



CITY OF BERKELEY

1947 Center Street • Berkeley, CA 94704

Phone 510-981-7200 • Fax 510-981-7210

2008 BUSINESS LICENSE RENEWAL

BUSINESS NAME
OWNER NAME
STREET ADDRESS
CITY, STATE & ZIP

Check box for change of mailing address. New mailing address: _____

BUSINESS PHONE (____) _____
EMERGENCY PHONE (____) _____
OF VEHICLES TO RECEIVE LOADING ZONE DECALS _____
OF EMPLOYEES _____
 Partnership Corporation Sole Owner

FEMALE OWNED: YES NO
MINORITY OWNED: YES NO
DATE FISCAL YEAR ENDS _____
EMAIL ADDRESS _____

BUSINESS LICENSE NO. _____

TYPE OF BUSINESS _____

SIC CODE _____ TAX CODE _____

LOCATION _____

If your Business has moved from the above location, indicate the new Berkeley address and obtain the required signoffs from Permit Service Center at 2120 Milvia Street, Berkeley CA. Phone number: 510-981-7500

New Location _____

Fire _____ Env Health _____ Police _____
Toxics _____ Planning _____
Building & Safety _____

Federal Tax ID # or Social Security # _____ Contractor's License # & Exp. Date _____ State/Resale License # _____

****If your TAX CODE ends with an "N" you are a non-profit business. To find your corresponding section to complete, remove the "N" from your TAX CODE and complete the section based on that TAX CODE.**

This section is for Tax Codes: B, BM, D, E, G, L, P, R, RC, V, W, Z (tax codes located at the top of this page)

- Gross Receipt for 2007 \$ _____ X _____ = TAX \$ _____
- Berkeley Business Improvement District assessments (BID) (if applicable)
Downtown BID assessment: Gross Receipts \$ _____ X _____ = BID \$ _____
Solano BID assessment..... BID \$ _____

Minimum TAX= \$ _____ If the calculated TAX is less than the minimum TAX, pay the Minimum Tax. Write your TAX and/or BID amount(s) in the renewal fee section on the back of this page.

This section is for Tax Code: C (the tax code is located at the top of this page)
All contractors doing business in Berkeley must have an active business license before applying for a building permit

- Gross Receipt for 2007 \$ _____
- Allowable Deductions (\$ _____) *please indicate deductions for subcontractors and attach a listing of Business names and amount deducted for verification.
- Adjusted Gross Receipts \$ _____ X _____ = TAX \$ _____
- Berkeley Business Improvement District assessments (BID) (if applicable)
Downtown BID assessment: Gross Receipts \$ _____ X _____ = BID \$ _____
Solano BID assessment..... BID \$ _____

Minimum TAX= \$ _____ If the calculated TAX is less than the minimum TAX, pay the Minimum Tax. Write your TAX and/or BID amount(s) in the renewal fee section on the back of this page.

This section is for Tax Code: M (the tax code is located at the top of this page)

- Gross Receipt for 2007 \$ _____
- Allowable Deductions (\$ _____) *please indicate deductions for raw materials and energy cost or partial completed product at the time it enters the manufacturing process.
- Adjusted Gross Receipts \$ _____ X _____ = TAX \$ _____
- Berkeley Business Improvement District assessments (BID) (if applicable)
Downtown BID assessment: Gross Receipts \$ _____ X _____ = BID \$ _____
Solano BID assessment..... BID \$ _____

Minimum TAX= \$ _____ If the calculated TAX is less than the minimum TAX, pay the Minimum Tax. Write your TAX and/or BID amount(s) in the renewal fee section on the back of this page.

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This section is for Tax Codes: **Q, BK** (the tax code is located at the top of the front page)

1. Gross Payroll for 2007 \$ _____ X _____ = **TAX \$** _____
 2. Berkeley Business Improvement District assessments (BID) (if applicable)
 Downtown BID assessment: Gross Receipts \$ _____ X _____ = **BID \$** _____
 Solano BID assessment..... **BID \$** _____

Minimum TAX= \$ _____ If the calculated TAX is less than the minimum TAX, pay the Minimum Tax. Write your TAX and/or BID amount(s) in the renewal fee section below.

This section is for Tax Codes: **A, H, S, X, Y** (the tax code is located at the top of the front page)

Renewal amount due \$ _____ (flat fee) * *Street Vendors, if you are planning on renewing for the 2nd half of the year only, you will need to pay an additional fee of \$25.00 at that time.*
Write your TAX amount in the renewal fee section below.

If your business **closed** in 2007 you must complete the required section of this form and pay taxes based upon Gross Receipts received in 2007. Perform the calculations as indicated and remit the calculated amount.
 Date of Closure: _____

<u>RENEWAL FEE SECTION</u>	
TAX AMOUNT	\$ _____
BID FEE	\$ _____
TOTAL RENEWAL FEE	\$ _____
Make checks payable to The City of Berkeley.	

<u>RENEWAL AFTER FEBRUARY 28</u>	
TOTAL RENEWAL FEE	\$ _____ (from renewal fee section)
10% PENALTY ADDED MARCH 1ST	\$ _____
ADDITIONAL 40% ADDED TO THE 10%, ON APRIL 1ST	\$ _____
1% INTEREST ADDED MARCH 1ST	\$ _____
ADDITIONAL 1% ADDED PER MONTH AFTER MARCH 1ST	\$ _____
TOTAL DELINQUENT RENEWAL FEE	\$ _____

To renew in person visit the Customer Service Center at 1947 Center Street, Monday – Friday 9:00 a.m. to 4:30 p.m.

Customer Service Representatives are available by phone at 510-981-7200 or by email to BusLic@ci.berkeley.ca.us.

I declare under penalty of perjury that I am authorized to complete this application and that to the best of my knowledge the statements made herein are true, correct and complete, and in compliance with the provisions of the Berkeley Business License Ordinance.

Signature/Title _____ **Date** _____

Basic Information: The City's regulations are incorporated in the Berkeley Municipal Code (BMC). Copies of the BMC are at all branches of the Berkeley Public Library. You may also access the BMC and Zoning Ordinance on the City's website at: www.cityofberkeley.info. BMC Chapter 9.04 is the primary source of information on business licenses, including definitions of terms, business classifications, current business license tax rates, and allowable deductions to gross receipts.

BUS LIC # _____
 - _____
 Pynt Type: _____
 CK # _____
 Amount PD \$ _____