

# TO ALL BUSINESS LICENSE APPLICANTS

## IMPORTANT - PLEASE READ

Attached is a business license application along with an information sheet pertaining to the business license. To ensure proper processing of your application please follow these steps:

- ❑ Complete the application in full.
- ❑ Enter an opening date, or estimated opening date.
- ❑ List all that apply:
  - Social security number
  - Federal tax ID number
  - Resale number
  - Contractor number
  
- ❑ *ON THE LINE THAT ASKS FOR GROSS RECEIPTS, YOU WILL NEED TO ESTIMATE THE GROSS RECEIPTS FOR THE BUSINESS FROM THE OPENING DAY THROUGH THE END OF CURRENT BILLING PERIOD, THEN DETERMINE YOUR FEE.*

**1<sup>st</sup> Billing Period:           JAN 1 – JUNE 30**  
**2<sup>nd</sup> Billing Period:           JUL 1 – DEC 31**

- ❑ Sign the application.
- ❑ Enclose a check for the appropriate fee, *DO NOT GUESS ON LICENSE FEE AMOUNT*, please contact our business licensing department at 559.782.7457.

Please read and sign the information sheet attached and return with application. The initial application fee is **NON-REFUNDABLE**.

**ANY INCOMPLETE OR INCORRECTLY FILLED OUT APPLICATIONS WILL DELAY THE APPROVAL OF YOUR BUSINESS LICENSE.**



City of Porterville, Business License Division, 559-782-7457



**CITY OF PORTERVILLE**  
**291 N. MAIN STREET**  
**PORTERVILLE, CA 93257**  
**(559) 782-7457**

<b>DUE</b>	<b>PAST DUE</b>
For Period:	Beginning <u>00/00/00</u> Ending _____
Temporary License for: Day(s) From _____ Thru _____	

**Application For City Business License**

**FEE MUST ACCOMPANY APPLICATION**

Allow 10 to 21 days for necessary inspections and approvals. Licensee is responsible for compliance with all ordinances of the City of Porterville. I.e. Fire, Health, Building and Zoning Codes

<b>RENEWAL</b>	<b>NEW</b>	<b>OWNERSHIP CHANGE</b>	<b>ADDRESS CHANGE</b>	<b>NAME CHANGE</b>
<b>LICENSE NO.</b>	<b>TAX NO.</b>	<b>CA. LIC.</b>		
<b>BUSINESS NAME</b>	<b>BUSINESS ADDRESS</b>			
<b>MAILING ADDRESS</b>	<b>BUSINESS PHONE NO.</b>			
<b>PLEASE INDICATE OWNERSHIP STATUS</b>	<b>INDIVIDUAL</b>	<b>PARTNERSHIP</b>	<b>CORPORATION</b>	<b>NON-PROFIT</b>
List owners, partners or officers	title	SS#	Residence Address	City
				Zip
				Residence Phone

**DESCRIPTION OF BUSINESS (GIVE DETAILS):**

<b>*Amusement Devices on Premises?</b>			<b>*Coin-operated machines</b>			<b>*Provide separate list (name, address, phone if owned and operated by vending company.)</b>	
Yes	No	Number	Yes	No	Number		
Do you store <b>FLAMMABLE</b> or <b>HAZARDOUS</b> materials?			Yes	No	In emergency, notify:		Phone
If so, type and quantity:					1.		
					2.		

**IMPORTANT READ AND SIGN BELOW - RETURN WITH FEE. VALIDATED LICENSE WILL BE MAILED TO YOU**

REFUNDS for overpayment must be requested in writing within six months of payment date  
 PAST DUE - Cumulative penalty of 25% per month will be added to fee

FEES DUE: \$

I certify the above information is correct. (Make any corrections as needed.)

Signed By \_\_\_\_\_ Office/Title \_\_\_\_\_ Application Date \_\_\_\_\_

**ALL BUSINESS SIGNS WITHIN THE CITY LIMITS MUST BE APPROVED BY THE PLANNING DEPARTMENT.**  
 NOTE: Additional City permits may be necessary before the owner can commence business.

