

CITY OF SAUSALITO

420 Litho Street Sausalito, CA 94965 Tel (415) 289-4128 Fax (415) 339-2256

BUSINESS LICENSE TAX GENERAL INFORMATION FOR CONTRACTORS LOCATED OUTSIDE SAUSALITO

A business license tax is imposed on all persons doing business within the Sausalito city limits. This tax is imposed solely to raise revenue for municipal purposes and is not intended for regulation.

Business license for contractors, general and specialized, maintaining their business office outside of the Sausalito city limits may be purchased on a quarterly basis calculated by when the project begins and ends.

The cost is \$35 per quarter (or \$140 per year) plus \$15 processing fee per calendar year. These fees are not pro-rated.

The business license application must be completed in its entirety and submitted with the appropriate fee.

Failure to pay a business license tax when a project is active will be subject to a penalty. Penalties shall accrue at the rate of 10% per month on the last day of each month after the due date thereof, not to exceed 60% of taxes past due or delinquent. Please know this applies to the general contractor as well as all the subcontractors working on a project.

This general information sheet is only a brief summary of Title 5, Chapter 5.04 of the Sausalito Municipal Code which defines the business license ordinance. If you would like to see the Municipal Code in its entirety, you can find it on our website, www.ci.sausalito.ca.us. Under the "I want to" tab, click on "Review the Municipal Code". Should you have any questions regarding obtaining an outside contractor business license, please contact the Community Development Department at (415) 289-4128.

On September 19, 2012 Governor Brown signed into law SB-1186 disability access which adds a state fee of \$1 on any applicant for a local business license or similar instrument or permit, or renewal thereof. This is effective January 1, 2013. The purpose is to increase disability access and compliance with construction-related accessibility requirements and to develop educational resources for businesses in order to facilitate compliance with federal and state disability laws, as specified.

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 obligation 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 <u>www.rehab.cahwnet.gov</u>
- The California Commission on Disability Access at <u>www.ccda.ca.gov</u>

Thank you



CITY OF SAUSALITO

420 Litho Street Sausalito, CA 94965 Tel (415) 289-4128 Fax (415) 339-2256

BUSINESS LICENSE APPLICATION FOR CONTRACTORS LOCATED OUTSIDE SAUSALITO

PLEASE PRINT OR TYPE APPLICATION FOR BUSINESS LICENSE

** All blanks must be filled in. Business Name: Business Address: Business Phone Number: Fax Number: Email Address: Mailing Address (if different): Complete description of business and services: Type of business organization (please circle): Individual Partnership Corporation Owner's Name: Owner's SSN: Owner's Home Address: Owner's Home Phone Number: (If this is a partnership or corporation, please attach a complete listing of all names, titles, addresses and phone numbers of all officers) Federal ID # State ID # (Required) (if applicable) Resale License # Contractor's License # (if applicable) (Required) Number of Employees: ____ Number of on-site parking spaces: ____ Start date of construction job in Sausalito: # of Qtrs _____ X \$35 = \$ _____ (Required) Processing Fee 15.00 End date of construction job in Sausalito: California SB1186 Fee 1.00 Total Due \$ It should be clearly and specifically noted that compliance with the requirements of this ordinance does not void or abrogate such other requirements, which affect the establishment and/or conduct of business activities within the City of Sausalito. Any business, regardless of whether or not a business license is issued, is subject to law or ordinances covering such matter as zoning, building, health and fire protection. The business license department will act in complete accordance with Ordinance #716, Title 5 of the Sausalito Municipal Code. All fees, taxes and penalties are applicable from the date of opening in Sausalito. Penalties are assessed on business license fee each month for non-payment as follows, 10% 1st month, 20% 2nd month, 30% 3rd month, etc to a maximum of 60%. This is in accordance with Chapter 5, section 5.04.10. It is the responsibility of the tax payer to pay their business license in a timely manner. Signature of business owner, Required Date