



ADMINISTRATIVE SERVICES DEPARTMENT
REVENUE SERVICES DIVISION – BUSINESS LICENSE TAX
425 North El Dorado Street • PO Box 1570 • Stockton, CA 95201 • (209) 937-8313
www.stocktonca.gov

APPLICATION FOR A GENERAL BUSINESS LICENSE

THE FOLLOWING TYPES OF BUSINESSES MAY APPLY USING THIS APPLICATION:

1. Retail sales
2. Wholesale
3. Professionals or professional services
4. Recycling
5. Salvage yards
6. Beauty salons and stylists
7. Handyman
8. Manufacturing
9. Service Industries
10. Auto Repair or sales
11. Restaurants
12. Educators or Instructors
13. Online sales

And similar businesses

THE FOLLOWING INFORMATION IS REQUIRED

1. Business name and location
2. Mailing address
3. Owner's information
4. Tax ID # or Social Security number
5. Sellers Permit number (if applicable)
6. Start date of business
7. Type of business
8. An estimate of your **Monthly** Gross Receipts. Per SMC 5.04.170 section (B), first renewal of a license shall include a recalculation of your first year license that listed estimated gross receipts. This recalculation will utilize your actual gross receipts reported on your 1st renewal to determine the difference between the tax paid on your estimate and the actual tax due for your 1st year and 2nd year of business. This process is called Annualization.
9. If you are delivering services or products from outside of Stockton, the number of vehicles coming into the City is required.
10. Signature of Owner, partner, or officer of the business

Please read the enter packet before completing the Business License application

- A. If your business is located within the City Limits of Stockton, please have the Planning Department approve your application prior to turning it in to the Business License Department. The Planning Department is located in the Permit Center at 345 N El Dorado St across from City Hall. Phone (209) 937-8444
- B. Check off any items that apply to you on the Operational Fire Permit Requirement Checklist, if any items apply please have your application approved by the Fire Department (located in the Permit Center) prior to turning it in to the Business License Department
- C. A list of other governmental agencies is attached for your convenience. It is not intended to be all inclusive, but is a helpful tool for other business resources and requirements.

Business License Fees

All businesses pay an annual registration fee of \$24.00, except as listed below:
Handyman license – Registration fee is \$69.00

State Disability Act fee of \$1.00

Most business licenses pay a mill tax based on annual gross receipts:

Retail sales/ services – 90 cents per \$1,000

Professionals & professional services - \$2.00 per \$1,000

Wholesale distributors - 40 cents per \$1,000

Manufacturing, packing and processing - 25 cents per \$1,000

Handyman or contractors - 50 cents per \$1,000

Some businesses pay an annual flat fee instead of a mill tax:

Delivery of goods and services -\$50 per vehicle per year

Online sales - \$50.00

Junk Dealers, Recyclers, and Wrecking yards - \$250.00 per year

Seasonal Sales - \$25.00 per season

Itinerant Merchants - \$5.00 per day, 2-3 days \$10.00, \$200 per quarter or \$600 per year

Dance Hall - \$50.00 per quarter

Carnival, Circus or parade - \$200.00 per day

Arcade - \$120 per year

Hand bills - \$10.00 per day, or \$200 per year

See Stockton Municipal Code for additional fees and information

If payment is made via debit/credit card or cash the Business License Tax Certificate can be issued the same day. If payment is made via check please allow 5-10 Business days for Business License Tax Certificate to arrive

Please read the enter packet before completing the Business License application

FOR OFFICE USE ONLY:

TAX ACCT. # _____
CONTROL # _____
SMC _____
CLASS _____
SINC _____ BOE _____



ADMINISTRATIVE SERVICES DEPARTMENT
REVENUE SERVICES DIVISION-BUSINESS LICENSE TAX
425 North El Dorado Street • PO Box 1570 • Stockton, CA • 95201
Phone (209) 937-8313 Fax (209) 937-7184
www.stocktonca.gov

BUSINESS LICENSE TAX APPLICATION

NEW _____ Number of Employees: Full Time _____ Part Time _____ Temporary _____
CHANGE _____ Change from _____ Date of Change _____ Bus Lic # _____

NOTE: Any change in ownership, address, or business activity, requires a new application. The City of Stockton does not guarantee that information on this form will be exempt from disclosure under the Public Records Act.

