



Dear Business Owner:

Thank you for doing business in the City of Monterey and welcome to the Monterey Fairgrounds!

Please note that all festival vendors are required to obtain a City of Monterey business license for the event per Monterey City Code Section §19-27. An application and information sheet with Frequently Asked Questions are attached.

To ensure all vendors receive their temporary business license in time for the festival, we request your application be submitted to the City of Monterey, Finance Department, no later than two weeks prior to the event. Save time by applying online at **www.monterey.org/City-Hall/Budget-and-Finance/Business-License**.

Business licenses are non-transferable. If you sell, close, or otherwise stop doing business in the City of Monterey, please notify our office to have the license status inactivated.

We are happy to help you directly with any questions regarding your business license.

Sincerely,

City of Monterey
Revenue Office
735 Pacific Street, Suite A
Monterey, CA 93940
(831) 646-3944

City of Monterey Business License FAQ'S:

Who is required to have a business license?

Any person or company who conducts business within Monterey City limits must obtain a business license on or before the date the business commences. This includes every business located in the City, contracting with the City of Monterey, or businesses and individuals operating in Monterey. Conducting business without a license can result in penalties, notices of violation, citations and possible legal action.

Why do I have to pay taxes to do business in the City of Monterey?

Per City Ordinance, Chapter 19, the tax imposed is enacted solely to raise revenue for municipal purposes, such as roads, fire, police & other community services. These services benefit businesses, business owners and the general public.

What is my business license tax calculation based on?

Business license taxes are based on the previous year's gross receipts of your business. **Gross receipts** are defined as the total amount the business receives from all sources, without subtracting any costs or expenses.

- (a) Businesses with gross receipts of \$25,000 or less per annum, pay \$26 and
- (b) Businesses with gross receipts in excess of \$25,000 per annum, pay \$26 plus 0.15% of their gross receipts.
- (c) Add \$4 for State of CA disability access law
- (d) Promotion District Fees may apply

When should I apply for an Annual business license versus a Temporary business license?

The City of Monterey has a universal license application for all types of businesses. Business licenses can be set to expire annually or it can be issued for a one-time event. The license tax for either type of license is based solely on gross receipts.

- Annual (continuous business operation) – Single annual charge, license is required to be renewed annually to remain active or notification to City if closed and the business is not operating in Monterey. Non-responsive renewals will be subject to citations.
- Temporary (events and short term work operation) – Automatically closes after set expiration date, no annual renewal required. A new application will be required for each event or job.

Where can I apply or submit my annual renewal for a business license?

The *best* method to **APPLY** or **RENEW** your Business License is **ONLINE**

www.monterey.org/City-Hall/Budget-and-Finance/Business-License

In person or for more information:

City of Monterey, Finance Department, 735 Pacific Street, Suite A, Monterey, CA
831-646-3944



City of Monterey

APPLICATION FOR LICENSE TO DO BUSINESS

Please complete form with indelible ink

Submit original form to:

City of Monterey
Revenue Division
735 Pacific St. Ste A
Monterey, CA 93940
(831)646-3944

BUSINESS LOCATION AND OWNER(S) INFORMATION

BUSINESS NAME					(AREA CODE) PHONE	
BUSINESS LOCATION (NO P.O. BOX)		STREET & ADDRESS	STE/APT #	CITY	STATE	ZIP CODE
MAILING ADDRESS (IF DIFFERENT)						
APPLICATION IS FOR A <input type="checkbox"/> SOLE PROPRIETORSHIP <input type="checkbox"/> PARTNERSHIP <input type="checkbox"/> CORPORATION IF CORPORATION, GIVE LEGAL NAME OF CORPORATION BELOW						
NAME (Sole proprietor, Partner 1, or Corporation)		TITLE	ADDRESS			(AREA CODE) PHONE
NAME (Partner 2)		TITLE	ADDRESS			(AREA CODE) PHONE
EMAIL ADDRESS						

BUSINESS INFORMATION (*date when you started to do business in Monterey)

FULL DESCRIPTION OF BUSINESS ACTIVITY				
TODAY'S DATE	BUSINESS START DATE*	CONTRACT DURATION (CONTRACTORS)	STATE LICENSE NUMBER	TYPE OF STATE LICENSE
TYPE OF BUSINESS	<input type="checkbox"/> RETAIL <input type="checkbox"/> RESTAURANT	<input type="checkbox"/> PROFESSIONAL SERVICES <input type="checkbox"/> CONTRACTOR	<input type="checkbox"/> BUILDING/YARD MAINTENANCE <input type="checkbox"/> MANUFACTURING	<input type="checkbox"/> FESTIVAL/OTHER Describe: _____
WILL YOU USE ANY CHEMICALS OR FLAMMABLE MATERIALS?		<input type="checkbox"/> YES <input type="checkbox"/> NO		LOCATION OF WAREHOUSE FACILITY OR STORAGE LOCATION
DOES YOUR BUSINESS INVOLVE ANY ACTIVITIES PROHIBITED BY LOCAL, STATE OR FEDERAL LAW?				<input type="checkbox"/> YES <input type="checkbox"/> NO IF YES PLEASE DESCRIBE:
DOES YOUR BUSINESS SELL OR DISTRIBUTE MARIJUANA?		<input type="checkbox"/> YES <input type="checkbox"/> NO		

ADDITIONAL INFORMATION

IS THIS A CHANGE OF OWNERSHIP?	<input type="checkbox"/> YES <input type="checkbox"/> NO	FORMER OWNER'S NAME
IS THIS A NAME CHANGE IN BUSINESS OR CORPORATION?	<input type="checkbox"/> YES <input type="checkbox"/> NO	FORMER BUSINESS OR CORPORATION NAME
IS THIS A BUSINESS ADDRESS CHANGE?	<input type="checkbox"/> YES <input type="checkbox"/> NO	FORMER BUSINESS ADDRESS

EMERGENCY CONTACT

CONFIDENTIAL INFORMATION OFFSITE EMERGENCY CONTACT (for use in Police or Fire emergencies only)	CONTACT NAME	FULL HOME ADDRESS	(AREA CODE) PHONE
	CONTACT NAME	FULL HOME ADDRESS	(AREA CODE) PHONE

SIGNATURE OF APPLICANT

PRINT FULL NAME BELOW PRINT NAME HERE	ESTIMATE OF GROSS ANNUAL RECEIPTS \$
I CERTIFY UNDER PENALTIES OF PERJURY THAT THE CONTENTS HEREOF ARE TRUE AND CORRECT	
Signature	Title Date

†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 California Commission on Disability Access at www.cdda.ca.gov.
- The Department of Rehabilitation at www.rehab.cahwnet.gov.

FOR OFFICE USE ONLY

BUSINESS LICENSE NUMBER	SECTION NUMBER	LOCATION CODE	SIC	AB 1379† add \$4.00			
TAX	ALV/DT	FRE	CR	NM	WH	PENALTY / REFUND / BAL DUE	AMOUNT RECEIVED
NOTES:							
APPROVED BY	BUILDING DEPT	PLANNING DEPT	FIRE DEPT	POLICE DEPT	HARBOR		
DATE SENT	NOTES:						