



# TOWN OF DANVILLE

510 La Gonda Way • Danville, CA 94526

(925) 314-3326

www.danville.ca.gov

## BUSINESS LICENSE APPLICATION

Please Check One

- New Application
- Change of Owner
- Change of Address
- Change of Business Name
- Home Occupation

Business Name \_\_\_\_\_

Bus. Start Date \_\_\_\_\_

Business Owner Name \_\_\_\_\_

State Resale No. \_\_\_\_\_

Business Address \_\_\_\_\_

(Cannot be P.O. Box per State of California Business & Professions Code-Section 17538.5)

Federal ID No. \_\_\_\_\_

Mailing Address \_\_\_\_\_

State Employer ID No. \_\_\_\_\_

State Contractors Lic. No. \_\_\_\_\_

Business Phone \_\_\_\_\_ Fax No. \_\_\_\_\_

(Optional)

State Lic. Type \_\_\_\_\_

Expire Date \_\_\_\_\_

Email Address \_\_\_\_\_

APN Number \_\_\_\_\_

Description of Business \_\_\_\_\_

Ownership  Corporation  Corp-Ltd Liability  Partnership  Sole Proprietor  Trust

Business Location  Owned  Rented

If Rental: List Building

Owner Name \_\_\_\_\_

Building Owner Address \_\_\_\_\_

Enter below names of Owners, Partners, or Corporate Officers (attach additional sheet, if necessary)

1st Owner Name \_\_\_\_\_ Title \_\_\_\_\_

Home Address \_\_\_\_\_

(Cannot be P.O. Box)

Home Phone No. \_\_\_\_\_ Cell / Pager No. \_\_\_\_\_

Driver License No. \_\_\_\_\_

Soc. Sec. No. \_\_\_\_\_

2nd Owner Name \_\_\_\_\_ Title \_\_\_\_\_

Home Address \_\_\_\_\_

(Cannot be P.O. Box)

Home Phone No. \_\_\_\_\_ Cell / Pager No. \_\_\_\_\_

Driver License No. \_\_\_\_\_

Soc. Sec. No. \_\_\_\_\_

In case of emergency, please contact (attach additional sheet)

PLEASE LIST ONLY THE PEOPLE WHO ARE ABLE TO RESPOND

Contact Name \_\_\_\_\_

Phone # \_\_\_\_\_ Cell # \_\_\_\_\_

Businesses in Danville commercial districts will be listed in the directory of the Danville In Style all-inclusive website designed to promote local businesses ([www.danvilleinstyle.com](http://www.danvilleinstyle.com))

DBA \_\_\_\_\_

Personal Email (internal use only) \_\_\_\_\_

Business Email (for customers) \_\_\_\_\_

Website URL \_\_\_\_\_



Alarm Company, if applicable (attach additional sheet)

Company Name \_\_\_\_\_

License # \_\_\_\_\_ Phone # \_\_\_\_\_

OFFICIAL USE ONLY	Date _____	Approved <input type="checkbox"/>	Denied <input type="checkbox"/>
	Received By _____		
	Amount _____	CK# _____	
	Permit # _____		
	Zoning _____		
	Land Use _____		
	Audit _____		
	Police _____		
Business License # _____	<input type="checkbox"/> Home Occupation <input type="checkbox"/> Health Dept.		

**EXEMPTIONS AND OUT OF BUSINESS**

If you are exempt from fees, sign the appropriate statement on the fee schedule.

If you are no longer doing business in Danville, sign the appropriate statement on the fee schedule.

**HAZARDOUS MATERIALS**

Does your business have hazardous materials on site? Yes  No

**TOBACCO RETAILER'S LICENSE**

Chapter 7-6 of the Danville Municipal Code requires all persons or entities selling tobacco products on a retail basis within the Town of Danville to maintain a tobacco retailers license. If you are a tobacco retailer, please indicate below.

I'm planning to sell tobacco products on a retail basis within the Town of Danville and I'm enclosing an application for tobacco retailer's license. See Fee Schedule for more details.

**BUSINESS FEE CALCULATION**

The fee schedule is on reverse side. Please select the proper fee for your business and show your calculation here:

Class:	A	B	C	C1
Other:	(Circle One)			
Flat Fee	\$ _____			
Danville Employee Fee	\$ _____			
*State SB1186 Fee	\$ 1.00			
Total Amount Due	\$ _____			

A check for the appropriate fee payable to "Town of Danville" must accompany this application. No license will be issued without payment.

