



CITY OF  
**VENTURA**  
BUSINESS TAX OFFICE

City of Ventura Business Tax Office  
501 Poli St Rm 107 • Ventura, CA 93001  
805-658-4715 FAX 805-653-0634  
EMAIL: BL@cityofventura.ca.gov  
www.CityofVentura.ca.gov/BusinessLicense

**FOR CITY USE ONLY**

LICENSE #:

PLEASE PRINT OR TYPE

**BUSINESS INFORMATION - BASED INSIDE CITY**

1 COMPANY/OWNER NAME (REQUIRED):		2 DATE BUSINESS STARTED IN VENTURA (REQUIRED):	
3 BUSINESS NAME (DBA if applicable) (REQUIRED):		4 BUSINESS PHONE (REQUIRED):	
5 BUSINESS ADDRESS (physical address) (REQUIRED):			
6 BUSINESS MAILING ADDRESS:			
8 BUSINESS DESCRIPTION (as it will appear on your license) (REQUIRED):		7 BUSINESS EMAIL:	
9 PRIMARY CONTACT (REQUIRED):		10 PRIMARY CONTACT TITLE (REQUIRED):	11 PRIMARY CONTACT PHONE (REQUIRED):
12 CHECK ONE (REQUIRED): <input type="checkbox"/> SOLE PROPRIETOR <input type="checkbox"/> PARTNERSHIP <input type="checkbox"/> LLC <input type="checkbox"/> CORPORATION		13 CHECK ONE (REQUIRED): <input type="checkbox"/> VIRTUAL OFFICE <input type="checkbox"/> HOME BASED <input type="checkbox"/> COMMERCIAL LOCATION	
16 *FEIN:		17 SEIN:	18 CONTRACTOR LICENSE #:
21 NAIC # (REQUIRED):		22 SIC # (REQUIRED):	23 IGP SELF-CERT FORM COMPLETE? (REQUIRED) <input type="checkbox"/> YES <input type="checkbox"/> NO
		14 COMMERCIAL SQ FT:	15 SELLERS PERMIT #
		19 CONTRACTOR CLASS:	20 STATE LICENSE #:
24 WASTE DISCHARGE ID (WDID) PERMIT #:			

NOTE: NAIC and SIC are self-assigned codes. For help with finding your NAIC# and SIC# visit [www.naics.com/search/](http://www.naics.com/search/)

*\*At least one item must be provided. Business License will NOT be processed without one of these items.*

**OWNER INFORMATION (ATTACH LIST IF YOU HAVE MORE THAN ONE)**

25 OWNER NAME (REQUIRED):		26 TITLE (REQUIRED):	27 *SSN OR TAXPAYER ID:	28 PHONE NUMBER:
29 HOME ADDRESS (REQUIRED):			30 DOB:	31 *DRIVERS LICENSE OR ID#:

**EMERGENCY CONTACT**

Contact in the event of an emergency such as an alarm, fire, etc.

NAME:	
RELATION:	PHONE:

**REQUIRED DOCUMENTS**

SCAN TO BL@CITYOFVENTURA.CA.GOV

- APPROVED ZONING CLEARANCE FORM
- COMPLETED IGP SELF-CERT FORM

**TAX CALCULATION**

Claiming \$0 is not allowed. New businesses estimate first year's receipts. Contractor minimum is \$75K

TIER	REPORTED EARNINGS	TIER RATE	TAX AMOUNT DUE
1	RETAIL GROSS RECEIPTS=	.00011	
2	SERVICE GROSS RECEIPTS=	.00034	
	BASE TAX **SEE REVERSE SIDE	45.00	
	PENALTY (IF APPLICABLE)		
	FIRE INSPECTION **SEE REVERSE SIDE		
AB1379	STATE DISABILITY ACCESS FEE (REQUIRED FOR ALL BUSINESS LICENSES)		\$4.00
<b>TOTAL AMOUNT DUE</b>			

The issuance of this tax certificate does not authorize, permit or allow a certificate holder to do any act not otherwise permitted by any law.

**EMAIL:** Scan a copy of the completed, signed form to BL@cityofventura.ca.gov

**BY MAIL:** City of Ventura, Business Tax Office, 501 Poli St, Room 107, Ventura CA 93001 - Make checks payable to City of Ventura

**IN PERSON:** Ventura City Hall, 501 Poli St, Room 107, Ventura CA 93001. We accept VISA, MasterCard, or Discover if paid in person with proper identification.

*I declare under penalty of perjury under the laws of the State of California, that the foregoing is true and correct and that I have read the entire form and understand the business owner responsibilities.*

Applicant Signature \_\_\_\_\_ Date \_\_\_\_\_

Print Name & Title \_\_\_\_\_

**PLEASE REVIEW APPLICATION FOR ANY ERRORS, INCOMPLETE OR ILLEGIBLE APPLICATION WILL DELAY OUR ABILITY TO ISSUE YOUR BUSINESS LICENSE.**

## INSTRUCTIONS

### HOW TO DETERMINE GROSS RECEIPTS/COST OF OPERATIONS

If the business address is **INSIDE** the City of Ventura and they:

- Hold a business license in **only** City of Ventura: include all estimated gross receipts.
- Hold a business license in other city/cities: in order to reduce gross receipts by what was reported to the other city/cities you need to include proof of that business license.