****ALTERED OR INCOMPLETE APPLICATIONS WILL NOT BE ACCEPTED****

(Please complete entire form, use N/A if the information does not pertain to your business)

BUSINESS INFORMATION:

1. Business Name (DBA) _____ Phone(____) _____
2. Business Address (No PO Box*) _____ Ste/Apt # _____ City _____ State _____ Zip _____
3. Business Mailing Address _____ Ste/Apt # _____ City _____ State _____ Zip _____
4. Email address: _____
5. Square Footage of Business Facility _____ Owner of Property _____
6. Description of Business Activity _____
7. Are you Chamber of Commerce Green Certified? Yes _____ No _____ (For information contact Chamber of Commerce (209) 547-2770)
8. Is this a "Green Industry" business? Yes _____ No _____
9. Business start date in the City of Stockton _____
10. Estimated Monthly Gross Receipts in Stockton \$ _____
11. Seller's Permit # _____
12. Federal Tax ID # _____
13. Check One: Single Owner Partnership Corporation LP LLC

14. Owner(s) Information: (If business is a Corporate, LP or LLC owners information is not needed skip to section 15)

- a. Name _____ Address (NO PO Box) _____
City _____ State _____ Zip _____ Home Phone (____) _____
Soc. Sec. # _____ Date of Birth _____ Driver's Lic./I.D.# _____ State _____
- b. Name _____ Address (NO PO Box) _____
City _____ State _____ Zip _____ Home Phone (____) _____
Soc. Sec. # _____ Date of Birth _____ Driver's Lic./I.D.# _____ State _____

COMPLETE PAGE 2 OF THE APPLICATION

FOR OFFICE USE ONLY:

TAX ACCT. # _____

CONTROL # _____

15. Corporation, LLC, or LP Information:

Name (Must be Registered in California) _____ Corp/LLC/LP # _____

Names of Officers/Members

President: _____ Secretary: _____

Vice President: _____ Treasurer: _____

Authorized Agent: _____ Contact Phone #: _____

Authorized Agent: _____ Contact Phone #: _____

PLEASE NOTE:

The Issuing of your Business License is for revenue purposes only. It does not relieve you from the responsibility of complying with the requirements of any other department of the City of Stockton and/or any other ordinance, law or regulation of the City of Stockton, State of California, or any other governmental agency.

Business Licenses are not transferable. It is your responsibility to renew your Business License whether or not you receive a renewal notice. If you are no longer conducting business in the City of Stockton you must notify us in writing.

I HAVE READ AND UNDERSTAND THE TERMS ABOVE • I HEREBY CERTIFY UNDER PENALTY OF PERJURY THAT THE INFORMATION PROVIDED ON THIS APPLICATION IS TRUE AND CORRECT.

_____	_____	_____
Owner/Authorized Signature	Title	Date
_____	_____	_____
Owner/Authorized Signature	Title	Date
_____	_____	_____
Owner/Authorized Signature	Title	Date

Disability Access and Education Fee (SB 1186)

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 or similar instrument or permit, or renewal thereof. The purpose 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, as specified.

**State Mandated Disability Access and Education Revolving Fund.

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:

- o The Division of the State Architect at www.dgs.ca.gov/dsa/Home.aspx.
- o The Department of Rehabilitation at www.rehab.cahwnet.gov.
- o The California Commission on Disability Access at www.ccda.ca.gov.

FOR OFFICE USE ONLY

Processed By:		Date:	Business License Taxes/Fees	Amount
Dept/Div Checked Must Approve or Deny		Authorized Signature and Date	Registration Tax	\$24.00
<input type="checkbox"/> Planning	Approved <input type="checkbox"/> Denied <input type="checkbox"/>		Mill Tax/Flat Rate Tax	
<input type="checkbox"/> Building	Approved <input type="checkbox"/> Denied <input type="checkbox"/>		Penalty	
<input type="checkbox"/> Fire	Approved <input type="checkbox"/> Denied <input type="checkbox"/>		Prior Year(s) Taxes	
<input type="checkbox"/> Police	Approved <input type="checkbox"/> Denied <input type="checkbox"/>		**State Mandated Disability Access and Education Revolving Fund	\$1.00
<input type="checkbox"/> Other:	Approved <input type="checkbox"/> Denied <input type="checkbox"/>		Total Due	
			Expiration Date	

