



# CITY OF SUNNYVALE

650 West Olive Avenue P.O. Box 3707  
Sunnyvale, California 94088-3707  
(408) 730-7620

## Business License Application

**Business Name** \_\_\_\_\_  
*(Please Print Clearly)*

**Corporate Name** \_\_\_\_\_  
*(If Different from Business Name)*

**Business Location** \_\_\_\_\_  
*(No P.O. Boxes)*

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

**Business Phone** \_\_\_\_\_ **Business Fax** \_\_\_\_\_  
*(ex. xxx-xxx-xxxx)*

**Mailing Address** \_\_\_\_\_  
*(If Different from Business Location)*

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

<b>Start Date in Sunnyvale</b> <i>(MM/DD/YY)</i>	<b>Description of Business</b> (Provide detailed description of business activity.)
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**Sales:**  None  Wholesale  Retail  Resale Number \_\_\_\_\_  
*(Mark one box only)*

**Ownership:**  Corporation  Ltd Liability Co.  Sole Proprietor  Partnership  Trust  
*(Mark one box only)*

**Contractors State License No.** \_\_\_\_\_ **License Type** \_\_\_\_\_ **Expiration Date** \_\_\_\_\_

**Federal I.D. No.** \_\_\_\_\_ **State I.D. No.** \_\_\_\_\_ **Email Address** \_\_\_\_\_

**Personal Information - Enter Names of Owners, Partners, or Corporate Officers. Use additional sheets as necessary.**

<b>Owner Name</b> _____	<b>Title</b> _____	<b>Social Security No.</b> _____
<b>Home Address</b> _____		<b>Phone</b> _____
<b>City</b> _____	<b>State</b> _____ <b>Zip</b> _____	<b>Cell Phone</b> _____
<b>Owner Name</b> _____	<b>Title</b> _____	<b>Social Security No.</b> _____
<b>Home Address</b> _____		<b>Phone</b> _____
<b>City</b> _____	<b>State</b> _____ <b>Zip</b> _____	<b>Cell Phone</b> _____

**PLEASE FILL IN THE APPROPRIATE BOXES BELOW AND SIGN (Review general Business License Tax Summary and enter applicable taxes and fees below.)**

Note: Businesses with rental properties need to include number of units and number of employees, including the property owner(s). Tax shall be based on the greater number of the two.

The following types of businesses may require special permits. Please mark any applicable types of use.

	No. of Rental Units	No. of Employees (including Owner) working in Sunnyvale
<input type="checkbox"/> FIREARM SALES	_____	_____
<input type="checkbox"/> MASSAGE	_____	_____
<input type="checkbox"/> HOLISTIC HEALTH	_____	_____
<input type="checkbox"/> PAWNBROKER	_____	_____
<input type="checkbox"/> SECONDHAND DEALER	_____	_____
<input type="checkbox"/> TATOO PARLOR	_____	_____
<input type="checkbox"/> ADULT ENTERTAINMENT ESTABLISHMENT	_____	_____

Year 1 Business License Tax	_____
Year 2 Business License Tax	_____
Penalty Fee	_____
Interest Fee	_____
Prior Year(s) Amount Due	_____
Zoning Review Fee	_____
Total Amount Due	_____

Please make check payable to: CITY OF SUNNYVALE  
A \$30.00 fee will be imposed for all returned checks.

All businesses must pay for the full two year cycle. Should your business cease to operate in Sunnyvale during the first year, you will be eligible for a refund of the second year tax. Please contact our office at (408) 730-7620 for further information.

I certify that I have read and understand the above. I declare under penalty of perjury that the information given above is true and correct to the best of my knowledge.

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

PLEASE COMPLETE THE FOLLOWING INFORMATION

Do you own or rent at this location?  Own  Rent

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

Web Address \_\_\_\_\_

If business has a separate STORAGE OR CORPORATION YARD, indicate the location:

Does the business IMPORT OR EXPORT  Yes  No Which Countries? \_\_\_\_\_

Is Company headquartered in Sunnyvale?  Yes  No If no, where is headquarters \_\_\_\_\_

