



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

Mailing Address (If Different from Business Location)

City State Zip

Start Date in Sunnyvale (MM/DD/YY)

Description of Business (Provide detailed description of business activity.)

Sales: None Wholesale Retail Resale Number

Ownership: Corporation Ltd Liability Co. Sole Proprietor Partnership Trust

Contractor/Occupation License # 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.

Owner Name Title Social Security No.

Home Address Phone

City State Zip Cell Phone

Owner Name Title Social Security No.

Home Address Phone

City State Zip Cell Phone

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.

No. of Rental Units No. of Employees (including Owner) working in Sunnyvale

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

- FIREARM SALES
MESSAGE
HOLISTIC HEALTH
PAWNBROKER
SECONDHAND DEALER
TATOO PARLOR
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
State CASp Fee \$1.00
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.



## 2015 & 2016 BUSINESS LICENSE TAX STRUCTURE

**Amount due = 2015 Tax + 2016 Tax + \$1.00 State CASp Fee**

\* If you have a new business located in Sunnyvale or you have moved your business to a new location in Sunnyvale, please add \$7.50 Zoning Review Fee.

TWO-YEAR BUSINESS LICENSE TAX TABLE (see table 2015 & 2016 to calculate tax)											
# of Employees or Rental Units	2015 Tax	2016 Tax	# of Employees or Rental Units	2015 Tax	2016 Tax	# of Employees	2015 Tax	2016 Tax	# of Employees	2015 Tax	2016 Tax
1	\$ 34.13	\$ 35.14	241-245	\$ 2,788.10	\$ 2,870.42	481-485	\$ 5,519.30	\$ 5,682.26	726-730	\$ 8,307.40	\$ 8,552.68
2-5	\$ 56.90	\$ 58.58	246-250	\$ 2,845.00	\$ 2,929.00	486-490	\$ 5,576.20	\$ 5,740.84	731-735	\$ 8,364.30	\$ 8,611.26
6-10	\$ 113.80	\$ 117.16	251-255	\$ 2,901.90	\$ 2,987.58	491-495	\$ 5,633.10	\$ 5,799.42	736-740	\$ 8,421.20	\$ 8,669.84
11-15	\$ 170.70	\$ 175.74	256-260	\$ 2,958.80	\$ 3,046.16	496-500	\$ 5,690.00	\$ 5,858.00	741-745	\$ 8,478.10	\$ 8,728.42
16-20	\$ 227.60	\$ 234.32	261-265	\$ 3,015.70	\$ 3,104.74	501-505	\$ 5,746.90	\$ 5,916.58	746-750	\$ 8,535.00	\$ 8,787.00
21-25	\$ 284.50	\$ 292.90	266-270	\$ 3,072.60	\$ 3,163.32	506-510	\$ 5,803.80	\$ 5,975.16	751-755	\$ 8,591.90	\$ 8,845.58
26-30	\$ 341.40	\$ 351.48	271-275	\$ 3,129.50	\$ 3,221.90	511-515	\$ 5,860.70	\$ 6,033.74	756-760	\$ 8,648.80	\$ 8,904.16
31-35	\$ 398.30	\$ 410.06	276-280	\$ 3,186.40	\$ 3,280.48	516-520	\$ 5,917.60	\$ 6,092.32	761-765	\$ 8,705.70	\$ 8,962.74
36-40	\$ 455.20	\$ 468.64	281-285	\$ 3,243.30	\$ 3,339.06	521-525	\$ 5,974.50	\$ 6,150.90	766-770	\$ 8,762.60	\$ 9,021.32
41-45	\$ 512.10	\$ 527.22	286-290	\$ 3,300.20	\$ 3,397.64	526-530	\$ 6,031.40	\$ 6,209.48	771-775	\$ 8,819.50	\$ 9,079.90
46-50	\$ 569.00	\$ 585.80	291-295	\$ 3,357.10	\$ 3,456.22	531-535	\$ 6,088.30	\$ 6,268.06	776-780	\$ 8,876.40	\$ 9,138.48
51-55	\$ 625.90	\$ 644.38	296-300	\$ 3,414.00	\$ 3,514.80	536-540	\$ 6,145.20	\$ 6,326.64	781-785	\$ 8,933.30	\$ 9,197.06
