



## FINANCE AND ADMINISTRATIVE SERVICES DEPARTMENT

500 CASTRO STREET • MOUNTAIN VIEW • CALIFORNIA • 94041

PHONE: 650-903-6317

Email: [businesslicense@mountainview.gov](mailto:businesslicense@mountainview.gov)

Website: [www.mountainview.gov](http://www.mountainview.gov)

# BUSINESS LICENSE TAX APPLICATION

This application must be filed with the Finance and Administrative Services Department and the applicable Business License Tax paid prior to the commencement of the business. If you have changed your business location, business name, or ownership, you are required to obtain a new business license application and are subject to any associated taxes, fees, and approvals.

### BUSINESS INFORMATION

<b>BUSINESS NAME:</b>		<b>BUSINESS DESCRIPTION:</b> (i.e. Bank, Restaurant, etc.)	
<b>BUSINESS <u>PROPERTY</u> ADDRESS:</b> (P.O. Box not accepted, and one Application per location) Address: City: State: Zip:		<b>BUSINESS <u>MAILING</u> ADDRESS:</b> Address: City: State: Zip:	
<b>BUSINESS PHONE NUMBER:</b>		<b>BUSINESS EMAIL ADDRESS:</b>	
<b>PRIMARY CONTACT:</b>		<b>PRIMARY CONTACT PHONE:</b>	
<b>BUSINESS WITH MULTIPLE LOCATIONS:</b> <input type="checkbox"/> YES (Attach separate sheet with all locations' information) <i>Only applicable to businesses located outside of Mt. View</i>		<b>BUSINESS SQUARE FEET:</b> (For property in Mt. View only)	
<b>NUMBER OF WORK DAYS:</b> (Employees work <u>in</u> Mountain View <u>per year</u> ) <input type="checkbox"/> 0 - 5 <input type="checkbox"/> 6 - 64 <input type="checkbox"/> 65 - 129 <input type="checkbox"/> 130+		<b>START DATE/WORK IN MT. VIEW:</b> (MM/DD/YY)	
<b>NUMBER OF EMPLOYEES:</b> (Travel <u>to</u> Mt. View for work per year)		<b>ANNUAL GROSS RECEIPTS (Revenue):</b> (* <u>Must</u> complete affidavit and submit it with application) <input type="checkbox"/> \$0 - \$5,000* <input type="checkbox"/> \$5,001 or above <input type="checkbox"/> Nonprofit Exemption*	
<b>TOTAL NO. OF EMPLOYEES:</b> (Reported to Employment Development Dept.)		<b>NUMBER OF RENTAL UNITS:</b>	
<b>NAICS CODE:</b> (6 digits)	<b>MV CODE:</b> (4 digits)	<b>CSLB LICENSE NO.:</b>	
<b>BUSINESS OWNERSHIP:</b> <input type="checkbox"/> Sole Proprietor <input type="checkbox"/> Partnership <input type="checkbox"/> Corporation <input type="checkbox"/> Nonprofit <input type="checkbox"/> Trust <input type="checkbox"/> LLC <input type="checkbox"/> LLP		<b>FEDERAL TAX ID NO.:</b>	
		<b>STATE SALES TAX PERMIT NO.:</b> (Seller's Permit)	

### BUSINESS OWNER INFORMATION

<b>BUSINESS OWNER'S NAME:</b>	
<b>OWNER'S <u>HOME</u> ADDRESS</b> (P.O. Box not accepted): Address: City: State: Zip:	<b>OWNER'S <u>MAILING</u> ADDRESS:</b> Address: City: State: Zip:
<b>OWNER'S PHONE NUMBER:</b>	<b>OWNER'S EMAIL ADDRESS:</b>

### FOR OFFICE USE

Date Paid: \_\_\_\_\_ Total Paid: \_\_\_\_\_ Receipt No.: \_\_\_\_\_ Payment Method: \_\_\_\_\_ Staff Name: \_\_\_\_\_  
BL Status: ☐ New ☐ Renewal Tax: \_\_\_\_\_ Penalty: \_\_\_\_\_ AB 1379: \_\_\_\_\_ BID 1: \_\_\_\_\_ BID 2: \_\_\_\_\_ Mobile: \_\_\_\_\_

BUSINESS LICENSE INFORMATION IS PUBLIC RECORD



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An application for a license may be denied and a license issued pursuant to this chapter may be suspended or revoked by the tax administrator upon any of the following grounds identified herein: a false statement of fact or omission of a fact required to be revealed in an application for the license, or in any amendment or report or other information required to be made thereunder; the premises in which the licensed activity will occur or the proposed use for which the license is sought is in violation of any building, zoning, health, safety, fire, police, or other provision of this Code or of County, State, or Federal law which substantially affects the public health, welfare, or safety; or violation of the terms and conditions of the license or other requirements of this chapter or the Mountain View City Code (Ord. No. 17.18, § 1, 11/16/18).

No license issued under the provisions of this article shall be construed as authorizing the conduct or continuance of any illegal or unlawful business or any business in violation of any ordinance of the City.

**I, the Owner/Applicant/Agent, agree to obtain the necessary review and approval and any necessary permits from the following City departments and agencies as noted below:**

### PLANNING DIVISION – ZONING/ HOME OCCUPATION

Phone: 650-903-6306

Website: [www.mountainview.gov/planning](http://www.mountainview.gov/planning)

Email: [planning.division@mountainview.gov](mailto:planning.division@mountainview.gov)

Approval of zoning compliance for proposed use and business operations AND planning permits as necessary for change of use, site, building, or signage modifications. Home-based businesses (if applicable) are required to be in compliance with Home Occupation Regulations (City Code, Sections 36.28.75-36.28.90).

### BUILDING INSPECTION DIVISION

Phone: 650-903-6313

Website: [www.mountainview.gov/building](http://www.mountainview.gov/building)

Email: [building@mountainview.gov](mailto:building@mountainview.gov)

All work in the building that business is located in is permitted prior to occupancy, execution of lease, or purchase, AND building permits are required for any proposed exterior or interior improvements to the building.

### POLICE DEPARTMENT

Phone: 650-903-6350

Website: [www.mountainview.gov/police](http://www.mountainview.gov/police)

Approval and permits for live entertainment, gaming, massage establishments, and outcall massage services.

### FIRE DIVISION – ENVIRONMENTAL SAFETY

Phone: 650-903-6378

Website: [www.mountainview.gov/fire\\_enviro](http://www.mountainview.gov/fire_enviro)

Industries discharging processed wastewater down the sewer, such as machining fluid, water from glass washing, chemical neutralization, etc., require review by the Environmental Safety Division and may need to obtain a Wastewater Discharge Permit.

### FIRE DIVISION – HAZARDOUS MATERIALS

Phone: 650-903-6378

Website: [www.mountainview.gov/fire\\_hazmat](http://www.mountainview.gov/fire_hazmat)

Email: [hazmatpermit@mountainview.gov](mailto:hazmatpermit@mountainview.gov)

The use or storage of hazardous materials (including, but not limited to, paints, thinners, solvents, acids, compressed gases, etc.) will require review and may need to obtain a Hazardous Materials Permit. Certain hazardous materials and processes, such as spray-painting, welding, etc., are prohibited.

### SANTA CLARA COUNTY HEALTH DEPARTMENT

Phone: 408-918-3400

Website: [www.sccgov.org](http://www.sccgov.org)

Serving food and/or beverages in business operations or on the premises will require approval from the Santa Clara County Health Department.

## AUTHORIZATION SIGNATURES

**I, the Owner/Applicant/Agent, affirm all the information above is true and correct, under penalty of perjury.**

Print Name: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_