REMEMBER: TO PRINT A COPY FOR YOUR RECORD

California Fire Code (CFC)
Operational Fire Permit Requirement Checklist

Business Name: _____
Address: _____
Phone: _____
Contact Person: _____

Check all that apply:

- _____ Restaurant
- _____ Auto Body/Repair Shop
- _____ Welding
- _____ Hazardous Material Storage
- _____ Pallet Yard
- _____ Recycling
- _____ Aerosol
- _____ Aerosol products level 2 or 3 in excess of 500 lbs.
- _____ Amusement buildings
- _____ Aviation facilities
- _____ Carnivals and fairs
- _____ Cellulose nitrate film
- _____ Combustible dust producing operations
- _____ Combustible fibers more than 100 cu ft.
- _____ Compressed gases
- _____ Covered mall buildings
- _____ Cryogenic fluids
- _____ Cutting and welding.
- _____ Dry cleaning plants
- _____ Exhibits and trade shows
- _____ Explosives and fireworks (the hourly rate will also be charged for inspections performed during non-business hours, 2 hr. minimum)
- _____ Fire hydrants and valves
- _____ Flammable and combustible liquids
- _____ Floor finishing
- _____ Fruit and crop ripening processes
- _____ Fumigation or thermal insecticide fogging
- _____ Hazardous materials
- _____ HPM facilities
- _____ High piled storage excess of 500 sq. ft.
- _____ Hot-work operations including
- _____ Industrial ovens
- _____ Lumberyards, lumber in excess of 100,000 board ft.
- _____ Liquid or gas fueled vehicles or equipment in assembly buildings
- _____ Liquefied petroleum gas
- _____ Magnesium working - more than 10 lbs.
- _____ Miscellaneous combustible storage in excess of 2,500 cu ft.
- _____ Open burning (regulated by A.P.C.D. except recreational)
- _____ Open flames and torches
- _____ Open flames and candles
- _____ Organic coatings - manufacture +1 gal/day
- _____ Places of assembly
- _____ Private fire hydrants (removal from service)
- _____ Pyrotechnical special affects material
- _____ Proxlylin plastics in excess of 25 lbs.
- _____ Refrigeration equipment, 220 lbs. group. A-1, 30 lbs. of any other refrigerant
- _____ Repair garages and motor fuel-dispensing facilities
- _____ Rooftop heliports
- _____ Spraying or dipping - utilizing F/C liquids or powders
- _____ Storage of scrap tires and tire byproducts in excess of 2,500 cu ft.
- _____ Temporary membrane structures, tents, and canopies
- _____ Tents +200 sq. ft. or a canopy +400 sq. ft.
- _____ Tire rebuilding plants
- _____ Waste handling (wrecking yards, junk yards, etc.)
- _____ Wood products; chips, hogged material, lumber +200 cu ft.
- _____ S.F.M . Movie production operations



Revenue Services Division – Business License
 425 North El Dorado Street • Stockton, CA 95202 • (209) 937-8313

LOCAL CITY OFFICES

Escalon	2060 McHenry Avenue	(209) 691-7422	www.cityofescalon.org
Galt	380 Civic Drive	(209) 366-7150	www.ci.galt.ca.us
Lathrop	390 Towne Centre Dr	(209) 941-7320	www.lathropgov.org
Lodi	310 W. Elm St	(209) 333-6717	www.lo-di.gov
Manteca	1001 West Center St	(209) 825-2328	www.ci.manteca.ca.us
Modesto	1010 Tenth St, STE 2100	(209) 577-5389	www.ci.modesto.ca.us
Ripon	259 N Wilma Avenue	(209) 599-2108	www.cityofripon.org
Tracy	333 Civic Center Plaza	(209) 831-6800	www.ci.tracy.ca.us
Stockton	425 N El Dorado Street	(209) 937-8313	www.stocktongov.com

CITY OF STOCKTON: www.stocktongov.com

Planning Department

345 N El Dorado St
 Stockton (209) 937-8266

Businesses located within Stockton City limits must contact

Zoning Information- verify zoning & permit requirements

Home Occupation Permits - Issues permits for home-based businesses.

