



# City of Santa Clara

Municipal Services Division - Business Tax Unit  
1500 Warburton Ave, Santa Clara, CA 95050  
Phone: (408) 615-2310 Fax: (408) 241-1543

BC# \_\_\_\_\_  
For Office Use Only

## New Business Tax Affidavit

**Instructions:**

1. All questions must be answered or designated not applicable (N/A), as appropriate.
2. Carefully read the "Note to Applicant" section.
3. Additional information may be required (see section on "Additional Forms Required").
4. Make checks payable to the City of Santa Clara and submit with completed affidavit.
5. A separate application must be completed for each location and for each business at the same location.

**PLEASE TYPE OR PRINT CLEARLY IN INK**

Business Name: \_\_\_\_\_ DBA: \_\_\_\_\_  
 Business Address: \_\_\_\_\_  
 Mailing Address: \_\_\_\_\_

Business Phone: \_\_\_\_\_ Email: \_\_\_\_\_  
 Is this business going to be conducted in your home in Santa Clara?  
 Yes  No *If yes, application must be submitted in person and applicant must first obtain the Home Occupation Rules and Regulations*

Do you claim an exemption to pay Business Tax?  
 Yes  No *If yes, include proof of exemption as provided by Internal Revenue Service (Form 501C)*  
 Will you distribute handbills or flyers door to door? *If yes, please obtain a copy of regulations concerning handbill distribution from the Finance Department.*  
 Yes  No

Ownership:  Corporation  Ltd Liability Co (LLC)  Partnership  Sole Proprietorship/Individual  
 (Check one)  
 Federal Tax ID (FEIN): \_\_\_\_\_ (FEIN required for Corporation, LLC, and Partnership)

Please list information regarding the business owner (s) and/or all partners and officers: (attach additional sheet, if necessary)

Name	Title	Alternate Address (Cannot be PO Box)	Alternate Phone #	Social Security # (for Sole Proprietors/Individuals)
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

Business Description: \_\_\_\_\_

Sellers Permit #: \_\_\_\_\_ (Resellers License/BEAN)  
 Contractors License #: \_\_\_\_\_ Class: \_\_\_\_\_

Emergency Contact:  
 Name: \_\_\_\_\_ Address: \_\_\_\_\_  
 Phone: \_\_\_\_\_

**TO CALCULATE FEES, PLEASE COMPLETE THE FOLLOWING:**  
 For a corporation or LLC, enter 1 otherwise, enter 0:  
 Number of people (full and part-time/paid or unpaid) engaged in the conduct of business at this Santa Clara address, including owners, partners, officers, and employees: \_\_\_\_\_  
 Total both lines: \_\_\_\_\_

**Based on the Fee Schedule on the reverse side (Page 2) of the form:**

ALL TAXES AND FEES ARE NON-TRANSFERABLE AND NON-REFUNDABLE

Business Tax:	_____
Fire Permit Fee:	_____
State CASp Fee:	\$4.00
Total Fee:	_____

The issuance of a certificate under the provisions of this chapter to a particular certificate holder does not constitute approval, direct or indirect, by the City that the certificate holder may operate such business in violation of any of the provisions of the City Code, ordinances or resolutions or any law of the state or federal government. Any business to whom a certificate has been issued under this chapter will continue to be required, after the issuance thereof, to comply with all the laws of the City including, but not limited to its zoning regulations, building regulations, fire regulations, plumbing regulations, electrical regulations, mechanical code and subdivision regulations. Failure of the City to approve, deny, or act upon the application within one hundred and eighty (180) days shall be deemed a denial of the application. If any person fails to pay the annual renewal tax within ninety (90) days after the tax becomes due, his or her business certificate is considered revoked (Code Sections 3.40.061, 3.40.062 3.40.110, 3.40.230).

**Signature** \_\_\_\_\_ **Date** \_\_\_\_\_  
**Print or Type Name** \_\_\_\_\_ **Title** \_\_\_\_\_

**NOTE TO APPLICANT:**

Notice: 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](http://www.dgs.ca.gov/dsa/Home.aspx) - The Department of Rehabilitation at [www.rehab.cahwnet.gov](http://www.rehab.cahwnet.gov) - The California Commission on Disability Access at [www.cdda.ca.gov](http://www.cdda.ca.gov)

1. Businesses with a fixed location in the City of Santa Clara pay both the Business Tax and Fire Inspection Permit Fee.
2. Businesses located out of the City of Santa Clara pay the Business Tax only.
3. Calculate Business Tax and Fire Inspection Fee from the rates listed below.
4. Businesses with an alarm system must register with the Santa Clara Police Department at (408) 615-4871.
5. All Business Tax Certificates must be renewed or cancelled at time of expiration or additional fees/penalties will apply.
6. Per City Code 3.40.110, any person that fails to apply for a tax certificate within 30 days of commencing business or occupying space in the business community, is subject to 100% penalty of total amount due.