56-60	\$ 682.80	\$ 702.96	301-305	\$ 3,470.90	\$ 3,573.38	541-545	\$ 6,202.10	\$ 6,385.22	786-790	\$ 8,990.20	\$ 9,255.64
61-65	\$ 739.70	\$ 761.54	306-310	\$ 3,527.80	\$ 3,631.96	546-550	\$ 6,259.00	\$ 6,443.80	791-795	\$ 9,047.10	\$ 9,314.22
66-70	\$ 796.60	\$ 820.12	311-315	\$ 3,584.70	\$ 3,690.54	551-555	\$ 6,315.90	\$ 6,502.38	796-800	\$ 9,104.00	\$ 9,372.80
71-75	\$ 853.50	\$ 878.70	316-320	\$ 3,641.60	\$ 3,749.12	556-560	\$ 6,372.80	\$ 6,560.96	801-805	\$ 9,160.90	\$ 9,431.38
76-80	\$ 910.40	\$ 937.28	321-325	\$ 3,698.50	\$ 3,807.70	561-565	\$ 6,429.70	\$ 6,619.54	806-810	\$ 9,217.80	\$ 9,489.96
81-85	\$ 967.30	\$ 995.86	326-330	\$ 3,755.40	\$ 3,866.28	566-570	\$ 6,486.60	\$ 6,678.12	811-815	\$ 9,274.70	\$ 9,548.54
86-90	\$ 1,024.20	\$ 1,054.44	331-335	\$ 3,812.30	\$ 3,924.86	571-575	\$ 6,543.50	\$ 6,736.70	816-820	\$ 9,331.60	\$ 9,607.12
91-95	\$ 1,081.10	\$ 1,113.02	336-340	\$ 3,869.20	\$ 3,983.44	576-580	\$ 6,600.40	\$ 6,795.28	821-825	\$ 9,388.50	\$ 9,665.70
96-100	\$ 1,138.00	\$ 1,171.60	341-345	\$ 3,926.10	\$ 4,042.02	581-585	\$ 6,657.30	\$ 6,853.86	826-830	\$ 9,445.40	\$ 9,724.28
101-105	\$ 1,194.90	\$ 1,230.18	346-350	\$ 3,983.00	\$ 4,100.60	586-590	\$ 6,714.20	\$ 6,912.44	831-835	\$ 9,502.30	\$ 9,782.86
106-110	\$ 1,251.80	\$ 1,288.76	351-355	\$ 4,039.90	\$ 4,159.18	591-595	\$ 6,771.10	\$ 6,971.02	836-840	\$ 9,559.20	\$ 9,841.44
111-115	\$ 1,308.70	\$ 1,347.34	356-360	\$ 4,096.80	\$ 4,217.76	596-600	\$ 6,828.00	\$ 7,029.60	841-845	\$ 9,616.10	\$ 9,900.02
116-120	\$ 1,365.60	\$ 1,405.92	361-365	\$ 4,153.70	\$ 4,276.34	601-605	\$ 6,884.90	\$ 7,088.18	846-850	\$ 9,673.00	\$ 9,958.60
121-125	\$ 1,422.50	\$ 1,464.50	366-370	\$ 4,210.60	\$ 4,334.92	606-610	\$ 6,941.80	\$ 7,146.76	851-855	\$ 9,729.90	\$ 10,017.18
126-130	\$ 1,479.40	\$ 1,523.08	371-375	\$ 4,267.50	\$ 4,393.50	611-615	\$ 6,998.70	\$ 7,205.34	856-860	\$ 9,786.80	\$ 10,075.76
131-135	\$ 1,536.30	\$ 1,581.66	376-380	\$ 4,324.40	\$ 4,452.08	616-620	\$ 7,055.60	\$ 7,263.92	861-865	\$ 9,843.70	\$ 10,134.34
136-140	\$ 1,593.20	\$ 1,640.24	381-385	\$ 4,381.30	\$ 4,510.66	621-625	\$ 7,112.50	\$ 7,322.50	866-870	\$ 9,900.60	\$ 10,192.92
141-145	\$ 1,650.10	\$ 1,698.82	386-390	\$ 4,438.20	\$ 4,569.24	626-630	\$ 7,169.40	\$ 7,381.08	871-875	\$ 9,957.50	\$ 10,251.50
146-150	\$ 1,707.00	\$ 1,757.40	391-395	\$ 4,495.10	\$ 4,627.82	631-635	\$ 7,226.30	\$ 7,439.66	876-880	\$ 10,014.40	\$ 10,310.08
151-155	\$ 1,763.90	\$ 1,815.98	396-400	\$ 4,552.00	\$ 4,686.40	636-640	\$ 7,283.20	\$ 7,498.24	881-885	\$ 10,071.30	\$ 10,368.66
156-160	\$ 1,820.80	\$ 1,874.56	401-405	\$ 4,608.90	\$ 4,744.98	641-645	\$ 7,340.10	\$ 7,556.82	886-890	\$ 10,128.20	\$ 10,427.24
161-165	\$ 1,877.70	\$ 1,933.14	406-410	\$ 4,665.80	\$ 4,803.56	646-650	\$ 7,397.00	\$ 7,615.40	891-895	\$ 10,185.10	\$ 10,485.82
166-170	\$ 1,934.60	\$ 1,991.72	411-415	\$ 4,722.70	\$ 4,862.14	651-655	\$ 7,453.90	\$ 7,673.98	896-900	\$ 10,242.00	\$ 10,544.40
171-175	\$ 1,991.50	\$ 2,050.30	416-420	\$ 4,779.60	\$ 4,920.72	656-660	\$ 7,510.80	\$ 7,732.56	901-905	\$ 10,298.90	\$ 10,602.98
