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: _____ DBA: _____

Business Address: _____

Mailing Address _____

Business Phone: _____

Email:

Is this business going to be conducted in your home in Santa Clara?
☐ Yes ☐ No *If yes, application must be submitted in person and applicant must first obtain the Home 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)*

Will you distribute handbills or flyers door to door? *If yes, please obtain a copy of regulations concerning handbill distribution from the Finance Department.*
☐ Yes ☐ No

Ownership: ☐ Corporation ☐ Ltd Liability Co (LLC) ☐ Partnership ☐ Sole Proprietorship/Individual
(Check one)

Federal Tax ID (FEIN): _____ (FEIN required for Corporation, LLC, and Partnership)

Please list information regarding the business owner (s) and/or all partners and officers: (attach additional sheet, if necessary)

Name	Title	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: _____
Phone: _____

TO CALCULATE FEES, PLEASE COMPLETE THE FOLLOWING:

For a corporation or LLC, enter 1 otherwise, enter 0: _____

Number of people (full and part-time/paid or unpaid) engaged in the conduct of business at this Santa Clara address, including owners, partners, officers, and employees: _____

Total both lines: _____

Based on the Fee Schedule on the reverse side (Page 2) of the form:

ALL TAXES AND FEES ARE NON-TRANSFERABLE AND NON-REFUNDABLE

Business Tax:	
Fire Permit Fee:	
State CASp Fee:	$1.00
Total Fee:	

The issuance of a certificate under the provisions of this chapter to a particular certificate holder does not constitute approval, direct or indirect, by the city that the certificate holder may operate such business in violation of any of the provisions of the City Code, ordinances or resolutions or any law of the state or federal government. Any business to whom a certificate has been issued under this chapter will continue to be required, after the issuance thereof, to comply with all the laws of the city including, but not limited to its zoning regulations, building regulations, fire regulations, plumbing regulations, electrical regulations, mechanical code and subdivision regulations. (Code, Sections 3.40.220, 3.40.230)

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.

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 200 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

Schedule 300 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

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

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: $32.35; COMMERCIAL LIGHT/ORDINARY HAZARD: $49.10

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 Name	Santa Clara County	70 W Hedding, San Jose, CA 95110 - (408) 299-5688
Articles of Incorporation from State of California	Secretary of State of California	1500 11th St, Sacramento, CA 95814 - (916) 653-6814
Sellers Permit	State Board of Equalization	250 S 2nd St, San Jose, CA 95113 - (408) 277-1231
Health Certificate	Department of Health	1555 Berger Dr 300, San Jose, CA 95112 - (408) 918-3400

FOR CITY USE ONLY

	Approval Signature	Date	Comments
Home Occupation **Planning**			
	Approval Signature	**Date**	**Comments**
Building			

(Revised 05-13)