CEO/CCO Name \_\_\_\_\_ Title \_\_\_\_\_ Phone \_\_\_\_\_

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

CFO Name \_\_\_\_\_ Title \_\_\_\_\_ Phone \_\_\_\_\_

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

Facilities Manager Name \_\_\_\_\_ Title \_\_\_\_\_ Phone \_\_\_\_\_

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

Human Resource Manager \_\_\_\_\_ Title \_\_\_\_\_ Phone \_\_\_\_\_

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

Alternate Emergency Contact Person \_\_\_\_\_ Title \_\_\_\_\_ Phone \_\_\_\_\_

Email Address \_\_\_\_\_ Pager No. \_\_\_\_\_ Cell Phone \_\_\_\_\_

PUBLIC SAFETY BUSINESS LICENSE INFORMATION (Additional permits may be required - contact 408-730-7100)

Alarm System? Burglar Alarm System  Yes  No Fire Alarm System  Yes  No

Burglar Alarm Company Name \_\_\_\_\_ Phone \_\_\_\_\_

Address \_\_\_\_\_ License No. \_\_\_\_\_

Installation Date: \_\_\_\_\_

Fire Alarm Company Name \_\_\_\_\_ Phone \_\_\_\_\_

Address \_\_\_\_\_ License No. \_\_\_\_\_

Installation Date: \_\_\_\_\_

Are there any HAZARDOUS MATERIALS used, stored, or transported?  Yes  No

(If yes, attach a detailed list of materials or chemicals and quantities)

Will your business have PUBLIC ASSEMBLY over 50 people?  Yes  No (Fire Inspection permit required)

(Restaurant, bar, theatre, bowling, etc.)

Is the business involved in any way with FIREARMS or EXPLOSIVES?  Yes  No

Does the business dispense or sell ALCOHOLIC BEVERAGES?  Yes  No

HOME OCCUPATION

Sunnyvale Home Business  Yes  No If yes, complete questions a-g

a. Will customers be visiting your home?  Yes  No

b. Will there be any deliveries?  Yes  No

c. How many people will be working in your home? \_\_\_\_\_

d. Where in the home will you be operating your business?

e. Total floor area (square feet) of your home. \_\_\_\_\_

f. Total floor area (square feet) of your home that will be devoted to your business. \_\_\_\_\_

g. How many vehicles (associated with your business) will visit your home each day? \_\_\_\_\_

Home Businesses (if applicable): I have read and understand the requirements for home businesses (see applicable provisions of the Sunnyvale Municipal Code).

**Note:** Payment of a business license tax and issuance of a Business License do not entitle you to conduct any illegal business or operations, or violate any applicable federal, state or local laws or regulations. As the owner or operator of a business, you must comply with all applicable zoning and public safety regulations and obtain all required permits.



## 2012 & 2013 BUSINESS LICENSE TAX STRUCTURE

Amount due = Business License Tax + Zoning Review Fee (Zoning Review Fee only applies if business location is in Sunnyvale)