I declare under penalty of perjury that all statements contained herein are, to the best of my knowledge and belief, true and that all necessary land use permits, building permits and any other permits required by law have been or will be secured prior to the commencement of the business activity which is the subject of this application.

Executed at \_\_\_\_\_ California on \_\_\_\_\_ 20\_\_\_\_\_

Signature of Owner or Representative: \_\_\_\_\_ Print Name: \_\_\_\_\_ Date: \_\_\_\_\_

**AVOID PENALTIES - FILE PROMPTLY - ALL BUSINESSES ARE SUBJECT TO AUDIT**

**FEE SCHEDULE**

<b>CLASS A</b>	All Businesses not defined as Amusements, Itinerant Businesses or Annual Marketplaces.	
	Flat Fee	\$100.00 per Business Entry
	Plus	\$ 10.00 per Full Time Equivalent Employee *
<b>CLASS B</b>	Amusements & Itinerant Businesses	
	Flat Fee	\$100.00 per Day
<b>CLASS C</b>	Annual Marketplace	
	Flat Fee	\$150.00 per Organizer / Promoter or Sponsor
<b>CLASS C-1</b>	Street Faires	
	Flat Fee	\$150.00 per Event Organizer, Promoter or Sponsor
<b>OTHER</b>	Transfer of License / Location, Lost License, Duplicate License	
	Flat Fee	\$25.00

\* To convert part-time employees to the number of full-time equivalent employees:  
 Total number of hours worked in a year by more than 1 part-time Employee / 2000 Hours = Number of Employees

**TOBACCO RETAILERS LICENSE**

Application for Tobacco Retailer's License can be obtained at the Town offices or Town website. There is no cost for the license. Tobacco Retailers are also subject to other regulations regarding signs and display of tobacco products. For further information, contact the City Attorney's office at (925) 314-3383.

**NO LONGER DOING BUSINESS IN DANVILLE**

IF YOU ARE NO LONGER DOING BUSINESS IN DANVILLE, PLEASE INDICATE DATE BUSINESS TERMINATED.

\_\_\_\_\_  
 Signature Title Date Terminated

**New Owner Information: Name, Address, Phone Number** \_\_\_\_\_

• **Exemptions - The following criteria meet the Exemption Status:**

Criteria	Forms Required
1. Non-Profit organizations as defined in Section 501 (1), (2) or (3) of the Internal Revenue Code	IRS or State letter granting exempt status.
2. Businesses exempt from local taxation by virtue of the constitution or applicable statutes of the United States or the State of California.	No form.
3. Businesses conducting any entertainment, concert, exhibition or lecture on scientific, historical, literary or charitable subjects within the Town whenever all the gross receipts of any such entertainment, concert, exhibition or lecture are to be appropriated to any church or school or to any charitable purpose within the Town.	No form.
4. Businesses with annual gross receipts less than \$10,000 per year. New businesses must apply for a license for their first year of business - they may request a refund by submitting federal tax return forms by August 15th following the end of license year.	Schedule C or appropriate federal tax form.
5. Businesses which rent or lease no more than four residential dwelling units to others.	No form.

- New businesses shall have fees pro-rated to the beginning of the quarter in which the business is established and the license will expire June 30th.

**APPLICATION FOR EXEMPTION**

THE BUSINESS ACTIVITY TO BE CONDUCTED AT \_\_\_\_\_ WITHIN THE TOWN OF DANVILLE IS EXEMPT FROM THE BUSINESS LICENSING REQUIREMENTS PURSUANT TO SECTION 3-6.4 OF THE MUNICIPAL CODE OF THE TOWN OF DANVILLE PER \_\_\_\_\_ (Enter criteria number from above and submit required form).

I DECLARE, UNDER PENALTY OF PERJURY, THAT THE FACTS STATED HEREIN ARE, TO THE BEST OF MY KNOWLEDGE AND BELIEF, TRUE.

EXECUTED AT \_\_\_\_\_ CALIFORNIA ON \_\_\_\_\_ 20 \_\_\_\_\_

\_\_\_\_\_  
 Signature Title

Business Owners are responsible for keeping their business license current. Failure to receive billing or renewal notice neither relieves the Business Owners of their responsibilities to pay business license fees nor does it excuse penalties if payment is late. For questions regarding filling out this application, contact the Business License Program at (925) 314-3326.