



CITY OF NEWPORT BEACH
 REVENUE DIVISION
 100 CIVIC CENTER DR • P.O. BOX 1768
 NEWPORT BEACH, CA 92658-8915
 (949) 644-3141
 RevenueHelp@newportbeachca.gov
 http://www.newportbeachca.gov/Revenue

OFFICE USE ONLY
BUSINESS NUMBER
LICENSE NUMBER

BUSINESS LICENSE TAX APPLICATION

For your convenience, you may pay by credit card and avoid processing fees by using the City's Online Services at www.newportbeachca.gov

PLEASE PRINT CLEARLY IN **BLACK INK**. ILLEGIBLE APPLICATIONS WILL BE RETURNED.

1. **Business (DBA) Name** _____
 Maximum 30 characters

2. **Business Address (No PO Boxes)** _____ Suite _____
 City, State, Zip _____

3. **Business Phone** (_____) _____

4. **Mailing Address** _____ Suite _____
 City, State, Zip _____

5. **Email Address** _____

6. **Web Site Address** _____

7. **Start Date in Newport Beach** _____

8. **Business Activity** _____

9. **Product Sold** _____

10. **State License** (Contractor, Real Estate, Medical, etc.) No. _____ Type _____ Exp. ____ / ____

11. **Seller's Permit No.** _____

12. **Federal Tax ID No (FEIN)** _____

13. **Type of Ownership (check one)**

Sole Proprietorship Social Security No. _____ **Limited Liability Company (LLC)** Please fill in Item 12

Partnership Please fill in Item 12 **Corporation** ID No. _____ State: _____

14. **Owner or Principal Information.** *If necessary, please attach a list of additional principals.*
 The first name listed will appear on the business tax certificate

Name _____ Drivers License No. _____

Residence Address _____ Unit No. _____

City _____ State _____ Zip _____ Phone (_____) _____

15. **Business Tax Rates.** *The business tax is based on the location of your business. Please check the appropriate box.*

	My business is located <u>outside the City of Newport Beach</u>	\$256.00
	My business is located at a <u>residential location</u> in the City	\$162.00
	My business is located at a <u>commercial location</u> in the City <i>The tax for in-city commercially based businesses is calculated by using the formula below. Multiply the number of W2 employees (or real estate agents) by \$17 if the business does not have a Sellers Permit, or by \$9 if the business does have a seller's permit, and add to the base tax. (Maximum total of \$1,703.00)</i> (In-City commercial locations only) \$170.00 + (\$17.00 or \$9.00 X _____ (No. of W2 employees)) = \$ _____	Calculate Total Due Below
	My business has a <u>State Contractor's (CSLB) License</u> <i>The tax for businesses with a State Contractor's (CSLB) License is calculated by using the formula below. Multiply the number of W2 employees by \$17 if the business does not have a Sellers Permit, or by \$9 if the business does have a seller's permit, and add to the base tax. (Maximum total tax of \$252.00)</i> (State Licensed Contractors (CSLB) only) \$162.00 + (\$17.00 or \$9.00 X _____ (No. of W2 employees)) = \$ _____	Calculate Total Due Below
16.	State Mandate Fee* (see back for more info)	\$ 4.00
17.	Processing Fee: <u>Apply online at www.newportbeachca.gov to avoid this processing fee.</u>	\$56.00
18.	Total Amount Due: Add Tax, State Mandate, and Processing Fee Make checks payable to City of Newport Beach. *These rates are valid from July 1, 2017, through June 30, 2018.	\$ _____
19.	I hereby certify under the penalty of perjury that I am authorized to make this statement and the information provided on this application is true and correct. I also certify that I have read and understood the information on the back of this application.	
	Applicant's Signature _____	Date _____
	Applicant's Name (Printed) _____	Title _____

BUSINESS TAX CLASSIFICATIONS

The City of Newport Beach Business Tax is classified into the categories below. These are annual taxes and must be paid with the application.

Out of Town Business – If your business is based outside the City of Newport Beach, but you conduct business within the City, you are considered an Out of Town business and your tax rate is \$256.00.

