the change.

# VI. POSTMARK

The postmark will govern the determination of whether or not a tax payment is delinquent. A delinquent tax will be deemed a debt to the City, and the licensee maybe liable for legal action if it remains unpaid.

#### VII. CHANGE OF LOCATION

Every person possessing a City of Pasadena business license shall advise the City of the business in writing prior to engaging in such business at the new location and have the City endorse the new location on the license.

#### VIII. DISPLAY OF LICENSE

Every person having a license shall prominently display the license at the place of business. If the business is operated from a vehicle, an identifying decal issued by the City shall be affixed to the vehicle and the business license shall be carried by the licensee.

## IX. STATE OF CALIFORNIA FRANCHISE TAX BOARD REGULATIONS

"Revenue and Taxation Code Section 19286.8 E 2 states any deputy, agent, clerk, officer, or employee of any entity described in the subdivision A or any former officer or employee or other individual who in the course of his or her employment or duty has or had access to the information required to be furnished under this section shall not disclose or make known in any manner that information except to the Franchise Tax Board." The following information is required:

- 1. BUSINESS NAME.
- 2. BUSINESS & MAILING ADDRESS.
- 3. OWNER'S NAME & ADDRESS.
- FEDERAL EMPLOYER IDENTIFICATION NUMBER, SOCIAL SECURITY NUMBER OR STATE EMPLOYER IDENTIFICA-TION NUMBER.
- OWNERSHIP TYPE; e.g. SOLE PROPRIETORSHIP, PARTNERSHIP, CORPORATION.

- 6. AMOUNT OF ANNUAL BUSINESS TAX.
- 7. BASIS FOR TAX DETERMINATION.
- 8. FREQUENCY OF PAYMENT OF BUSINESS TAXES.
- 9. DATE BUSINESS COMMENCED, CEASED, OR CHANGED OWNERSHIP.
- 10. TYPE OF BUSINESS-USING STANDARD INDUSTRIAL CLASSIFICATION CODE (S.I.C.).