



CITY OF SAN LEANDRO

Finance Department
835 East 14th Street, San Leandro, California 94577
(510) 577-3468 or 557-3392

Business License Fee

See Fee Schedule

BUSINESS LICENSE APPLICATION

For Businesses Located Outside of San Leandro

PLEASE TYPE OR PRINT WITH PEN		OFFICIAL USE ONLY	
Business Name _____		Business License No. _____	
Corporate Name (if applicable) _____		APN # _____	
Business Location _____ <small>(Cannot be P.O. Box per State of California Business & Professions Code-Section 17538.5)</small>		Bus. Start Date in SL _____	
		<input type="checkbox"/> New Application <input type="checkbox"/> Change	
		State Sales Tax No. _____	
Mailing Address _____		Federal ID No. (IRS) _____	
		State Lic. No. (EDD) _____	
Phone No. _____ Alt. No. _____		State Contractors Lic No. _____	
Email Address _____		Expire Date _____	
Description of Business _____			
Ownership <input type="checkbox"/> Corporation <input type="checkbox"/> Limited LiabilityCorp. <input type="checkbox"/> Partnership <input type="checkbox"/> Sole Proprietor <input type="checkbox"/> Trust			

ENTER BELOW NAMES OF OWNERS, PARTNERS, OR CORPORATE OFFICERS - *(attach additional sheet, if necessary)*

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

- Enter the total number(s) of owner/employees who will be conducting business here in SL: _____

- If business is being purchased, please complete the following:

Seller's Business Name: _____ Seller's Bus. Lic. _____

NUMBER OF EMPLOYEES (Unit #): Shall mean and include the total number of full time and part time employees engaged or to be engaged within this City in the applicant's business during the license period, whether as owner, partner, spouse or employee, and any others who may work without compensation.

*** **PARTIAL YEAR:** The business license fee for any business commencing after June 30th of any year shall be reduced by one-half (1/2).

CERTIFICATION AND ACKNOWLEDGEMENT

I declare under penalty of perjury that the statements made in this application are true. I further agree that business shall be conducted in accordance with the San Leandro Municipal code. I understand that the filing of this application and payment of fees does not entitle me to commence or carry on any business in the City of San Leandro until said Business License is approved and issued. Upon issuance of a Business License, it shall be my responsibility to renew the license annually by January 31st.

SIGN HERE



Signature of Owner or Representative

Title

Date

NOTICE: 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.ccda.ca.gov.

RETURN APPLICATION TO ABOVE ADDRESS AND MAKE CHECK PAYABLE TO CITY OF SAN LEANDRO

Base Fee <small>(required for each license)</small>	\$
Unit # _____ X \$ _____	\$
TOTAL DUE *** <small>(Base Fee + Unit Fee)</small>	\$
*** 1/2 Year fee for Businesses commencing after June 30th.	
State CASp Fee	\$ 1.00
TOTAL AMOUNT DUE	\$

Thank you for doing business in the City of San Leandro!



2014-2015 BUSINESS LICENSE FEE COMPUTATION SCHEDULE

FINANCE DEPARTMENT (510) 577-3392 or 577-3468

All businesses are required to pay a Base Fee of \$121.60 plus a Unit Fee, or a Flat Annual Fee of \$121.60 or \$609.00 based on business classifications listed in the table below. Effective 1/1/2013, the State CASp (Certified Access Specialist) fee of \$1 is also required for all businesses.

To calculate the Unit Fee, multiply the number of unit(s) (e.g., each owner and each employee) by the unit fee rate for your business classification. **No business shall be deemed as having less than one unit unless specified flat fee.**

The penalty for a delinquent license is 50% of the business license fee or \$50, whichever is greater, for the first 30 - 90 days overdue. Delinquencies of 90 days or more will be 100% or \$100, whichever is greater.

All business licenses expire on December 31st each year and must be renewed annually.