**TWO-YEAR BUSINESS LICENSE TAX TABLE** (see table 2012 & 2013 to calculate tax)

# of Employees or Rental Units	2012 Tax	2013 Tax	# of Employees or Rental Units	2012 Tax	2013 Tax	# of Employees or Rental Units	2012 Tax	2013 Tax	# of Employees	2012 Tax	2013 Tax
1	\$ 31.62	\$ 32.54	241-245	\$ 2,582.79	\$ 2,658.25	481-485	\$ 5,112.87	\$ 5,262.25	726-730	\$ 7,695.66	\$ 7,920.50
2-5	\$ 52.71	\$ 54.25	246-250	\$ 2,635.50	\$ 2,712.50	486-490	\$ 5,165.58	\$ 5,316.50	731-735	\$ 7,748.37	\$ 7,974.75
6-10	\$ 105.42	\$ 108.50	251-255	\$ 2,688.21	\$ 2,766.75	491-495	\$ 5,218.29	\$ 5,370.75	736-740	\$ 7,801.08	\$ 8,029.00
11-15	\$ 158.13	\$ 162.75	256-260	\$ 2,740.92	\$ 2,821.00	496-500	\$ 5,271.00	\$ 5,425.00	741-745	\$ 7,853.79	\$ 8,083.25
16-20	\$ 210.84	\$ 217.00	261-265	\$ 2,793.63	\$ 2,875.25	501-505	\$ 5,323.71	\$ 5,479.25	746-750	\$ 7,906.50	\$ 8,137.50
21-25	\$ 263.55	\$ 271.25	266-270	\$ 2,846.34	\$ 2,929.50	506-510	\$ 5,376.42	\$ 5,533.50	751-755	\$ 7,959.21	\$ 8,191.75
26-30	\$ 316.26	\$ 325.50	271-275	\$ 2,899.05	\$ 2,983.75	511-515	\$ 5,429.13	\$ 5,587.75	756-760	\$ 8,011.92	\$ 8,246.00
31-35	\$ 368.97	\$ 379.75	276-280	\$ 2,951.76	\$ 3,038.00	516-520	\$ 5,481.84	\$ 5,642.00	761-765	\$ 8,064.63	\$ 8,300.25
36-40	\$ 421.68	\$ 434.00	281-285	\$ 3,004.47	\$ 3,092.25	521-525	\$ 5,534.55	\$ 5,696.25	766-770	\$ 8,117.34	\$ 8,354.50
41-45	\$ 474.39	\$ 488.25	286-290	\$ 3,057.18	\$ 3,146.50	526-530	\$ 5,587.26	\$ 5,750.50	771-775	\$ 8,170.05	\$ 8,408.75
46-50	\$ 527.10	\$ 542.50	291-295	\$ 3,109.89	\$ 3,200.75	531-535	\$ 5,639.97	\$ 5,804.75	776-780	\$ 8,222.76	\$ 8,463.00
51-55	\$ 579.81	\$ 596.75	296-300	\$ 3,162.60	\$ 3,255.00	536-540	\$ 5,692.68	\$ 5,859.00	781-785	\$ 8,275.47	\$ 8,517.25
56-60	\$ 632.52	\$ 651.00	301-305	\$ 3,215.31	\$ 3,309.25	541-545	\$ 5,745.39	\$ 5,913.25	786-790	\$ 8,328.18	\$ 8,571.50
61-65	\$ 685.23	\$ 705.25	306-310	\$ 3,268.02	\$ 3,363.50	546-550	\$ 5,798.10	\$ 5,967.50	791-795	\$ 8,380.89	\$ 8,625.75
66-70	\$ 737.94	\$ 759.50	311-315	\$ 3,320.73	\$ 3,417.75	551-555	\$ 5,850.81	\$ 6,021.75	796-800	\$ 8,433.60	\$ 8,680.00
71-75	\$ 790.65	\$ 813.75	316-320	\$ 3,373.44	\$ 3,472.00	556-560	\$ 5,903.52	\$ 6,076.00	801-805	\$ 8,486.31	\$ 8,734.25
76-80	\$ 843.36	\$ 868.00	321-325	\$ 3,426.15	\$ 3,526.25	561-565	\$ 5,956.23	\$ 6,130.25	806-810	\$ 8,539.02	\$ 8,788.50
81-85	\$ 896.07	\$ 922.25	326-330	\$ 3,478.86	\$ 3,580.50	566-570	\$ 6,008.94	\$ 6,184.50	811-815	\$ 8,591.73	\$ 8,842.75
86-90	\$ 948.78	\$ 976.50	331-335	\$ 3,531.57	\$ 3,634.75	571-575	\$ 6,061.65	\$ 6,238.75	816-820	\$ 8,644.44	\$ 8,897.00
91-95	\$ 1,001.49	\$ 1,030.75	336-340	\$ 3,584.28	\$ 3,689.00	576-580	\$ 6,114.36	\$ 6,293.00	821-825	\$ 8,697.15	\$ 8,951.25
96-100	\$ 1,054.20	\$ 1,085.00	341-345	\$ 3,636.99	\$ 3,743.25	581-585	\$ 6,167.07	\$ 6,347.25	826-830	\$ 8,749.86	\$ 9,005.50
101-105	\$ 1,106.91	\$ 1,139.25	346-350	\$ 3,689.70	\$ 3,797.50	586-590	\$ 6,219.78	\$ 6,401.50	831-835	\$ 8,802.57	\$ 9,059.75
106-110	\$ 1,159.62	\$ 1,193.50	351-355	\$ 3,742.41	\$ 3,851.75	591-595	\$ 6,272.49	\$ 6,455.75	836-840	\$ 8,855.28	\$ 9,114.00
111-115	\$ 1,212.33	\$ 1,247.75	356-360	\$ 3,795.12	\$ 3,906.00	596-600	\$ 6,325.20	\$ 6,510.00	841-845	\$ 8,907.99	\$ 9,168.25
