



# CITY OF EL PASO DE ROBLES

"The Pass of the Oaks"

821 Pine Street Ste. A, Paso Robles, CA 93446 • (805) 237-3999 • FAX (805) 237-6565

- New Application
- Change of Owner
- Change of Address
- Change of Bus Name/Activity
- HOME OCCUPATION

## BUSINESS LICENSE APPLICATION

It is the business owner's responsibility to notify the license office immediately if there are any changes to the business entity from the information submitted on this application to the License Office. Business license tax is paid for the fiscal year July 1st through June 30th. It is the business owner's responsibility to renew the business license each fiscal year.

**• PLEASE TYPE OR PRINT CLEARLY •**

<b>Business Name/DBA</b> _____	<b>Bus. Start Date</b> _____
<b>Business Location</b> _____ <small>(Cannot be P.O. Box per State of California Business &amp; Professions Code-Section 17538.5)</small>	<b>Phone No.</b> _____
_____	<b>Fax No.</b> _____
City State Zip	<b>Email Address</b> _____
<b>Mailing Address</b> _____	<b>Resale No.</b> _____
_____	<b>Federal ID No.</b> _____
City State Zip	<b>State ID No.</b> _____
<b>Description of Business Activity in Detail</b> _____	<b>State Contractor No.</b> _____
<b>Ownership</b>   <input type="checkbox"/> Corporation   <input type="checkbox"/> Corp-Ltd Liability   <input type="checkbox"/> Partnership   <input type="checkbox"/> Sole Proprietor   <input type="checkbox"/> Trust	<b>License Class</b> _____
	<b>Expire Date</b> _____

**• IT IS MANDATORY THAT YOU LIST YOUR FEDERAL EMPLOYERS ID NUMBER OR IF NONE, YOUR SOCIAL SECURITY NUMBER •**

Owners, Partners, or Corporate Officers - Please enter a persons name - Use additional sheets as necessary.

<b>Owner Name</b> _____	<b>Title</b> _____	<b>Phone No.</b> _____
<b>Home Address</b> _____ <small>(Cannot be P.O. Box)</small>		<b>Date of Birth</b> _____
		<b>Driver Lic. No.</b> _____
		<b>Soc. Sec. No.</b> _____
<b>Owner Name</b> _____	<b>Title</b> _____	<b>Phone No.</b> _____
<b>Home Address</b> _____ <small>(Cannot be P.O. Box)</small>		<b>Date of Birth</b> _____
		<b>Driver Lic. No.</b> _____
		<b>Soc. Sec. No.</b> _____

In case of emergency, please contact **(attach additional sheet, if necessary)**

<b>Contact Name</b> _____	<b>Phone No.</b> _____
<b>Address</b> _____	

Alarm Company, if applicable **(attach additional sheet, if necessary)**

<b>Company Name</b> _____	<b>Phone No.</b> _____
<b>Address</b> _____	<b>License No.</b> _____

**SIGNS:** Any signs either building mounted or freestanding must go to the Development Review Committee for approval. Please contact the Planning Division at (805) 237-3970 for information on applying for a sign permit.

**WORKERS' COMPENSATION INSURANCE:** Proof of workers compensation insurance is required if you now have or will have one or more employees during the period of this license. Please attach a valid Workers' Compensation Certificate (certificate must show policy number and policy period which includes the term of the Business License) or Certificate of Self Insurance.

**• IF YOU DO NOT HAVE EMPLOYEES, PLEASE SIGN THE CERTIFICATION BELOW •**

*I certify that in the performance of work for which this license is issued, I shall not employ any person in any manner so as to become subject to the workers' compensation laws of California.*

Date: \_\_\_\_\_ Signature: \_\_\_\_\_

**ACCEPTANCE OF PAYMENT DOES NOT CONSTITUTE APPROVAL OF BUSINESS LICENSE. AUTHORIZATION TO CONDUCT BUSINESS IS NOT GRANTED UNTIL ISSUANCE OF LICENSE.**

*I declare, under the penalty of making a false declaration, that I am authorized to complete this form and to the best of my knowledge and belief it is true, and correct, and complete statement, made in good faith. I understand and agree that the granting of this license requires my compliance with all applicable Paso Robles Municipal Code Provisions, state laws and all conditions set forth above.*

Signature of Applicant: \_\_\_\_\_ Date: \_\_\_\_\_

*Thank you for doing business in the City of Paso Robles!*

Gross Receipts \_\_\_\_\_

Number of Units \_\_\_\_\_

**FOR OFFICE USE ONLY**

**Bus. License No.** \_\_\_\_\_

**SIC/NAIC CODE** \_\_\_\_\_

**Total Fees**

**\$** \_\_\_\_\_

Cash | Check No. \_\_\_\_\_

Visa/M/C \_\_\_\_\_

**PLANNING DEPT. APPROVAL**

Date: \_\_\_\_\_

Comments: \_\_\_\_\_