Business Classification		Base Fee	Unit Fee Rate	Unit Fee Basis	State CASp Fee
01	Retail	\$121.60	\$36.50	x Per Each Owner & Each Employee	\$1.00
02	Wholesale	\$121.60	\$36.50	x Per Each Owner & Each Employee	\$1.00
03	Manufacturing	\$121.60	\$36.50	x Per Each Owner & Each Employee	\$1.00
04	Peddler/Solicitor	\$121.60	\$36.50	x Per Each Owner & Each Employee	\$1.00
05	Service	\$121.60	\$73.10	x Per Each Owner & Each Employee	\$1.00
06	Professional	\$121.60	\$91.40	x Per Each Owner & Each Employee	\$1.00
07	Contractor	\$121.60	\$73.10	x Per Each Owner & Each Employee	\$1.00
08	Recreation/Entertainment	\$121.60	\$73.10	x Per Each Owner & Each Employee	\$1.00
09	Residential Property Rental	\$121.60	\$11.00	x Per Each Unit or Space	\$1.00
10	Non-Residential Property Rental	\$121.60	\$18.20	x Per 1,000 Square Feet	\$1.00
11	Dance Hall	\$609.00	N/A	Flat/Annual	\$1.00
12	Automobile Wrecking	\$609.00	N/A	Flat/Annual	\$1.00
13	Christmas Tree/Pumpkin Patch	\$609.00	N/A	Flat/Annual	\$1.00
14	Commercial Advertising	\$609.00	N/A	Flat/Annual	\$1.00
15	Fortune Telling	\$609.00	N/A	Flat/Annual	\$1.00
16	Second Hand Dealer/Junk Collector	\$609.00	N/A	Flat/Annual	\$1.00
17	Pawnbroker	\$609.00	N/A	Flat/Annual	\$1.00
18	Itinerant Merchant	\$121.60	\$37.70	Flat/Weekly	\$1.00
19	Carnival	\$121.60	\$219.10	Flat/Daily	\$1.00
20	Coin Operated Devices	\$121.60	\$1.10	x Per \$1,000 of Gross Receipts	\$1.00
21	Public Utilities	\$121.60	\$36.50	x Per Each Owner & Each Employee	\$1.00
22	Miscellaneous	\$121.60	\$36.50	x Per Each Owner & Each Employee	\$1.00
23	Bingo	\$121.60	N/A	Flat/Annual	\$1.00
24	Waste Disposal Site	\$121.60	\$1.64	x Per Ton	\$1.00
25	Towing	\$121.60	\$1.10	x Per \$1,000 of Gross Receipts	\$1.00
26	Firearms Dealer	\$121.60	\$3.70	x Per \$ 100 Gross Receipts Of Concealable Weapons And Ammunition	\$1.00
27	Parking Lot	\$121.60	\$36.50	x Per Parking Space	\$1.00

Number of employees shall mean and include the total number of full time and part time employees engaged or to be engaged within this City during the license period whether as owner, partner, spouse or employee, and any others who may work without compensation.

Gross Receipts shall include the total of amounts actually received or receivable from all sales and services in San Leandro.

FEE CALCULATION WORKSHEET

1. Base Fee of \$121.60, or a Flat Annual Fee of \$121.60 or \$609.00 - based on business classification	\$	121.60 or \$609.00
2. Number of Unit (s) _____ X \$ _____	+	_____
(Enter \$0 if a flat annual fee)		
** 3. Total Business License Fee	=	_____
4. State CASp (Certified Access Specialist) fee - effective 1/1/13	+	\$ 1.00
5. Penalty (if applicable)	+	_____
6. Zoning Fee (required if located in San Leandro)	+	_____
7. Total Fees	\$	=====

1. Enter your **Base Fee** or **Annual Fee** based on your business classification:
 - \$121.60 (flat/annual) for Bingo
 - \$609.00(flat/annual) for Dance Hall, Automobile Wrecking, Christmas Tree/Pumpkin Patch, Commercial Advertising, Fortune Telling Second-Hand Dealers and Pawnbrokers
 - \$121.60 (base fee) for all other classifications

2. Multiply the number of units (e.g., each owner and each employee) by the unit fee rate for your business classification to get your **Unit Fee (no business shall be deemed to have less than 1 (one)-unit fee unless specified flat fee)**.

Number of Employees: Shall mean and include the total number of full time and part time employees engaged or to be engaged within this City in the applicant’s business during the license period, whether as owner, partner, spouse or employee, and any others who may work without compensation.

Gross Receipts: Shall include the total of amounts actually received or receivable from all sales and services in San Leandro.

** ***For Businesses commencing after June 30,*** except for business categories Coin-Operated Devices, Towing, and Waste Disposal Site, the license fee shall be reduced by one-half.

3. Add lines 1 and 2 for **Total Business License Fee**.

5. Calculate **Penalty** (if applicable): The penalty for a delinquent license is 50% of the business license fee for the first 30 – 90 days overdue. Delinquencies of 90 days or more will be 100% of the business license fee.

6. Include **Zoning Fee** (if applicable): A zoning application and fee are required if the business is located in San Leandro. Commercial zoning application fee is **\$109** and Home Occupation Permit fee is **\$76**. Change of ownership fees are **\$33**. You are required to submit property owner’s signature or a copy of the first page showing the address and the signed signature page from the commercial rental agreement. **Zoning application must be submitted in person for approval.** Zoning questions please call (510) 577-3325.

7. Add lines 3, 4, 5 and 6 for **Total Fees**. Please make your check payable to the City of San Leandro.

If you have any questions regarding your business license fee, please contact the City’s Finance Department at (510) 577-3468 or 577-3392.