



CITY OF NEWPORT BEACH

REVENUE DIVISION

100 CIVIC CENTER • P.O. BOX 1768

NEWPORT BEACH, CA 92658-8915

(949) 644-3141

lodging@newportbeachca.gov • http://www.newportbeachca.gov/Revenue

OFFICE USE ONLY

NBID

BUSINESS NUMBER

LICENSE NUMBER

SHORT TERM LODGING: BUSINESS LICENSE TAX APPLICATION

This Short Term Lodging Business License Tax Application is not available online and MUST be completed and remitted in addition to a Short Term Lodging Permit Application before a Short Term Lodging Permit will be issued.

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

1. Legal Property Owner (Owner on Title): (30 Characters Maximum)

Type of Ownership (check one): Sole Proprietorship, Trust, Limited Liability Company (LLC), Partnership

For all addresses below, include Street Number & Name, City, State, Zip (e.g.: 100 Civic Center Dr., Newport Beach, CA, 92660).

2. Property Address (Location of Unit)

3. Service Address (Public Record) (Where you consent to receive service of process)

4. Mailing Address (Where you want to receive communications related to property)

5. Telephone # 6. Email Address

7. Start Date in Newport Beach

8. Tax Identification Number: Choose one below & provide number as indicated (Not Public Record) Driver's License No. & State, Federal Tax ID No. (FEIN), Social Security No.

9. Property Owner or Principal Information. Name, Tax ID (DL/SSN/FEIN), Residence Address, Unit No., City, State, Zip, Phone

Short Term Lodging Business License Tax Rate

Rates are valid July 1, 2025 through June 30, 2026

Table with 2 columns: Description, Amount. Rows include residential location fee, state mandated fee, business license fee, and total amount due.

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.

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 \$211.00.

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 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 the California Department of Tax and Fee Administration, 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

All business licenses shall be issued on an annual basis. The period covered by each license shall be from the date of issuance to twelve (12) months from such date. 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.

SHORT TERM LODGING PERMIT REQUIREMENT

Pursuant to Newport beach Municipal Code Section 5.95.045(A)(14) The owner of a short term lodging unit shall maintain a valid business license when engaging in short term lodging.

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.

STATE FEE

AB 1379 adds a mandated state fee of \$4 on any applicant for a business license or renewal to comply 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 Architects at www.dgs.ca.gov/dsa

The Department of Rehabilitation at www.dor.ca.gov/

The California commission on Disability Access at www.dgs.ca.gov/ccda

Single-User Restrooms Notification-AB 783

California Health and Safety Code §118600 requires all single-user restrooms available to the public be identified as all-gender restrooms by signage that complies with Title 24 of the California Code of Regulations, and designated for use by no more than one occupant at a time or for family or assisted use. A full notice of this section is available upon request and online at <https://leginfo.legislature.ca.gov>

GENDER DISCRIMINATION NOTIFICATION-AB 1607

California Civil Code §51.6 prohibits businesses from engaging in gender-based discrimination. A full notice of the business's legal obligations is available in English and other languages at <https://www.dca.ca.gov/publications/> or by request from our office.

STATE WATERBOARD

If you do not know if your business is regulated by NPDES or you require further information, please visit the below links:

- **List of Regulated SIC Codes:**
https://www.waterboards.ca.gov/water_issues/programs/stormwater/sicnum.html
- **SB205 Flier:**
https://www.waterboards.ca.gov/water_issues/programs/stormwater/sicnum.html
- **Stormwater Industrial FAQ**
https://www.waterboards.ca.gov/water_issues/programs/stormwater/indusfaq.html
- **Stormwater Programs**
https://www.waterboards.ca.gov/water_issues/programs/stormwater/industrial.html
- **Industrial General Permits Types of Coverage**
https://www.waterboards.ca.gov/water_issues/programs/stormwater/docs/industrial/types_of_coverages.pdf

Certain types of businesses, in addition to the filing and payment for the annual business license tax, must also be licensed or permitted by the City:

Other City Licenses and Permits: <https://www.newportbeachca.gov/government/departments/finance/revenue-division/applications-permits-and-forms>

Apply online to avoid the processing fee: <https://apps.newportbeachca.gov/quest/Default?cat=BL>

Short Term Lodging Permit Municipal Code and conditions: <https://www.newportbeachca.gov/government/departments/finance/revenue-division/short-term-lodging-rentals/owners-resources>