176-180	\$ 2,048.40	\$ 2,108.88	421+	\$ 4,836.50	\$ 4,979.30	661-665	\$ 7,567.70	\$ 7,791.14	906-910	\$ 10,355.80	\$ 10,661.56
181-185	\$ 2,105.30	\$ 2,167.46	Rental Unit Cap	<del>XXXXXX</del>	<del>XXXXXX</del>	666-670	\$ 7,624.60	\$ 7,849.72	911-915	\$ 10,412.70	\$ 10,720.14
186-190	\$ 2,162.20	\$ 2,226.04	426-430	\$ 4,893.40	\$ 5,037.88	671-675	\$ 7,681.50	\$ 7,908.30	916-920	\$ 10,469.60	\$ 10,778.72
191-195	\$ 2,219.10	\$ 2,284.62	431-435	\$ 4,950.30	\$ 5,096.46	676-680	\$ 7,738.40	\$ 7,966.88	921-925	\$ 10,526.50	\$ 10,837.30
196-200	\$ 2,276.00	\$ 2,343.20	436-440	\$ 5,007.20	\$ 5,155.04	681-685	\$ 7,795.30	\$ 8,025.46	926-930	\$ 10,583.40	\$ 10,895.88
201-205	\$ 2,332.90	\$ 2,401.78	441-445	\$ 5,064.10	\$ 5,213.62	686-690	\$ 7,852.20	\$ 8,084.04	931-935	\$ 10,640.30	\$ 10,954.46
206-210	\$ 2,389.80	\$ 2,460.36	446-450	\$ 5,121.00	\$ 5,272.20	691-695	\$ 7,909.10	\$ 8,142.62	936-940	\$ 10,697.20	\$ 11,013.04
211-215	\$ 2,446.70	\$ 2,518.94	451-455	\$ 5,177.90	\$ 5,330.78	696-700	\$ 7,966.00	\$ 8,201.20	941-945	\$ 10,754.10	\$ 11,071.62
216-220	\$ 2,503.60	\$ 2,577.52	456-460	\$ 5,234.80	\$ 5,389.36	701-705	\$ 8,022.90	\$ 8,259.78	946+	\$ 10,811.00	\$ 11,130.20
221-225	\$ 2,560.50	\$ 2,636.10	461-465	\$ 5,291.70	\$ 5,447.94	706-710	\$ 8,079.80	\$ 8,318.36	Employee Cap	<del>XXXXXX</del>	<del>XXXXXX</del>
226-230	\$ 2,617.40	\$ 2,694.68	466-470	\$ 5,348.60	\$ 5,506.52	711-715	\$ 8,136.70	\$ 8,376.94			
231-235	\$ 2,674.30	\$ 2,753.26	471-475	\$ 5,405.50	\$ 5,565.10	716-720	\$ 8,193.60	\$ 8,435.52			
236-240	\$ 2,731.20	\$ 2,811.84	476-480	\$ 5,462.40	\$ 5,623.68	721-725	\$ 8,250.50	\$ 8,494.10			

### 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 (408-730-7444).
2. Determine whether any Building, Grading, Demolition, Plumbing, Mechanical, Electrical, Occupancy, or Sign Permits/Inspections are required (408-730-7444).
3. Obtain information on home occupations, parking requirements, setback requirements, sign requirements, design/architectural guidelines, land divisions, and possible City fees (408-730-7444).
4. Check with Public Safety Department, Fire Prevention Division, as to whether you meet Fire Prevention Codes (408-730-7444).

STATE CASp FEE – On September 19, 2012, Governor Brown signed into law SB 1186 which adds a state fee of \$1 on any applicant for a local business license to support the Certified Access Specialist program (CASp). The purpose of this program is to increase disability access and compliance with construction-related accessibility requirements and to develop educational resources for businesses in order to facilitate compliance with federal and state disability laws.

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](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).

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 and returned to the One Stop Permit Center at City Hall, or the Finance Department located at 650 W. Olive Avenue, Sunnyvale.