CITY OF PLEASANT HILL

Business License Department
100 Gregory Lane • Pleasant Hill, CA 94523-3323
(925) 671-5234

☐ RENEWAL

☐ NEW APPLICATION

☐ ANNUAL
☐ SEMI-ANNUAL
☐ QUARTERLY

APPLICATION FOR BUSINESS LICENSE
CONTRACTORS, SUBCONTRACTORS, LAND DEVELOPERS AND BUILDERS

IF YOU ARE LOCATED IN PLEASANT HILL YOU MUST OBTAIN ANNUAL LICENSE

BUSINESS NAME

BUSINESS ADDRESS (CANNOT BE A P.O. BOX) ☐ CHECK BOX IF THIS IS A CHANGE OF ADDRESS

BUSINESS PHONE | DATE BUSINESS STARTED IN PLEASANT HILL | DATE JOB STARTED IN PLEASANT HILL

GIVE BRIEF DESCRIPTION OF TYPE OF WORK YOU ARE LICENSED TO PERFORM

BUSINESS OWNER

OWNER'S HOME ADDRESS | CITY | ZIP | HOME PHONE

OWNERSHIP TYPE AND ID NUMBER (At least one I.D.# must be provided.)

Sole Proprietor ( )
Social Security I.D. #

Partnership ( ) Corporation ( )
Federal I.D. # _____
State I.D. # _____

Board of Equalization No. _____

State Contractors No. _____

MAILING INFORMATION:

ALL CORRESPONDENCE WILL BE MAILED TO THE BUSINESS ADDRESS, UNLESS OTHERWISE NOTED.

ATTENTION
NAME
ADDRESS
CITY, ZIP

YOU MAY CHOOSE THE OPTION BELOW THAT RESULTS IN THE *LOWER* TAX.

- If you have a fixed place of business in Pleasant Hill, you MUST obtain an annual license under either option.
- Option B is available only for an annual license, and the tax is calculated on *net gross receipts (gross receipts less payments to subcontractors)* for work done in Pleasant Hill during the prior 12-month period.
- Final inspection will be withheld until all subcontractors are licensed. List them on reverse side of application. If there are no subcontractors, initial here: _____

Option A: See Tax Schedule for current flat tax rates for annual, semi-annual and quarterly licenses.
Option B: See Tax Schedule for instructions and gross receipts tax rates.

Gross receipts/estimated from Pleasant Hill work for a 12 month period: $_____
Less payments to subcontractors (must list on back of application): $_____
Net Gross receipts from Pleasant Hill Work for a 12 month period: $_____

State Mandated Fee SB1186 (see back) = $1.00

Option Chosen:_____ Tax Due:_____+$1.00 (State Mandated Fee)=$_____

I hereby declare, under penalty of perjury, that the reported information is true and correct to the best of my knowledge.

Dated _____ Signed _____
Name Title

SEE INFORMATION ABOUT DUE DATE AND PENALTIES ON THE REVERSE SIDE.

Recvd By _____ Date _____ Expiration Date _____ Gross Receipts Audit: _____ 20 ____
Amt Recd _____ Rcpt # _____ Category Code _____ Date Land Use Permit: _____
Check ☐ # _____ License # _____ SIC Code _____ Home Occupation Permit No.: _____
Cash ☐ LUP/HO Permit Approved By: _____ Date _____

FOR OFFICE USE ONLY

Payments to subcontractors:

FINAL INSPECTION WILL BE HELD UP UNTIL ALL SUBCONTRACTORS ARE LICENSED.

Name	Mailing Address, City, Zip	Payment Amount (Estimate, If Necessary)

STATE MANDATED SB1186

"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"

ADJUSTMENT: The business license ordinance provides an annual adjustment in the license tax based on the Consumer Price Index.

DUE DATE: January 1 or date business opened.

DELINQUENT: February 1 or 30 days after opening.

PENALTIES: 20% per month or portion of a month delinquent, up to 100%.

An estimate of gross receipts and subcontractor payments may be used in determining the current license tax. Both are subject to audit periodically, and applicant consents and agress to permit examination of records to verify the estimated amounts reported on the original application. Within 30 days of the expiration of this license, applicant shall furnish a statement to support original estimates to determine any adjustments.