



CITY OF TRACY - BUSINESS LICENSE TAX & FEES APPLICATION

Administrative Svcs. Dept. – Finance Division
333 Civic Center Plaza, Tracy, CA. 95376
Fiscal year July 1st to June 30th

Finance Main: (209) 831-6800
Finance Fax: (209) 831-6846
Email: customerservice@ci.tracy.ca.us

“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

\$1.00 SB1186 fee

The California Commission on Disability Access at www.cdda.ca.gov”

New Business Home Occupation Name Change Ownership Change Address Change

Business Name _____ **Owner:** _____

Business Location (cannot be a PO Box type) _____

Mailing Address _____

Business Phone _____ **Cell/Emergency phone** _____

Description of business activity (include detailed information such as dates, jobsite, products) _____

Start date in Tracy _____ **e-mail (optional)** _____

Resale # _____ **FEIN#** _____ **SEIN#** _____

State Contractor Lic. # _____ **Class** _____ **Expires** _____ **Other Lic/Permit** _____

Peddlers/General Contractors Annual 1st Qtr July-Sept 2nd Qtr Oct-Dec 3rd Qtr Jan-Mar 4th Qtr Apr-June

SJCO Health Permit# _____ **Expires** _____ **Temp Use Permit #** _____

Number of owners _____ **# of full-time/workers** _____ **# of part-time/workers** (less than 32 hrs) _____

Are you an independent agent or rent space at this location? Yes No **# of Delivery Vehicles (in Tracy)** _____

As part of this license, do you prepare, sell or serve food? Yes No **# of Rental units (in Tracy)** _____

Do you deal with Firearms? Yes No **DOJ#** _____ **Est. annual gross Vending machines** _____

Is massage therapy conducted at this location? Yes No **Do you deal with second-hand property?** Yes No

OWNERSHIP: Corporation LLC Partnership Sole Proprietor Non-Profit Other _____

Name of owner(s), residential address & personal I.D. of owners & partners; if Corp, list Officer; personal I.D. not required.

1. Owners Name _____ **Address** _____
(Cannot be PO Type Box)

Drivers Lic./ID _____ **Soc. Sec. #** _____ **Contact #** _____

2. Owners Name _____ **Address** _____
(Cannot be PO Type Box)

Drivers Lic./ID _____ **Soc. Sec. #** _____ **Contact #** _____

3. Owners Name _____ **Address** _____
(Cannot be PO Type Box)

Drivers Lic./ID _____ **Soc. Sec. #** _____ **Contact #** _____

Use the business tax & fee schedule on back to determine your classification and Business License tax and fees due.
I declare under Penalty of Perjury that the information contained in this application is true and correct to the best of my knowledge, and that I am authorized to complete this application. I understand that once this application is submitted, the application fee and the State mandated fee is non-refundable.

Date _____ **Title** _____ **Signature of Owner or Representative** _____ **BL Tax Cert. #** _____
Do not write in space below – City use only (City will issue)

<input type="checkbox"/> Adv Q	<input type="checkbox"/> Exempt	<input type="checkbox"/> Peddler Q1 Q2 Q3 Q4	<input type="checkbox"/> Home Occ	NAICS/SIC _____
<input type="checkbox"/> Amuse	<input type="checkbox"/> GB-Outside	<input type="checkbox"/> Rental _____	<input type="checkbox"/> Per Employee	
<input type="checkbox"/> Card Table	<input type="checkbox"/> Palmistry	<input type="checkbox"/> Solicitor	<input type="checkbox"/> Vending	Owner(s) _____
<input type="checkbox"/> Contractor Q1 Q2 Q3 Q4	<input type="checkbox"/> Street Mus/Ent	<input type="checkbox"/> Xmas/PP	FT _____ PT _____	
<input type="checkbox"/> DV _____	<input type="checkbox"/> Transfer/Change	<input type="checkbox"/> State SB1186 fee collected	<input type="checkbox"/> Application fee	
				Amount paid \$ _____

SB1186 – Disability Access & Education Fee - Effective January 1, 2013 to December 31, 2018 . All applications or renewals are required to include an additional \$1.00 State mandated fee to be collected by Cities.

CITY OF TRACY - BUSINESS LICENSE TAX & FEE SCHEDULE

It is unlawful to conduct business without first paying the business license tax and fees. However, a Business License tax certificate does not permit a business that is otherwise prohibited. Nor does it entitle the holder to conduct a business before complying with all requirements of the Tracy Municipal Code and other applicable laws, nor to conduct business in a zone where conducting such business violates law. There is a \$2000 maximum business tax assessable to each business per year (excluding fees).

General Business per Employee - (PE): Most Commercial and *Home-based businesses within the city limits of Tracy are calculated as per employee. "Employee" means all persons engaged in the operation or conduct of any business, whether as member of the owner's family, agent, manager, solicitor and any and all other persons employed or working in said business including, without limitations of the foregoing, all individuals who derive all or part of their income from commissioned sales."