Residentially Based Business – If you operate your business from your house in Newport Beach (which includes Balboa Island, Corona del Mar, Newport Coast, and Santa Ana Heights), you are considered a residentially based business and your tax rate is \$162.00.

Commercially Based Business – If your business is at a commercial location (this includes P.O. Boxes), you are considered a Commercially Based business and you pay a base tax of \$170.00 plus an amount per W2 employee that depends on whether your business generates sales tax for the City. If your business:

a.) **does not** generate sales tax for the City of Newport Beach your rate is \$17.00 per W2 employee to a maximum total tax of \$1703.00.

b.) **does** generate sales tax for the City your rate is \$9.00 per W2 employee to a maximum total tax of \$852.00.

Licensed State Contractors – If your business is licensed with the State Contractor’s Board you pay a base tax of \$162.00 plus an amount per W2 employee (that is conducting business in the City of Newport Beach) that depends on whether your business generates sales tax for the City. If your business:

a.) **does not** generate sales tax for the City of Newport Beach your rate is \$17.00 per W2 employee to a maximum total tax of \$249.00.

b.) **does** generate sales tax for the City your rate is \$9.00 per W2 employee to a maximum total tax of \$252.00.

Real Estate/Brokers – Licensed real estate agents working under a broker are no longer required to pay CNB annual business license tax, however, their Brokers will report agents as employees and pay the employee unit tax.

If you are a broker, please indicate any agents working in CNB on line 15 of your tax calculation.

NOTIFICATION OF BUSINESS CHANGES

If your business has moved, it is important that you notify the City so you continue to receive important correspondence. If your business has relocated outside the City of Newport Beach (the City includes Balboa Island, Corona del Mar, Newport Coast, and Santa Ana Heights) **OR** if your business has moved to a commercial location, please notify the Revenue Division immediately. The move will affect your business tax rate. Also, if you have changed the type of ownership or the names of the owners, you may be required to complete a new business license application.

STATE TAX AGENCY REPORTING

The information included on this application is provided to State tax agencies including the Franchise Tax Board and Board of Equalization, as required by law. Your accurate completion of this application will reduce the need for an investigator to contact the business owner for this information.

RENEWALS

It is your responsibility to ensure that you pay your annual business tax in a timely manner. The City will mail courtesy renewal notices to the mailing address of record. However, if you do not receive a courtesy notice, you are not alleviated from this requirement. Penalties are imposed for late renewals.

If you have any questions regarding any of the requirements or information on this application, please call the Revenue Division at either (949) 644-3141 or send email to: RevenueHelp@newportbeachca.gov.

IF YOUR BUSINESS IS CONDUCTED FROM A COMMERCIAL LOCATION IN THE CITY OF NEWPORT BEACH, COMPLETE THE FOLLOWING INFORMATION

Name of person or company from whom you rent or lease _____

Address _____ City _____ State _____ Zip _____

- 1. Will there be live entertainment? NO YES
- 2. Is there an alarm system on the premises? ** NO YES

** Section 5.49.020 of the Newport Beach Municipal Code requires anyone who has installed and/or uses an alarm system to obtain an Alarm Permit from the Newport Beach Police Department. Please call the Alarm Office to obtain an Alarm Permit application: (949) 644-3722 or 644-3723, Monday through Friday, 8:00 am - 5:00 PM.

If you answered "Yes" to Question #1, please contact the Revenue Division for additional permit information.

Issuance of a business license represents a tax payment and does *not* authorize any business otherwise restricted or regulated by any provision of the Zoning Code or other law. Questions regarding zoning restrictions for your business should be directed to the Planning Department at (949) 644-3200.

* Governor Brown signed AB 1379 into law. This Bill adds a mandated state fee of \$4 on any applicant for a local business license or renewal. The fee is to increase disability access and compliance with construction related accessibility requirements, and develop educational resources for businesses in order to facilitate compliance with federal and state disability laws.

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.

The California commission on Disability Access at www.cda.ca.gov.