**Annual BUSINESS TAX Fee Schedule**

**Instructions for New Business Tax Affidavit: To Calculate Annual Business Tax, Complete 1 or 2. Also Complete 3 if applicable.**

**1. Businesses with a Fixed Place of Business within the City of Santa Clara:**

The total number from front page is used to determine the tax due.

**2. Businesses Outside the City of Santa Clara that conduct business in Santa Clara:**

- A.** Businesses not having a fixed place of business within the City but conduct business within the City: **\$45.00** per year
- B.** Businesses providing regular and established route service in the city by use of vehicles: **\$23.00** per vehicle per year
- C.** Vending machine operators: **\$79.00** per year
- D.** Automatic coin operated amusement machines (including peep-show devices): **\$60.00** each per year. Juke Boxes **\$30.00** each per year

**3. Regulated Businesses:**

**Applicants for these business types must apply with the Police Department/Permits Unit before payment of tax:**

Itinerant merchants, Peddlers, Solicitors, Adult book stores, advertising benches, ambulance services, carnivals, circuses, detectives/private investigators, entertainment permits, escort services, pawnbrokers, seasonal lots, secondhand dealers, taxicabs, massage therapist/establishments and theaters.

Santa Clara Police Department/Permits Unit: (408) 615-4867

Schedule 100 Commercial/Industrial	Schedule 200 Professional	Schedule 300 Manufacturing
1..... \$ 15.00	1..... \$ 15.00	1-3..... \$ 15.00
2-5..... \$ 30.00	2-3..... \$ 30.00	4-20..... \$ 45.00
6-10..... \$ 70.00	4-6..... \$ 70.00	21-30..... \$ 65.00
11-15..... \$ 90.00	7-10..... \$ 90.00	31-50..... \$ 100.00
16-20..... \$ 115.00	11-20..... \$ 115.00	51-75..... \$ 135.00
21-25..... \$ 175.00	21-25..... \$ 175.00	76-100..... \$ 175.00
26-30..... \$ 225.00	26-35..... \$ 225.00	101-125..... \$ 225.00
31-40..... \$ 280.00	36-40..... \$ 280.00	126-175..... \$ 280.00
41-55..... \$ 330.00	41-45..... \$ 330.00	176-225..... \$ 330.00
56-75..... \$ 380.00	46-50..... \$ 380.00	226-300..... \$ 380.00
76-100..... \$ 460.00	51-55..... \$ 460.00	301-400..... \$ 460.00
101 +..... \$ 500.00	56 +..... \$ 500.00	401 +..... \$ 500.00

All State Licensed Contractors  
\$45.00

**Annual FIRE PERMIT Fees Schedule**

**THE UNIFORM FIRE CODE REQUIRES THAT ALL FIXED PLACES OF BUSINESS IN THE CITY OF SANTA CLARA OBTAIN A FIRE PERMIT FOR THE FACILITY OR ACTIVITY ANNUALLY**

**HOME OCCUPATION LIGHT/ORDINARY HAZARD: \$95.00; COMMERCIAL LIGHT/ORDINARY HAZARD: \$110.00**

**ADDITIONAL LIFE SAFETY INSPECTION PERMIT FEES**

Due to specific activities of your business, other permits may be required. These permits constitute permission to maintain, store, use or handle certain materials; or to conduct activities which produce conditions hazardous to life or property, and will be determined during the Fire Department inspection. If it is determined that additional fire permit fees are due, you will be billed accordingly.

**SHOULD YOU HAVE QUESTIONS ABOUT FIRE PERMIT FEES, CALL THE FIRE DEPARTMENT AT (408) 615-4970.**

**Additional Forms Required for fixed places of business in the City of Santa Clara**

Submit copies of all that apply to your type of business. If uncertain, please call the following agencies:

<u>Form Name:</u>	<u>Agency Name:</u>	<u>Address/Phone:</u>
Fictitious Business Name	Santa Clara County	70 W Hedding, San Jose, CA 95110 - (408) 299-5688
Articles of Incorporation from State of California	Secretary of State of California	1500 11th St, Sacramento, CA 95814 - (916) 653-6814
Sellers Permit	Department of Tax and Fee	250 S 2nd St, San Jose, CA 95113 - (408) 277-1231
Health Certificate	Department of Health	1555 Berger Dr 300, San Jose, CA 95112 - (408) 918-3400

**FOR CITY USE ONLY**

	Approval Signature	Date	Comments
Home Occupation Planning			
Building			

## DISABILITY ACCESS REQUIREMENTS AND RESOURCES

### NOTICE TO APPLICANTS FOR BUSINESS LICENSES AND COMMERCIAL BUILDING PERMITS:

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:

DEPARTMENT OF  
GENERALSERVICES,  
Division of the State  
Architect, CASp Program

[www.dgs.ca.gov/dsa](http://www.dgs.ca.gov/dsa)

[www.dgs.ca.gov/casp](http://www.dgs.ca.gov/casp)

DEPARTMENT OF  
REHABILITATION  
Disability Access Services

[www.dor.ca.gov](http://www.dor.ca.gov)

[www.rehab.cahwnet.gov/](http://www.rehab.cahwnet.gov/)

[disabilityaccessinfo](http://disabilityaccessinfo)

DEPARTMENT OF  
GENERALSERVICES,  
California Commission on  
Disability Access

[www.cdda.ca.gov](http://www.cdda.ca.gov)

[www.cdda.ca.gov/resources-menu/](http://www.cdda.ca.gov/resources-menu/)

### CERTIFIED ACCESS SPECIALIST INSPECTION SERVICES

Compliance with state and federal construction-related accessibility standards ensures that public places are accessible and available to individuals with disabilities. Whether your business is moving into a newly constructed facility or you are planning an alteration to your current facility, by engaging the services of a Certified Access Specialist (CASp) early in this process you will benefit from the advantages of compliance and under the Construction-Related Accessibility Standards Compliance Act (CRASCA, Civil Code 55.51-55.545), also benefit from legal protections.

Although your new facility may have already been permitted and approved by the building department, it is important to obtain CASp inspection services after your move-in because unintended access barriers and violations can be created, for example, placing your furniture and equipment in areas required to be maintained clear of obstructions. For planned alterations, a CASp can provide plan review of your improvement plans and an access compliance evaluation of the public accommodation areas of your facility that may not be part of the alteration.

A CASp is a professional who has been certified by the State of California to have specialized knowledge regarding the applicability of accessibility standards. CASp inspection reports prepared according to CRASCA entitle business and facility owners to specific legal benefits, in the event that a construction-related accessibility claim is filed against them.

To find a CASp, visit [www.apps2.dgs.ca.gov/DSA/casp/casp\\_certified\\_list.aspx](http://www.apps2.dgs.ca.gov/DSA/casp/casp_certified_list.aspx).

## DISABILITY ACCESS REQUIREMENTS AND RESOURCES

### GOVERNMENT TAX CREDITS, TAX DEDUCTIONS AND FINANCING

State and federal programs to assist businesses with access compliance and access expenditures are available:

#### **Disabled Access Credit for Eligible Small Businesses**

FEDERAL TAX CREDIT—Internal Revenue Code Section 44 provides a federal tax credit for small businesses that incur expenditures for the purpose of providing access to persons with disabilities. For more information, refer to Internal Revenue Service (IRS) Form 8826: Disabled Access Credit at [www.irs.gov](http://www.irs.gov).

STATE TAX CREDIT—Revenue and Taxation Code Sections 17053.42 and 23642 provide a state tax credit similar to the federal Disabled Access Credit, with exceptions. For more information, refer to Franchise Tax Board (FTB) Form 3548: Disabled Access Credit for Eligible Small Businesses at [www.ftb.ca.gov](http://www.ftb.ca.gov).

#### **Architectural and Transportation Barrier Removal Deduction**

FEDERAL TAX DEDUCTION—Internal Revenue Code Section 190 allows businesses of all sizes to claim an annual deduction for qualified expenses incurred to remove physical, structural and transportation barriers for persons with disabilities. For more information, refer to IRS Publication 535: Business Expenses at [www.irs.gov](http://www.irs.gov).

#### **California Capital Access Financing Program**

STATE FINANCE OPTION—The California Capital Access Program (CalCAP) Americans with Disabilities Act (CalCAP/ADA) financing program assists small businesses with financing the costs to alter or retrofit existing small business facilities to comply with the requirements of the federal ADA. Learn more at [www.treasurer.ca.gov/cpcfca/calcap/](http://www.treasurer.ca.gov/cpcfca/calcap/).

### FEDERAL AND STATE LEGAL REQUIREMENTS ON ACCESSIBILITY FOR INDIVIDUALS WITH DISABILITIES

AMERICANS WITH DISABILITIES ACT OF 1990 (ADA) —The ADA is a federal civil rights law that prohibits discrimination against individuals with disabilities, and requires all public accommodations and commercial facilities to be accessible to individuals with disabilities. Learn more at [www.ada.gov](http://www.ada.gov).

CALIFORNIA BUILDING CODE (CBC)—The CBC contains the construction-related accessibility provisions that are the standards for compliant construction. A facility's compliance is based on the version of the CBC in place at the time of construction or alteration. Learn more at [www.bsc.ca.gov](http://www.bsc.ca.gov).