116-120	\$ 1,265.04	\$ 1,302.00	361-365	\$ 3,847.83	\$ 3,960.25	601-605	\$ 6,377.91	\$ 6,564.25	846-850	\$ 8,960.70	\$ 9,222.50
121-125	\$ 1,317.75	\$ 1,356.25	366-370	\$ 3,900.54	\$ 4,014.50	606-610	\$ 6,430.62	\$ 6,618.50	851-855	\$ 9,013.41	\$ 9,276.75
126-130	\$ 1,370.46	\$ 1,410.50	371-375	\$ 3,953.25	\$ 4,068.75	611-615	\$ 6,483.33	\$ 6,672.75	856-860	\$ 9,066.12	\$ 9,331.00
131-135	\$ 1,423.17	\$ 1,464.75	376-380	\$ 4,005.96	\$ 4,123.00	616-620	\$ 6,536.04	\$ 6,727.00	861-865	\$ 9,118.83	\$ 9,385.25
136-140	\$ 1,475.88	\$ 1,519.00	381-385	\$ 4,058.67	\$ 4,177.25	621-625	\$ 6,588.75	\$ 6,781.25	866-870	\$ 9,171.54	\$ 9,439.50
141-145	\$ 1,528.59	\$ 1,573.25	386-390	\$ 4,111.38	\$ 4,231.50	626-630	\$ 6,641.46	\$ 6,835.50	871-875	\$ 9,224.25	\$ 9,493.75
146-150	\$ 1,581.30	\$ 1,627.50	391-395	\$ 4,164.09	\$ 4,285.75	631-635	\$ 6,694.17	\$ 6,889.75	876-880	\$ 9,276.96	\$ 9,548.00
151-155	\$ 1,634.01	\$ 1,681.75	396-400	\$ 4,216.80	\$ 4,340.00	636-640	\$ 6,746.88	\$ 6,944.00	881-885	\$ 9,329.67	\$ 9,602.25
156-160	\$ 1,686.72	\$ 1,736.00	401-405	\$ 4,269.51	\$ 4,394.25	641-645	\$ 6,799.59	\$ 6,998.25	886-890	\$ 9,382.38	\$ 9,656.50
161-165	\$ 1,739.43	\$ 1,790.25	406-410	\$ 4,322.22	\$ 4,448.50	646-650	\$ 6,852.30	\$ 7,052.50	891-895	\$ 9,435.09	\$ 9,710.75
166-170	\$ 1,792.14	\$ 1,844.50	411-415	\$ 4,374.93	\$ 4,502.75	651-655	\$ 6,905.01	\$ 7,106.75	896-900	\$ 9,487.80	\$ 9,765.00
171-175	\$ 1,844.85	\$ 1,898.75	416-420	\$ 4,427.64	\$ 4,557.00	656-660	\$ 6,957.72	\$ 7,161.00	901-905	\$ 9,540.51	\$ 9,819.25
176-180	\$ 1,897.56	\$ 1,953.00	421+	\$ 4,480.35	\$ 4,611.25	661-665	\$ 7,010.43	\$ 7,215.25	906-910	\$ 9,593.22	\$ 9,873.50
181-185	\$ 1,950.27	\$ 2,007.25	Rental Unit Cap			666-670	\$ 7,063.14	\$ 7,269.50	911-915	\$ 9,645.93	\$ 9,927.75
186-190	\$ 2,002.98	\$ 2,061.50	426-430	\$ 4,533.06	\$ 4,665.50	671-675	\$ 7,115.85	\$ 7,323.75	916-920	\$ 9,698.64	\$ 9,982.00
191-195	\$ 2,055.69	\$ 2,115.75	431-435	\$ 4,585.77	\$ 4,719.75	676-680	\$ 7,168.56	\$ 7,378.00	921-925	\$ 9,751.35	\$ 10,036.25
196-200	\$ 2,108.40	\$ 2,170.00	436-440	\$ 4,638.48	\$ 4,774.00	681-685	\$ 7,221.27	\$ 7,432.25	926-930	\$ 9,804.06	\$ 10,090.50
201-205	\$ 2,161.11	\$ 2,224.25	441-445	\$ 4,691.19	\$ 4,828.25	686-690	\$ 7,273.98	\$ 7,486.50	931-935	\$ 9,856.77	\$ 10,144.75
206-210	\$ 2,213.82	\$ 2,278.50	446-450	\$ 4,743.90	\$ 4,882.50	691-695	\$ 7,326.69	\$ 7,540.75	936-940	\$ 9,909.48	\$ 10,199.00
211-215	\$ 2,266.53	\$ 2,332.75	451-455	\$ 4,796.61	\$ 4,936.75	696-700	\$ 7,379.40	\$ 7,595.00	941-945	\$ 9,962.19	\$ 10,253.25
216-220	\$ 2,319.24	\$ 2,387.00	456-460	\$ 4,849.32	\$ 4,991.00	701-705	\$ 7,432.11	\$ 7,649.25	946+	\$ 10,014.90	\$ 10,307.50
221-225	\$ 2,371.95	\$ 2,441.25	461-465	\$ 4,902.03	\$ 5,045.25	706-710	\$ 7,484.82	\$ 7,703.50	Employee Cap		
226-230	\$ 2,424.66	\$ 2,495.50	466-470	\$ 4,954.74	\$ 5,099.50	711-715	\$ 7,537.53	\$ 7,757.75			
231-235	\$ 2,477.37	\$ 2,549.75	471-475	\$ 5,007.45	\$ 5,153.75	716-720	\$ 7,590.24	\$ 7,812.00			
236-240	\$ 2,530.08	\$ 2,604.00	476-480	\$ 5,060.16	\$ 5,208.00	721-725	\$ 7,642.95	\$ 7,866.25			