- **The base rate is \$100/first owner plus \$20 for each additional owner or full time employee/worker, independent agent, part-time employee/worker (32 hours or less) is additional \$10 (pro-rated quarterly), plus one-time \$75 application fee & \$1 SB1186 fee.**

1st Qtr July–Sept \$100 + \$20 per 2nd owner/employee/agent
2nd Qtr Oct–Dec \$75 + \$15 per 2nd owner/employee/agent

3rd Qtr Jan–Mar \$50 + \$10 per 2nd owner/employee/agent
4th Qtr Apr–June \$25 + \$5 per 2nd owner/employee/agent

*Home-based businesses must also submit a Home Occupation permit (\$10) in conjunction with the General Business per Employee application.

Firearms sales – (FA) are not regulated or restricted by the City of Tracy Admin. Services Dept. Submit paperwork directly to the Dept. of Justice. If you are located or conduct business within Tracy city limits, the tax and fees shall be the same as the General Business per Employee.

Massagist & Establishments - (MA) permits are processed by the Tracy Police department. Contact TPD to see if you meet the requirements. If so, the business tax and fees shall be the same as the General Business per Employee.

General Business-Outside - (GB): Every person (excluding State licensed General contractors) **not** having a fixed place of business within the City who engages in business within the City shall pay a flat rate of **\$100 annually** (pro-rated quarterly) **plus one-time \$75 application fee and \$1 SB1186 State fee.**

Contractors - (CA, CQ): State licensed General contractors, sub-contractors, and specialty contractors not having a fixed place of business within the City shall be **\$120 annually plus one-time \$15 application fee and \$1 State fee.** May purchase an annual license at the start of our fiscal year July to September. Or **\$40 quarterly** 1st Qtr July-Sept \$40 + \$15 + \$1 2nd Qtr Oct-Dec \$40 + \$15 + \$1 3rd Qtr Jan-Mar \$40 + \$15 + \$1 4th Qtr April- June \$40 + \$15 + \$1 ** If purchasing two or more quarters at the same time, pay only one \$15 application/renewal fee and \$1. *State licensed General and Sub-contractors residing in Tracy must use the General Business per Employee classification and home occupation permit.*

Peddler - (PA, PQ): **\$100 annually plus one-time \$75 application fee & \$1 State fee.** Or **\$25 per quarter plus \$15 renewal fee and \$1 State fee for each quarter** up to our fiscal year end, June 30th.

Advertising - (BB): By outdoor billboards, **\$80 per year**, or fractional, for each billboard **plus 1x \$75 app. fee & \$1 fee.**

Advertising - (AD): For advertising by the following means- handbills, dodgers, stickers, advertising samples, circulars, booklets or similar devices the business tax shall be **\$28 per quarter per person or \$8 per day per person (3 day minimum) plus one-time \$75 application fee & \$1 State fee.** Contact the Finance Div. for other types of advertising.

Solicitor - (SL): **\$100/per quarterly per person or \$10 per day per person (3 day minimum) plus one-time \$75 application fee and \$1 State fee.** See TMC for \$500 bond requirements.

Rental Property- (RP): Persons owning three or more residential units or a commercial building shall pay **\$60 annually for the first six units & \$5 for each additional unit** (pro-rated quarterly) **plus one-time \$75 application fee & \$1 State fee.**

Delivery Vehicles - (DV): Every person who collects or delivers goods, wares or merchandise within the City by motor vehicle four or more times within any twelve month period is assessed a license tax **of \$90 for the first vehicle plus \$25 for each additional delivery vehicle** in Tracy **plus one-time \$75 application fee and \$1 State fee.**

Card Tables /Card Rooms - (CT): The annual license fee shall be **\$220 up to and including two tables and \$82.50 for each additional table plus one-time \$75 application fee and \$1 State fee.**

Vending Machines - (VM): Based on annual gross receipts as follows; **under \$10,000 is \$25; \$10,001 - \$30,000 is \$35; \$30,001 - \$50,000 is \$55; \$50,001 and over is \$75 plus one-time \$75 application fee and \$1 State fee.**

Amusements - (AM): Carnivals, circuses or tent shows, **\$400.00 the first day and \$250.00 for each additional day** up to \$2000 maximum **plus one-time \$75 application fee and \$1 State fee.**

Christmas Tree Lot/Pumpkin Patch - (XM): **\$100 per season plus one-time \$75 application fee and \$1 State fee,**

Street Musician/Entertainer - (SM): **\$15.00 per day, per operator or employee (bands count as one) plus one-time \$75 application fee and \$1 State fee.**

Palmistry - (PM, PR): The license fee for palmistry shall be **\$550 the first year**, and \$350 for each successive year, payable in advance **plus one-time \$75 application fee and \$1 State fee.**