



**CITY OF CAPITOLA**  
**420 CAPITOLA AVENUE**  
www.cityofcapitola.org  
(831) 475-7300  
Fax (831) 479-8879

## 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. 15<sup>th</sup>. Renewals received or postmarked after Jan. 15<sup>th</sup> 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 \$3,074 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? ☐ Yes ☐ No

Business Phone Number \_\_\_\_\_ E-mail Address \_\_\_\_\_

Mailing Address \_\_\_\_\_  
City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Ownership: ☐ Sole Owner ☐ LLC ☐ Tax-Exempt Organization ☐ Partnership ☐ Corporation ☐ Financial Institution

Type of Business: ☐ Retail ☐ Professional ☐ Contractor  
☐ Miscellaneous (includes non-profit) ☐ 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](http://www.dgs.ca.gov/dsa.Home.aspx) | The Department of Rehabilitation at [www.rehab.cahwnet.gov](http://www.rehab.cahwnet.gov) | The California Commission on Disability Access at [www.cdda.ca.gov](http://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.