



# Town of Portola Valley

Town Hall: 765 Portola Road, Portola Valley, CA 94028 Tel: (650) 851-1700 Fax: (650) 851-4677

## BUSINESS LICENSE APPLICATION

New Application \_\_\_\_\_ Renewal \_\_\_\_\_

Business Name \_\_\_\_\_

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

Business City \_\_\_\_\_ State \_\_\_\_\_

Business Zip \_\_\_\_\_ Bus. Phone \_\_\_\_\_

Email Address \_\_\_\_\_ Website \_\_\_\_\_

Mailing Address (if different) \_\_\_\_\_

Business Description \_\_\_\_\_

Is Your Business a Home Occupation (if located in Portola Valley)?

Yes \_\_\_\_\_ No \_\_\_\_\_

Ownership Type \_\_\_\_ S=Sole Proprietor, P=Partnership, C=Corporation, T=Trust

If Sole Proprietor, Owner's Name \_\_\_\_\_

Federal Tax ID \_\_\_\_\_ or, Owner's SSN \_\_\_\_\_

State Contractors License No. \_\_\_\_\_

**TOTAL AMOUNT ENCLOSED** (use worksheet below to calculate): \_\_\_\_\_

**Return the application along with payment (Check or Cash Only) by July 31, 2018.  
Your Business License Certificate will be emailed to you once processed.**

**Please note:** The Town of Portola Valley Business License Ordinance provides for annual business license renewal only (not prorated) – your Business License is valid from the date of issuance through June 30<sup>th</sup> of the current fiscal year. There is a two-month grace period such that if you obtain/renew your license between May 1 and June 30, your license will expire at the end of the next fiscal year.

# BUSINESS LICENSE FEES AND INFORMATION

The Town of Portola Valley Municipal Code requires obtaining a business license and paying the required fees prior to transacting, engaging in, or carrying on any business within the Town. If you have a fixed place of business within the Town of Portola Valley, you must pay the annual fees outlined below. If your business is not located within the Town of Portola Valley, you must pay the fee outlined below only in the year(s) you are conducting business in the town.

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## FEES FOR FIXED PLACE OF BUSINESS WITHIN TOWN OF PORTOLA VALLEY

### Calculation Worksheet

Business License Fee (covers up to 2 employees – see below*)	\$104		= \$104
Number of Employees (if more than 2) working 30 or more hours per week		X \$20	=
Number of Employees (if more than 2) working 15-30 hours per week		X \$10	=
		<b>TOTAL FEE</b>	\$

\*The word “employee” is used to mean “all persons engaged in the operation or conduct of any business, whether the owner, a member of the owner’s family, partner, agent, manager, solicitor, and any and all persons employed or working in said business.”

Please note: Business License does not authorize occupancy in instances where Zoning Permit approval is necessary. Contact Town Hall for further information.

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## FEES FOR BUSINESSES NOT LOCATED WITHIN TOWN OF PORTOLA VALLEY BUT **CURRENTLY CONDUCTING BUSINESS HERE**

General Contractor with <i>less than</i> 3 Subcontractors	\$104
General Contractor with <i>3 or more</i> Subcontractors	\$404
Individual Subcontractor (each Subcontractor must obtain own license)	\$104
General License/Home Occupation	\$104

NOTE: Licenses may be purchased for a twelve-month period only, expiring on June 30<sup>th</sup> of the fiscal year. We do not pro-rate license fees.

PENALTY: 10% per month up to 100% of fees (Municipal Code 5.20.030).

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](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).