

<b>FOR OFFICIAL USE ONLY</b>
Business License No. _____
Class Code _____

**BUSINESS LICENSE APPLICATION**  
as required under Concord Municipal Code, Charter 18, Article II



**Finance Department**  
1950 Parkside Drive, MS/06, Concord, CA 94519-2578  
**PHONE (925) 671-3307 • FAX (925) 671-3353**  
www.cityofconcord.org

Please Check Applicable:  New Application     Change of Owner     Change of Information     Home Business     Out of City

Business Name _____	Bus. Start Date _____
Corporate Name (if applicable) _____	Fictitious Name No. _____
Business Location _____ <small>(Cannot be P.O. Box per State of California Business &amp; Professions Code-Section 17538.5)</small>	Resale No. _____
_____	Federal ID No. _____
Mailing Address _____	State ID No. _____
_____	Contractors State Lic. No. _____
Phone No. _____ Fax No. _____	License Type _____
Description of Business _____	Expiration Date _____
<input type="checkbox"/> Corporation <input type="checkbox"/> Corp-Ltd Liability <input type="checkbox"/> Partnership <input type="checkbox"/> Sole Proprietor <input type="checkbox"/> Trust _____	Email Address _____

**Enter below names of Owners, Partners, or Corporate Officers** (Use additional sheets as necessary)

1st Owner Name _____	Title _____	Driver Lic. No. _____ <small>(REQUIRED)</small>
Home Address _____ <small>(Cannot be P.O. Box)</small>	_____	Soc. Sec. No. _____ <small>(REQUIRED)</small>
Home Phone No. _____	Cell / Pager No. _____	
2nd Owner Name _____	Title _____	Driver Lic. No. _____ <small>(REQUIRED)</small>
Home Address _____ <small>(Cannot be P.O. Box)</small>	_____	Soc. Sec. No. _____ <small>(REQUIRED)</small>
Home Phone No. _____	Cell / Pager No. _____	

**In case of emergency, please contact** (For Police Use)

PLEASE LIST ONLY THE PEOPLE WHO ARE ABLE TO RESPOND, WITH A KEY, WITHIN 30 MINUTES

Contact Name \_\_\_\_\_ Phone No. \_\_\_\_\_

Address \_\_\_\_\_ Cell/Pager No. \_\_\_\_\_

**Alarm Company, if applicable** (attach additional sheet, if necessary)

Alarm Company Name \_\_\_\_\_ Alarm Permit No. \_\_\_\_\_

Address \_\_\_\_\_ Phone No. \_\_\_\_\_

Maintained By Alarm Company  Yes     No    Installation Date \_\_\_\_\_ Alarm Type  A - Audible     S - Silent

<input type="checkbox"/> <b>Property Owner</b> <input type="checkbox"/> <b>Property Mgmt. Information, if applicable</b>	<b>Leaseholder Information, if applicable</b>
Name _____	Name _____
Address _____	Address _____
Phone No. _____	Phone No. _____

THIS BUSINESS LICENSE IS FOR REVENUE PURPOSES ONLY AND DOES NOT IMPLY CONFORMANCE WITH APPLICABLE CITY CODES AND ORDINANCES. YOU ARE REQUIRED TO CHECK YOUR PROPOSED BUSINESS LOCATION AND STRUCTURE WITH THE CITY PLANNING DEPARTMENT FOR COMPLIANCE WITH ZONING CODES. THIS BUSINESS LICENSE MUST BE RENEWED ANNUALLY AND POSTED IN A CONSPICUOUS PLACE.

I DECLARE UNDER PENALTY OF PERJURY THAT TO THE BEST OF MY KNOWLEDGE, ALL INFORMATION CONTAINED ON THIS APPLICATION IS TRUE AND CORRECT.

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

Title: \_\_\_\_\_

**RETURN APPLICATION TO ABOVE ADDRESS AND MAKE CHECK PAYABLE TO CITY OF CONCORD.**

**ZONING VERIFICATION - OFFICIAL USE ONLY**

Approved     Disapproved

Zoning \_\_\_\_\_ Associated Permit No.(s) \_\_\_\_\_ APN \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_ If not approved, why? \_\_\_\_\_

## BUSINESS LICENSE TAX CALCULATION (Continued)

Choose one of the following according to your business type. (Refer to Schedule of Business License Taxes for tax amount.)

**CLASS CODES:**

0. <b>Gross Receipts</b> (Estimate for first year.) \$ _____	\$	0.
Does your business sell tobacco products? <input type="checkbox"/> Yes <input type="checkbox"/> No	\$	
Employee Count _____		
1. <b>Manufacturers</b> (Number of Employees) _____	\$	1.
2. <b>Professionals</b> _____ <b>Assoc.</b> _____ <b>Employees</b> _____	\$	2.
3. <b>Apartments</b> (Number of Apartments) _____	\$	3.
4. <b>Services and Public Utilities</b> (Number of Employees) _____	\$	4.
5. <b>Contractors</b> (in town use annual Concord gross receipts) \$ _____	\$	5.
(out of town use job value) \$ _____		
6. <b>Delivery</b>	\$	6.
7. <b>Amusement:</b> Bowling Alleys Number of Alleys _____	\$	7.
Dance Halls; Night Clubs	\$	
Pool Tables Number of Tables _____	\$	
8. <b>Flat Rate:</b> Auctioneers	\$	8.
Solicitors	\$	
Peddlers	\$	
Itinerant Merchant	\$	
Craft Fair	\$	
9. <b>Class Code:</b> Non-Profit	\$	9.
<b>State CASp Fee*</b>	\$	1.00
<b>Application Fee</b>	\$	18.00
<b>Total - PAY THIS AMOUNT</b>	\$	

**\*NOTICE – State CASp Fee**

**Adds \$1.00 to all New Applications and Renewals**

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/Home.aspx](http://www.dgs.ca.gov/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).\*

**ENFORCEMENT PROVISIONS IN CONCORD MUNICIPAL CODE**

Penalty for Violation. Any person violating any of the provisions of Chapter 18, Article II of the Concord Municipal Code or knowingly or intentionally misrepresenting to any officer or employee of the City any material fact in procuring the license or permit herein provided for shall be deemed guilty of an infraction Concord Municipal code Section 18-33.

**TOBACCO RETAILERS**

As of January 1, 2007, all Tobacco Retailers must be licensed to sell tobacco products within the City of Concord. Applications are available at the City of Concord Finance Department, 1950 Parkside Drive, MS/06, Concord, CA 94519-2578. Concord Municipal Code Section 38-74.

**PEDDLERS AND SOLICITORS**

All peddlers and solicitors must first obtain a solicitors permit from the Concord Police Department. All solicitors and peddlers must carry on their person and conspicuously display the solicitor identification badge issued by the Concord Police Department. Business License, Encroachment Permit, or Use Permit must also be available upon request. Concord Municipal Code Section 18-442.