SAN JOAQUIN COUNTY: www.co.san-joaquin.ca.us

Better Business Bureau

3075 Beacon Blvd. West Sacramento
 West Sacramento (916) 443-6843
necal.bbb.org

Consumer Complaints

County Assessor

44 N. San Joaquin Street, STE 230
 Stockton (209) 468-2630

Property Information - Owner Name
 Address, Parcel Number, & Description

Community Development Department

1810 E Hazelton Avenue
 Stockton (209) 468-3124

County Bus. License - NEW Applications

County Recorder

44 N. San Joaquin Street 2nd Floor
 Stockton (209) 468-3939

Fictitious Name Statement - FILING
 Records filings with Secretary of State

County Treasurer - Tax Collector

44 N. San Joaquin Street Room 105
 Stockton (209) 468-2133

County License - RENEW County Bus License
 Apply for NEW PEDDLER License
 Payment of Property Taxes

Environmental Health

1868 E. Hazelton Avenue
 Stockton (209) 468-3420

Health Permits and Regulations
 Required for all food facilities:
 Itinerant & Permanent

Employment & Economic Development Department

850 N. Hunter St
 Stockton (209) 468-3500

Grants or Financial Assistance
 You may be eligible to apply

STATE OF CALIFORNIA: www.ca.gov

Alcoholic Beverage Control

31 E Channel Street, Room 168
 Stockton (209) 948-7739
www.abc.ca.gov

Liquor License - Issues On and Off-Site License

Board of Equalization

3321 Power Inn Rd, #210
Sacramento (800) 400-7115
www.boe.ca.gov

Community Care Licensing

www.cclcd.ca.gov

Consumer Affairs

1625 N Market Blvd, Ste N112
Sacramento (916) 445-1254
www.dca.ca.gov (800) 952-5210

Contractor License Board

9821 Business Park Drive
Sacramento (800) 321-2752
www.cslb.ca.gov

Department of Justice

1300 I Street
Sacramento (916) 445-2021
www.oag.ca.gov

Department of Industrial Relations

31 E Channel St, Room 317
Stockton (209) 948-7770

Department of Motor Vehicles

55 S. Lincoln Street
Stockton (800) 777-0133
www.dmv.ca.gov

Employment Tax Office

135 W. Fremont Street
Stockton (209) 948-7856
www.edd.ca.gov

Public Utilities Commission

California Highway Patrol
San Francisco (800) 877-8867
www.cpuc.ca.com

Secretary of State

1500 11th Street
Sacramento (916) 653-6814
www.sos.ca.gov

Seller's Permit (Resale Number) - Allows holder to purchase wholesale and collect sales tax on retail sales. Both wholesalers and retailers must apply. Required if you intend to sell or lease merchandise ordinarily subject to sales tax.

Care Homes - Small family Day Homes
Adult Elder Care/Rehab (half-way houses)

Issues State License Permits and Regulates
(Barber, Beauty Operator, Auto Repair, etc.)

Contractor Licenses

Required for all contractors
Issues, Verifies, and Registers Complaints

Registry of Charitable Trusts

Employee Wage and Hour Regulations

Permits - Truckers, Freight Carriers

Employer's Tax I.D. Number
Issues Tax I.D. Numbers

Permits - Limousine Service, Tour Buses for Hire,
Movers (Household Goods)

Corporation, Non-Profit & Limited Partnership
Registration

FEDERAL OFFICES: www.firstgov.gov

Internal Revenue Service

4643 Quail Lakes Dr
Stockton (209) 942-1910
www.irs.gov (800) 829-4933

Federal Identification Number

Issues Employer Tax I.D.
Required for partnerships, corporations, & some sole proprietors

Non Profit Organization Requirements

To apply for a City of Stockton non-profit license, your business must provide the following documents:

- 1) A current Letter of Exemption (501c3), or letter of good standing from the Internal Revenue Service
- 2) A current tax exemption letter issued by the State of California Franchise Tax Board
- 3) A list of current board members