If the business address is **OUTSIDE** the City of Ventura: Include all gross receipts estimated from business conducted within Ventura.

**\*Contractors** cannot report less than \$75,000 without proof. **\*Manufacturers** report all sales in California of products manufactured grown or processed, or fish or other sea life sold or processed in City.

**What are Gross Receipts?** Gross receipts are the total amounts received from all sources without subtracting any costs or expenses.

**Claiming Zero (\$0) Gross Receipts is not allowed.** If there will be no receipts in the first year of business, you are to claim the expected cost of operations for the year. Contact our office for help with determining cost of operations (expenses).

### TIER RATES BY TIER CLASSIFICATION

TIER	Classification	Gross Receipts (GR)	Tax Rate
TIER I	<b>Retail</b> , Wholesale, Administrative Headquarters	\$0-\$5 million	11 cents per thousand (GR x .00011)
		Exceeding \$5 million	6 cents per thousand (GR x .00006)
TIER II	<b>Services</b> , Contractors, Mfg, Professions, Recreation/ Entertainment, Rental of Non-Residential Property, Rental of four or more units of Residential Property	\$0-\$5 million	34 cents per thousand (GR x .00034)
		Exceeding \$5 million	17 cents per thousand (GR x .00017)
TIER III	<b>Warehousing</b>		½ cent/sq ft

### PRO-RATE BASE TAX

In accordance with the provision of the City Ordinance No. 2002-10, businesses that commence operations between August 1 and June 30 of any tax year shall prorate the base tax rate of forty-five dollars (\$45) as follows:

July.....\$45.00	October.....\$33.75	January.....\$22.50	April.....\$11.25
August.....\$41.25	November.....\$30.00	February.....\$18.75	May.....\$ 7.50
September.....\$37.50	December.....\$26.25	March.....\$15.00	June.....\$ 3.75

### FIRE INSPECTION FEE

Businesses located in a commercial or industrial zone are required to pay for a Fire Clearance Safety Inspection. If you have any question about whether this applies to your location or not, contact the Fire Prevention Division at 805-658-4717.

For updated fees, see the City's [Master Fee Schedule](#) or call the Business Tax Office 805-658-4715

### AB-1379 STATE FEE - STATE MANDATED DISABILITY ACCESS AND EDUCATION REVOLVING FUND (DAERF):

On October 11, 2017 Governor Brown signed into law AB-1379 which adds a state fee of \$4.00 on any applicant for a business license.

**PENALTY:** Businesses operating more than 30 days prior to applying for its business license may be subject to penalties.

Penalties are: 31 - 60 days, penalty is \$10 or 10% (whichever is greater)  
60 - 90 days, penalty is \$20 or 20% (whichever is greater)

If you have been operating for more than 3 months, please call our office to help calculate the amount due. 805-658-4715

## OTHER CONSIDERATIONS

**INSPECTION OF BUSINESS RECORDS:** Business records for the current year and prior 3 years are to be maintained, and made available to the Business Tax Office upon request. This includes IRS Taxes, Profit and Loss Statements, business transactions including sales, receipts, purchases and other expenditures per Ordinance Sec. 4.155.320.

**OWNERSHIP RESPONSIBILITIES:** The business license is paid for the fiscal year July 1 through June 30. It is the business owner's responsibility to renew and pay the business license tax each July 1 regardless of whether or not a renewal notice from the collector is received and to notify the license office immediately if there are any changes to the information submitted on this application form.

**ALCOHOLIC BEVERAGE ESTABLISHMENTS:** All businesses selling alcoholic beverages are subject to the City's Alcoholic Beverage Establishment Use Permit. For more information and fee structure, contact the Alcohol Officer at 805-339-4453.

**STORMWATER QUALITY INSPECTION PERMIT:** Federal and State agencies require Ventura to implement a comprehensive program to keep our water clean and beaches safe. Automotive, food service and industrial facilities are to be inspected for their potential to contribute pollutants to the storm drain system. Invoices are issued annually. For more information contact Environmental Sustainability Division at 805-652-4582.

**FOR MORE INFORMATION AND/OR TO VIEW RELATED CITY ORDINANCES, GO TO THE CITY'S WEBSITE AT [WWW.CITYOFVENTURA.CA.GOV](http://WWW.CITYOFVENTURA.CA.GOV)**

In compliance with the Americans with Disabilities Act, this information is available in alternate formats by contacting the Business Tax Office at 805-658-4715 or by contacting the California Relay Service.