

The Finance Department is responsible for the City's Business License program. Operating a business in the City requires the payment of a Business License Tax and compliance with the City's Municipal Code, including the Zoning Code and the City's Sign Ordinance. Properties in the Downtown area are also subject to the Downtown Specific Plan. In addition, to conduct a business from your home requires you meet certain eligibility requirements and obtain a Home Occupation Permit.

The annual tax is \$100 plus \$10 per full time equivalent (FTE) employee. There are circumstances under which the business can be granted exemption from the business license requirements. Such exemptions must be requested on the attached application and acceptable proof presented that shows the business meets one or more of the following criteria:

- The business is a nonprofit organization as defined in Section 501 (c)(1), (2) or (3) of the Internal Revenue Code, as it currently exists or is hereafter amended;
- The business is exempt from local taxation by of the Constitution or applicable statutes of the United States or the State of California;
- The businesses has and can expect to have annual gross receipts less than \$20,000;
- The business is that of a residential landlord renting or leasing to others no more than four residential dwelling units;
- The business is a public utility which pays a franchise tax the City based on gross receipts. (The exemption applies only to the business conducted under the franchise agreement);
- A peddler, solicitor or other person entitled to exemption from the payment of any license provided for in this chapter upon the ground that such license casts an unreasonable burden upon his/her right to engage in commerce with foreign nations, or among the several States, or conflicts with the regulations of the United States Congress respecting interstate commerce; or
- A business engaged in growing livestock, or agricultural products for sale or disposal by the growers themselves.

Mandatory State Fee (SB 1186): Government Code Section 4467(a) requires that effective January 1, 2013 and until December 31, 2023, jurisdictions must to collect a \$4 fee on all business license applications and renewals to fund increased certified access specialist (CASp) services in that jurisdiction and to facilitate compliance with construction-related accessibility requirements. The fees shall also be used to establish and maintain oversight of the CASp program and to moderate the expense of CASp certification and testing.

Required Disclosure: Section 4469: "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 compliance with disability access laws at the following agencies:

The Division of State Architect at [www.dgs.ca.gov/dsa/Home.aspx](http://www.dgs.ca.gov/dsa/Home.aspx)

The Department of Rehabilitation at [www.rehab.cahwnet.gov](http://www.rehab.cahwnet.gov)

The California commission on Disability Access at [www.cdda.ca.gov](http://www.cdda.ca.gov)

The Home Occupation Permit Fee is \$109, once approved a home occupation permit is valid for the approved business as long as it remains at the permitted address. The Home Occupation Permit Application form includes the applicable regulations.

Completed application(s) may be submitted, along with the appropriate tax and/or fee, to the City of Oakley either by mail, email or in person. Please make checks payable to the City of Oakley, 3231 Main Street, Oakley, California 94561. Please note: Certificates are not issued at the time of application. The process for approval includes 1) Confirming the business and location are consistent with City zoning and, if applicable, an attached home occupation permit application, 2) Review of the application and fees paid, and 3) issuance of the Business Tax Certificate. Normally, an approved Certificate is mailed to the business owner within two to three weeks from receipt.

**Required Disclosure:** While obtaining a Business Tax Certificate is required to operate a business in the City, it does not permit a business otherwise prohibited; and the use of the term "License" when describing the business license program is not an authorization to operate the business or an indication that the business is regulated by the City. Possession of the Business Tax Certificate is proof that the appropriate Business License Tax has been paid and that the business has agreed to operate lawfully



Finance Department  
 3231 Main Street, Oakley, California 94561  
 Phone: (925) 625-7000 Fax: (925) 625-9859  
 Businesslicenses@ci.oakley.ca.us

**BUSINESS LICENSE TAX APPLICATION**

The holder of this business license is not entitled to carry on any business that does not comply with other applicable laws or to carry on any business in any building or on any premises situated in a zone or locality in violation of any law. For more information, contact the Permit Center at (925) 625-7000 or visit us at 3231 Main Street, Oakley, CA 94561.

**SECTION 1:**

Business Name	_____		
Business Location	_____		
	City	State	Zip Code
Business Mailing Address	_____		
	City	State	Zip Code
Type of Business	_____		
Contact Person	_____		
Contact Phone No.	_____		
License No.	_____		
Business Open Date	_____		
License Type ( <i>Building Contractor, Auto Repair, Childcare, Liquor, Etc.</i> ):	_____		
Owner(s) Name	_____		
Owner(s) Address	_____		
	City	State	Zip Code
Email Address	_____		
	Website		

**Ownership Type:**

<input type="checkbox"/> Sole Proprietorship	Social Security Number	_____
<input type="checkbox"/> Partnership	Federal Employers Identification No.	_____
<input type="checkbox"/> Corporation	Federal Employers Identification No.	_____
<input type="checkbox"/> Limited Liability	Federal Employers Identification No.	_____

**Tax Calculation:**

- City of Oakley Business Licenses cover the fiscal year (July 1 through June 30).
- New businesses opening after the start of the fiscal year prorate the Business License Tax amount due base on the quarter of your business opening date or date of application:

July, August, September	\$100 plus \$10.00 per full-time employee.
October, November, December	\$ 75 plus \$ 7.50 per full-time employee.
January, February, March	\$ 50 plus \$ 5.00 per full-time employee.
April, May, June	\$ 25 plus \$ 2.50 per full-time employee.

