



# BUSINESS LICENSE APPLICATION

RETURN ENTIRE APPLICATION FORM TO ADDRESS LISTED TO THE RIGHT AND MAKE CHECK PAYABLE TO THE CITY OF VISTA

200 Civic Center Drive, Vista, CA 92084  
Attn: Business License Department  
Phone (760) 639-6174 www.CityofVista.com

Business Name _____	<b>OFFICIAL USE ONLY</b> <input type="checkbox"/> NEW APPLICATION <input type="checkbox"/> CHANGE OF ADDRESS <input type="checkbox"/> HOME OCCUPATION <input type="checkbox"/> CHANGE OF OWNER <input type="checkbox"/> BUSINESS NAME CHANGE
Corporation Name _____	
Business Location _____ <small>(Not P.O. Box)</small>	<b>Ownership:</b> <input type="checkbox"/> Sole Proprietor <input type="checkbox"/> Corporation <input type="checkbox"/> Partnership <input type="checkbox"/> Ltd. Liability Corp. <input type="checkbox"/> Non-profit
Bus. Phone (    ) _____ Bus. Fax (    ) _____	
Mailing Address _____ <small>(If Different)</small>	<b>Business Type:</b> <input type="checkbox"/> Retail /Prof//Srvc <input type="checkbox"/> Wholesale <input type="checkbox"/> Contractor <input type="checkbox"/> Other
Description of Business _____	
State License No. _____ Type _____ Expiration _____ Web Site _____	
Start Date _____ Sellers Permit No. _____ Federal ID No. _____ State ID _____	

Does your business include: **Tobacco Products**  Yes  No    **Alcoholic Beverages**  Yes  No    **Massage Services**  Yes  No

Are you taking in pawn or accepting items for sale on consignment?  Yes  No

\* Does your business involve mobile water operations (examples include: carpet cleaning, mobile detailing, or exterior power washing)?  Yes  No

Will your business involve cultivation, distribution or possession of medical or any other form of marijuana?  Yes  No

**Enter below names of Owners, Partners, or Corporate Officers – Use additional sheets as necessary    \*\* To receive Business License related email**

Owner Name _____ Title _____ Phone (    ) _____
Home Address Street, City, State, Zip _____ Cell Phone (    ) _____
Driver's License No. _____ Social Security No. _____ **E-Mail _____
Owner Name _____ Title _____ Phone (    ) _____
Home Address Street, City, State, Zip _____ Cell Phone (    ) _____
Driver's License No. _____ Social Security No. _____ **E-Mail _____

**In case of emergency, please contact:**

Name _____ Title _____ Phone (    ) _____
Address Street, City, State, Zip _____ Cell Phone (    ) _____

<b>COMPLETE THE FOLLOWING:</b> No. of Employees <input type="text"/> No. of Vehicles <input type="text"/> Tenants of Vista Bus. Park Lease Expiration Date <input type="text"/>	<b>ENTER 12 MONTH ESTIMATED GROSS RECEIPTS</b> \$ <input type="text"/> Gross Receipts are based on 12 months from _____ to _____	Business License Tax Due \$ _____
		Penalties \$ _____
		Prior Year License Fees \$ _____
		Years: _____
		Downtown BID Fee \$ _____
		Home Occupation Permit \$ _____
		State AB-1379 Fee* (see reverse) \$ <b>\$4.00</b>
		<b>TOTAL AMOUNT DUE</b> <input type="text"/>

**Out of Town Contractors:**

**Job Location:** \_\_\_\_\_ **Who is the General Contractor?** \_\_\_\_\_

**Job Dates:** \_\_\_\_\_ **Will you have Subcontractors?**  Yes  No

I declare, under penalty of perjury, that the above application is true and correct to the best of my knowledge. I certify that I will operate my business in accordance with all applicable Federal, State and City laws and regulations. I further understand that any false statements made above are grounds to denial or revocation of the business license and are in violation of the Vista Municipal Code. I further understand that additional regulations and fees may apply to my business or location.

Date: \_\_\_\_\_ Signature of Owner or Representative: \_\_\_\_\_ Title \_\_\_\_\_

**\*\*\*NOTE: CERTAIN INFORMATION WITHIN THIS APPLICATION IS CONSIDERED PUBLIC AND WILL BE PROVIDED UPON REQUEST**

<b>LICENSE REVIEW:</b> <input type="checkbox"/> Commercial <input type="checkbox"/> Vista Bus Park    Use Approved: <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Industrial <input type="checkbox"/> Residential    APN# _____ Zoning Staff _____ Date _____ Zoning _____ * Stormwater Approved: <input type="checkbox"/> Yes <input type="checkbox"/> No Stormwater Staff _____ Date _____	<b>PRORATED GROSS RECEIPTS:</b> \$ <input type="text"/> Based on _____ months from start date _____ to expiration date _____	<b>OFFICIAL USE ONLY</b> Start Date _____ Exp Date _____ Fee Paid \$ _____ Ck/Rcpt# _____ <input type="checkbox"/> C/C <input type="checkbox"/> CASH <input type="checkbox"/> CHECK <input type="checkbox"/> M.O. Prior License # _____ On Spreadsheet? <input type="checkbox"/> Yes <input type="checkbox"/> No Final/ Pmt input by _____ Input date _____ Released by/date _____
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## BUSINESS LICENSE TAX CALCULATION

Step 1 Enter your gross receipts here for the license year. use number from the front of this form (Estimated Gross Receipts box ).  
See information below on what constitutes gross receipts. \$ \_\_\_\_\_

Step 2 Using the table below, mark the line where your gross receipts fall. You will use this line for all further calculations.