### General Business License Information

The City of Sunnyvale requires payment of the Business License Tax to operate any business in the City. At the time the Business License application is completed and the required tax and fees paid, you will receive a receipt. The Business License will be mailed to you after all appropriate City Departments have reviewed the application. You should not operate the business until all City requirements are met.

Depending on the type of business which you propose to operate, where it will be operated, and whether you plan alterations to the building or property, other permits and fees may be required. To ensure that you meet all requirements, you should check if the following applies to you by contacting the One Stop Permit Center or by calling the number listed below.

1. Confirm the zoning of the property where you plan to operate the business and whether the use is allowed by right or requires a Use Permit in the zone (730-7444, Planning Division).
2. Determine whether any Building, Grading, Demolition, Plumbing, Mechanical, Electrical, Occupancy, or Sign Permits/Inspections are required (730-7444, Building Division).
3. Obtain information on home occupations, parking requirements, setback requirements, sign requirements, design/architectural guidelines, land divisions, and possible City fees (730-7444, Planning Division).
4. Check with Public Safety Department, Fire Prevention Division, as to whether you meet Fire Prevention Codes (730-7444, Fire Prevention Division).

**LATE PAYMENT - PENALTY** - For failure to pay a license tax when due, the collector shall add to the amount due a penalty of ten percent of the amount of the license tax on the last day of each month after the due date thereof until paid, provided the amount of such penalty to be added shall in no event exceed one hundred percent of the amount of the license tax due. (SMC, Section 5.04.280).

**INTEREST** - In addition to the penalties imposed, any person who fails to pay any tax imposed by this chapter, shall pay interest at the rate of one percent per month, or fraction thereof, on the amount of the tax, exclusive of penalties, from the date on which the tax first became delinquent until paid. (SMC Section 5.04.300).

**FOOD OR BEVERAGE SERVICES** – If you intend to serve food or beverage, contact the Santa Clara County Health Department.

**STATEMENT OF FICTITIOUS BUSINESS NAME** - When a business goes by any name other than the owner's real name, the business is being operated under a "fictitious name" (also known as "DBA - doing business as"). To obtain information on registering a fictitious business name, contact the County Clerk's Office, 70 W. Hedding Street, San Jose, CA.

**RESALE NUMBERS** - Every person engaged in the business of selling tangible personal property must apply to the State Board of Equalization.

**CHANGE OF STATUS** - To change any information on a business license, a Change of Status form must be completed (cost is \$2.50) and returned with payment to the One Stop Permit Center at City Hall, or the Finance Department located at 650 W. Olive Avenue, Sunnyvale.