**FOR OFFICE USE ONLY**

Approved	Date	Approved	Date	Approved	Date
1. Licensing		3. Building		5. Police	
2. Accounting		4. Fire		6. Planning	

**REQUIREMENTS/CONDITIONS**

AMOUNT PAID	DATE ISSUED	BY	SIC#	SCHEDULE	DATE BUSINESS DISCONTINUED	LICENSE NUMBER
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Notify City if you change your business address, name, ownership, nature of business, or if you are no longer doing business in Porterville

**PLEASE RETURN ALL COPIES**

**CITY OF PORTERVILLE**  
**GENERAL BUSINESS LICENSE INFORMATION**

291 N. MAIN ST. • PORTERVILLE, CA 93257 • (559)-782-7457 • FAX: (559) 784-4569



**Please read the following information and sign and date below. Return this form with the original copy of the business license application.**

It is unlawful for any person to transact and carry on any business, trade, profession, calling, or occupation in the City of Porterville without first having procured a business license from the City. (City Code Sec. 15-5.)

**Process time for an application is approximately 14 to 21 days** from the date of application to issuance of the license. Any license issued is contingent upon conformance with all municipal codes, and state and federal regulations. **Any business type requiring a permit from another City office, to conduct business, is not authorized by the business license application to conduct business until all requirements are met (examples: taxi cabs, home based business, card dealers).**

**Sales or use tax** may apply to your business activities. You may seek written advice regarding the application of tax to your particular business by writing or calling the nearest State Board of Equalization Office. (800) 400-7115

**No issued license is transferable** from person to person or from business to business. Any license may be amended to change a business location or add a branch of the same business type to an existing license. A new application and fee is required to change ownership, change business name, conduct a "Going out of Business" sale, or change the type of business conducted. For any other changes, check with the Business License Division to verify the business is in compliance.

**Renewal of the business license is the responsibility of the business.** Renewal applications are sent out prior to the due date. If a renewal application is not received by the business, it is the owner's/operator's responsibility to contact the business license division, prior to the delinquent date, to request a renewal form. **Any renewal application not received, in the office, by the last day of the due date month is charged successive, cumulative, penalties in the amount of 25% of the business tax.** If the due date falls on Saturday, Sunday or a holiday, the due date shall be the next regular business day. **If there is a business closure or a business is no longer conducting business within the City limits, it is the responsibility of the business to notify the City.**

**Renewal dates for semi-annual business license are:**

**Due Date**  
**January 1<sup>st</sup>**  
**July 1<sup>st</sup>**

**Delinquent Date**  
**February 1<sup>st</sup>**  
**August 1<sup>st</sup>**

**Refund requests must be made in writing, by the applicant, within six months from the date the payment was received.**

The above information is general. There are specific requirements that apply to the type of business being conducted. Please check with the Business License Division for further information to verify that the business being conducted is in compliance with all City requirements.

The undersigned, hereby acknowledges that the above information has been read and understood.

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

## **BUSINESS LICENSE RENEWAL INFORMATION**

### **PLEASE NOTE THE FOLLOWING DATES:**

1<sup>ST</sup> PERIOD -- DUE JANUARY 1  
(*Past due as of FEBRUARY 1*)

2<sup>ND</sup> PERIOD -- DUE JULY 1  
(*Past due as AUGUST 1*)

- ✘ All renewals must be paid and received in our office BEFORE THE PAST DUE DATE to avoid penalty.
- ✘ Review the information on the renewal application carefully, correct any errors, and fill in the blank spaces.
- ✘ If your business is closed, or you are an out of town contractor and are not currently working in Porterville, it is necessary that you inform our office at (559) 782-7457, Business License Division.
- ✘ If ownership or location has changed, a new application is required. Please contact our office at (559) 782-7457, Business License Division.
- ✘ Please be sure that the prior (6) six months gross receipts figure is stated on the line provided. \*\*\* This information is mandated by the California State Law.
- ✘ If no gross receipts are reported on the renewal, we will assume that your gross receipts are the maximum amount of the fee schedule shown on the renewal, which will be reported to the California State Franchise Tax Board. (This does not apply to flat rate renewals).

### **FOR MORE INFORMATION OR ASSISTANCE, CONTACT:**

City of Porterville  
Business License Division  
291 N. Main St.  
Porterville, CA 93257  
Phone: 559-782-7457