Step 3 Enter the amount found in Column A of the line you marked - \$ \_\_\_\_\_

Step 4 Subtract amount in step 3 from amount in step 1 = \$ \_\_\_\_\_

Step 5 Enter the amount found in Column B of the line you marked x \$ \_\_\_\_\_

Step 6 Multiply amount in step 4 by amount in step 5 = \$ \_\_\_\_\_

Step 7 Enter the amount found in Column C of the line you marked + \$ \_\_\_\_\_

Step 8 Add amount in step 6 and amount in step 7 = \$ \_\_\_\_\_

**THIS IS YOUR BUSINESS LICENSE TAX**  
(Transfer this amount to the front of this form– License Tax Due box).

If you have questions about the business license tax calculation, please call the Business License Office at 760-639-6174 for assistance.

<u>GROSS RECEIPTS TABLE</u> Retail, Service, Professional Businesses	Subtract (this is column A)	Multiply by (this is column B)	Base Fee (this is column C)
\$ - to \$ 15,000			\$ 15
\$ 15,001 to \$ 20,000	\$ 15,000	0.0010	\$ 15
\$ 20,001 to \$ 30,000	\$ 20,000	0.0009	\$ 20
\$ 30,001 to \$ 60,000	\$ 30,000	0.0008	\$ 29
\$ 60,001 to \$ 200,000	\$ 60,000	0.0007	\$ 53
\$ 200,001 to \$ 300,000	\$ 200,000	0.0006	\$ 151
\$ 300,001 to \$ 600,000	\$ 300,000	0.0005	\$ 211
\$ 600,001 to \$ 1,500,000	\$ 600,000	0.0004	\$ 361
\$1,500,501 to \$ 2,000,000	\$ 1,500,000	0.0003	\$ 721
Over \$ 2,000,000	\$ 2,000,000	0.0002	\$ 871

\*Effective January 1, 2018, AB-1379 requires the City to collect an additional \$4 state fee from any applicant for a local business license or similar instrument or permit, or renewal thereof. 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.

### Gross Receipts:

Gross receipts are the total amount received by your company for the business in Vista before deducting any expenses or payments you make. The definition of gross receipts is printed below. Failure to report the correct gross receipts for the business is a violation of the City Municipal Code.

Special gross receipts definitions apply to contractors working inside the City, research & development businesses and businesses which have only a portion of the business located in the City limits. Please contact 760-639-6174 if your business falls into one of these categories, so we can assist you in computing the gross receipts.

Vista Municipal Code 5.04.020 Definitions, Gross Receipts: Gross Receipts means the total of amounts actually received or receivable from sales and the total amounts actually received or receivable for the performance of any act or service, or whichever nature it may be, for which a charge is made or credit allowed, whether or not such act or service is done as a part of or in connection with the sale of materials, goods, wares or merchandise.

Included in gross receipts are all receipts, cash, credits and property of any kind or nature, without any deduction therefrom on account of the cost of the property sold, the cost of materials used, labor or service costs, interest paid or payable, or losses or other expenses whatsoever.

Excluded from "gross receipts" are the following:

1. Cash discounts allowed and taken on sales.
2. Credit allowed on property accepted as part of the purchase price and which may later be sold.
3. Any tax required by law to be included in or added to the purchase price and collected from the consumer or purchaser.
4. Such part of the sale price of property returned by purchasers upon rescission of the contract of sale as is refunded either in cash or by credit.
5. Amounts collected for others where the business is acting as an agent or trustee to the extent that such amounts are paid to those for whom collected, provided the agent or trustee furnishes the collector, upon request, with the names and addresses of such others and the amount paid to them.
6. Receipts of refundable deposits, except that refundable deposits forfeited and taken into income of the business shall not be excluded.
7. As to a real estate or other agent or broker, the sales price of real estate or other property sold for the account of others, except that portion which represents commission or other income to the agent or broker.
8. As to a retail gasoline dealer, a portion of his receipts from the sale of motor vehicle fuels equal to the motor vehicle fuel license tax imposed and previously paid under the provisions of Part 2 of Division 2 of the Revenue and Taxation Code of the State of California.
9. Reimbursement for advances previously made on behalf of the payer.
10. As to a retail gasoline dealer, the special motor fuel tax imposed by Section 4041 of Title 26 of the United States Code if paid by the dealer or collected by him from the consumer or purchaser.

Additional documentation may be required if one of the exclusions applies to your business.

### Downtown Business Improvement District (BID Fee Calculation)

This fee is only charged to businesses located in the downtown area. If your business is located downtown or if you are not sure if this applies, call the business license office 760-639-6174 for the amount due.

*Revised 12/18/12*