



RETURN APPLICATION FORM TO ADDRESS LISTED TO THE RIGHT AND MAKE CHECK PAYABLE TO THE CITY OF VISTA, MUST INCLUDE COPY OF GOVERNMENT ISSUED ID

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

BUSINESS LICENSE APPLICATION

DBA _____

Business Name _____

Business Address _____
(Cannot be P.O. Box) Street City State Zip Code

Mailing Address _____
(If Different) Street City State Zip Code

Description of Business _____

Business Phone () _____ Business Email _____
(To receive business license correspondence)

Start Date _____ Seller's Permit No. _____ Federal ID # or SSN _____ State ID _____

State License No. _____ Type _____ Expiration _____ Web Site _____

Select Ownership & Business Type (one of each)

Ownership Type:

- Sole Proprietor Corporation
 Partnership Ltd. Liability Corp.
 Non-Profit

Business Type:

- Retail / Professional Services Wholesale
 Contractor Other

- 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
- *Is your business in a regulated industry with **Stormwater Discharge** requirements in accordance with the **NPDES Industrial General Permit**? Yes No
- **Will your business involve cultivation, distribution, manufacture or testing of medical or any other form of **Cannabis (Marijuana)**, including **CBD** derived from cannabis (**THC concentration greater than 0.3%**) Yes No

Enter below names of Owners, Partners, or Corporate Officers – Use additional sheets as necessary

Owner Name _____ Title _____ Phone () _____

Home Address Street, City, State, Zip _____ Phone () _____

Driver's License No. _____ SSN/ITIN _____ E-Mail _____

Owner Name _____ Title _____ Phone () _____

Home Address Street, City, State, Zip _____ Phone () _____

Driver's License No. _____ SSN/ITIN _____ E-Mail _____

In case of emergency, please contact:

Name _____ Title _____ Phone () _____

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

COMPLETE THE FOLLOWING:

No. of Employees

No. of Vehicles

Tenants of Vista Bus. Park
Lease Expiration Date

ENTER 12 MONTH ESTIMATED GROSS RECEIPTS

\$

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 \$ _____
(Residential Addresses ONLY)

State AB-1379 Fee* (see reverse) \$ **\$4.00**

Out of Town Contractors:

Job Location: _____ Who is the General Contractor? _____

Job Dates: _____ Will you have Subcontractors? Yes No

TOTAL AMOUNT DUE \$

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

Date: _____ Print Owner/Representative: _____ Signature _____ Title: _____

LICENSE REVIEW:

Commercial Vista Bus Park Use Approved: Yes No

Industrial Residential APN# _____

Zoning Staff _____ Date _____ Zoning _____

* Stormwater Approved: Yes No Date _____ Staff _____

**Certificate of Occupancy Yes No Date _____ Staff _____

PRORATED FEES:

\$

Based on _____ months from start date _____ to _____

expiration date _____

OFFICIAL USE ONLY

Start Date _____ Exp Date _____

Fee Paid \$ _____ Rcpt# _____

C/C CASH M.O. CHECK # _____

Prior License # _____

Pymt input by _____ Input date _____

Final input by _____

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 09/02/2019