



CITY OF SUISUN CITY
 701 Civic Center Blvd. ~ Suisun City, CA 94585
 Phone (707) 421-7328 ~ Fax (707) 421-7364

Please Check One Below:
New Business _____
Name Change _____
Change Owner _____
Address Change _____

BUSINESS LICENSE TAX APPLICATION

PLEASE TYPE OR PRINT CLEARLY; COMPLETE ALL SECTIONS THAT APPLY TO YOUR BUSINESS.
 * INDICATES MANDATORY INFORMATION THAT MUST BE INCLUDED FOR APPLICATION TO BE PROCESSED.

Business Name* _____	HIGHLIGHTED AREAS FOR CITY USE FOR DEPARTMENT APPROVALS & DATES:
Mailing Address* _____ Suite _____	Business ID _____ Fire: _____
City/State/Zip* _____	Bus License _____ PD: _____
Business Physical Address* _____ Suite _____	Date Bus Started _____ Bldg: _____
City/State/Zip* _____	Class Code _____ Plng: _____
DBA (doing business as) _____	
Business Primary Phone* (____) _____ Ext _____ Cell Phone (____) _____	Category: _____
Detailed Description of Business Activity* _____	

LIST BELOW OWNER, PARTNERS OR OFFICER INFORMATION (ATTACH SEPARATE SHEET IF NECESSARY)

Name* _____ **Owner** ___ **CEO** ___ **Other** ___ **Phone** (____) _____

Home Address* _____ **City/State/Zip*** _____

Driver's License No _____ **Social Security No*** _____

Type of ownership (please check one)* **Sole Proprietor** ___ **LLC** ___ **Partnership** ___ **Corporation** ___

Federal ID #* _____ **State ID #*** _____ **Resale #*** _____

Email address** _____

CONTRACTOR
Contractors License #* _____ **Exp Date*** _____ **License Verified By & Date** _____

Number of Employees (working in the City of Suisun @ the job site)* _____

COMMERCIAL BUSINESS INFORMATION - **Estimated Annual Gross Receipts*** _____

Number of Employees (include owner if applicable)* _____ **Total SQ FT of Business*** _____ (commercial business's only)

Alarm?* Yes ___ No ___ **If Yes, Company Name:** _____ ***Suisun Permit #:** _____
 (<http://police.suisun.com/alarm-application>)

HOME BUSINESS INFORMATION - **Estimated Annual Gross Receipts*** \$ _____

Number of Employees* _____ **Number of Clients Per Day*** _____ **Daily Hours/Days Per Week*** _____ /

What Processes/Equipment Will Be Used* _____

What Deliveries of Product/Materials Will Be Necessary* _____

Primary Location Where Business Will Be Conducted* _____

Primary Location Where Sales Will Be Conducted* (no retail sales permitted in home) _____

Alarm?* Yes ___ No ___ **If Yes, Company Name:** _____ ***Suisun Permit #** _____

EMERGENCY CONTACTS (person with building access)

1. **Name*** _____ **Key?*** Yes ___ No ___ **Phone*** (____) _____

2. **Name** _____ **Key?** Yes ___ No ___ **Phone** (____) _____

I hereby certify, under penalty of perjury, that the information in this application and any attachments hereto is true, correct and complete to the best of my knowledge, and that I will comply with the provisions of the City of Suisun City Municipal Code and all federal, state and local laws and regulations governing the operation of this business.

* **Signature of Owner or Representative:** _____ **Title:** _____ **Date:** _____

CITY OF SUISUN CITY BUSINESS LICENSE FEE SCHEDULE

Fees Paid Annually

***(Out-of-Town Contractors, see below)**

For the majority of businesses, the Business License fee is based on the type of business or service and the annual gross receipts. If you are not sure of your business category, please contact our office at (707) 421-7328 for assistance. The City uses the following categories:

- CLASS A SERVICE** – automotive repair, janitorial, handyman, secretarial, beauty/nail/barber shops, etc
- CLASS A RETAIL** – restaurants, video stores, automotive stores, appliance parts, computer stores, etc
- CLASS B PROFESSIONAL** – bookkeeping, tax preparation, massage therapy, medical, legal, consulting, etc
- CLASS C CONTRACTORS** – construction activities, carpenters, roofers, general contractors, HVAC, etc

<u>ANNUAL GROSS RECEIPTS</u>			<u>BUSINESS LICENSE FEE</u>		
			<u>Class A</u>	<u>Class B</u>	<u>Class C</u>
\$ 0.00	\$ 39,999.00	-----	\$ 50.00	\$ 76.00	OUT OF TOWN CONTRACTORS: Please call for rate information as a pro-ration may apply.
\$ 40,000.00	\$ 59,999.00	-----	\$ 60.00	\$ 90.00	
\$ 60,000.00	\$ 79,999.00	-----	\$ 70.00	\$ 96.00	
\$ 80,000.00	\$ 99,999.00	-----	\$ 80.00	\$120.00	
\$100,000.00	\$119,999.00	-----	\$ 90.00	\$136.00	
\$120,000.00	\$139,999.00	-----	\$100.00	\$150.00	
\$140,000.00	\$159,999.00	-----	\$110.00	\$166.00	
\$160,000.00	\$179,999.00	-----	\$120.00	\$180.00	
\$180,000.00	\$199,999.00	-----	\$130.00	\$196.00	
\$200,000.00	\$239,999.00	-----	\$146.00	\$220.00	
\$240,000.00	\$279,999.00	-----	\$170.00	\$256.00	OUT OF TOWN SERVICE: Please call for rate information as a pro-ration may apply.
\$280,000.00	\$319,999.00	-----	\$190.00	\$286.00	
\$320,000.00	\$359,999.00	-----	\$210.00	\$316.00	
\$360,000.00	\$399,999.00	-----	\$230.00	\$346.00	
\$400,000.00	\$449,999.00	-----	\$250.00	\$376.00	
\$450,000.00	\$499,999.00	-----	\$270.00	\$406.00	
\$500,000.00	\$549,999.00	-----	\$290.00	\$436.00	
\$550,000.00	\$599,999.00	-----	\$310.00	\$466.00	
\$600,000.00	\$699,999.00	-----	\$330.00	\$646.00	
\$700,000.00	\$799,999.00	-----	\$350.00	\$766.00	
\$800,000.00	\$899,999.00	-----	\$370.00	\$826.00	
\$900,000.00	\$ 999,999.00	-----	\$390.00	\$886.00	
For each additional \$100,000.00 or fraction thereof add:			\$ 15.00	\$ 15.00	

Commercial Businesses are also charged .027 cents per square foot and \$24.90 safety inspection fee annually.

Transportation and Trucking service is charged \$42.60 annually for the first truck and \$21.30 for each additional truck.

Out-of-Town Service fees are flat rate \$50.00 plus \$25.00 per employee (minimum \$75.00 annually). **SEE NOTE ABOVE**

Out-of-Town Contractors fees are flat rate \$133.10 plus \$26.60 per employee (minimum \$175.00). **SEE NOTE ABOVE**

California Disability Access Fee: Beginning Jan. 1, 2013, all business license applicants must pay a \$1 annual disability access fee as required by State law (SB1186). 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
- The Department of Rehabilitation at www.rehab.cahwnet.gov
- The California Commission on Disability Access at www.cdda.ca.gov

**CONTRACTORS MUST SUPPLY A CERTIFICATE OF INSURANCE SHOWING
WORKERS COMPENSATION COVERAGE BEFORE A BUSINESS LICENSE CAN BE ISSUED**