Current Number of Full-Time Employees (required):
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Business License Tax Due (Total of base plus per-employee amounts)	\$
<b>SB 1186 Mandatory Fee (Effective 01/01/18 – 12/31/23)</b>	<b>\$4.00</b>
Home Business Permit Fee (If Applicable add \$109.00)	\$
<b>Total Amount Due</b>	<b>\$</b>

*\*Note: a separate application is required for persons engaged in more than one business*

- I am applying to be exempt from business license requirements for the reasons attached/described herein.
- I certify that I am doing work in the City of Oakley and my business is not located within City limits. (If applicable, check this box, sign below, and skip the questionnaire to the acknowledgement on the last page)

I hereby certify under penalty of perjury that the information provided in this application is true and correct.

\_\_\_\_\_  
 Authorized Signature

\_\_\_\_\_  
 Printed Name

\_\_\_\_\_  
 Title

\_\_\_\_\_  
 Date

**SECTION 2: BUSINESS LICENSE TAX APPLICATION**

Please answer the following questions regarding your business activity (circle appropriate answer):

1. Does your business activity include food preparation? Please contact **Contra Costa Environmental Health** and notify them of your food operation and obtain the necessary permits before applying for a business license. If YES, list type: \_\_\_\_\_ Yes No
2. Will your business serve alcoholic beverages? Submit a copy of the License along with this application Yes No  
If YES, What type of ABC License do you have: Beer Wine All Alcohol?
3. Will your operations include any processing, handling, storage, or discharge of hazardous material including chemicals and solvents? Yes No  
If YES, list types: \_\_\_\_\_  
How will they be disposed? \_\_\_\_\_
4. Will your business generate any hazardous waste at this site? Yes No  
If YES, list types: \_\_\_\_\_  
How will they be disposed? \_\_\_\_\_
5. Will you be discharging any waste other than domestic waste to the sewer system? Yes No  
If YES, list type: \_\_\_\_\_
6. Will your business operation include any welding or cutting? Yes No  
Acetylene, Arc? \_\_\_\_\_
7. Will there be storage of any type of bottled gases, or more than 5 gallons of flammable liquid of any type? Yes No  
If YES, list types: \_\_\_\_\_
8. Will your business operation include spray painting? Yes No
9. Will your operation include sanding, cutting or shaping of wood products producing combustible dust or fibers? Yes No
10. Will there be storage of materials exceeding 12 feet in height or tire, plastic or flammable liquid storage over six (6) feet in height? Yes No
11. Will there be repairs of vehicles beyond the simple exchange of parts? Yes No
12. Does your business currently have a Contra Costa County Industrial Waste Permit, and/or a State of California Storm Water Permit? Yes No  
If YES, to either, please enter permit numbers here: Industrial Waste \_\_\_\_\_ Storm Water \_\_\_\_\_
13. Will there be entertainment including, but not limited to, live performances (including band, disc jockey) dancing, other? Yes No  
If YES, list type: \_\_\_\_\_
14. Will there be any sexually oriented business? Yes No
15. Will there be any placement of new machinery, equipment, or storage units outdoors or on the roof? Yes No  
If any new structures, plumbing, mechanical, electrical will be added to a home or structure please contact our **Building Department (925)625-7005** to obtain the necessary permits.

I, the undersigned, have read and answered the above questions truthfully and to the best of my ability. I understand that a site inspection may be necessary at the business location due to the nature of my business and that the issuance of a business license may be subject to the approval of other agencies under contract with the City of Oakley.

\_\_\_\_\_ Owner's Initials

**ACKNOWLEDGEMENT FORM**

**TO ALL BUSINESS APPLICANTS**

**IMPORTANT NOTICE**

The holder of this business license is not entitled to carry on any business that does not comply with other applicable laws or to carry on any business in any building or on any premises situated in a zone or locality in violation of any law. Please contact the appropriate department(s) listed below for compliance:

Contra Costa County  
Health Department  
Environmental Health Services  
2120 Diamond Boulevard, Suite 200  
Concord, California 94520  
(925) 646-5225

City of Oakley  
Community Development - Planning Division  
(Home Occupation, Zoning, Sign Permits)  
3231 Main Street  
Oakley, California 94561  
(925) 625-7000

Your acknowledgement of this notice **MUST BE SIGNED BY AN AUTHORIZED INDIVIDUAL AND RETURNED** along with your Business License Application and appropriate fees.

\_\_\_\_\_  
Authorized Signature

\_\_\_\_\_  
Date

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*This area to be completed by the City of Oakley:*

**Planning Division Approval**

\_\_\_\_\_  
Business Address

\_\_\_\_\_  
Zoning Designation

\_\_\_\_\_  
Authorized Signature

\_\_\_\_\_  
Date

- Zoning Compliance
- Home Occupation Application Required
- Application not reviewed by Planning; business not located within City Limits

Comments/Note:

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