



## Business License Application Instructions

The following is a brief explanation of some of the requirements for filling out the business license application.

Some businesses will be required to provide more information than others, so please read the following and fill out the application completely and then mail (with payment) or bring the application to the Business Services Division located at the Fontana City Hall building.

### Section 1.

In this section, you are asked to provide basic information such as, the business name, the physical location of the business, the mailing address (if different than the physical location), the business phone and fax numbers as well as your e-mail address. The description of the type of business proposed to be conducted, is also required. The provision of this information is very important as it will assist the Planning Division in the approval process, and will allow the City to process the Business Tax Certificate in a timely manner.

### Section 2.

This section pertains to the ownership of the business. Is the business a Sole Proprietorship, Partnership, Corporation etc? You will also need to provide the applicable State and Federal ID numbers. All retail sellers must provide a Seller's Permit Number. Contractors must provide their State Contractors License Number along with the class and expiration date. Based on your type of business a Federal ID Number may not be required, however, you will be required to provide your Driver's License Number, your Social Security Number and your Date of Birth.

\* Certain businesses may require additional certificates or permits from other State or Regulatory Agencies.

### Section 3.

This section is for Business Owner information. Please provide the owner's name and/or officers names and addresses along with a phone number so that someone may be reached in case of an emergency.

### Section 4.

In this section, you are asked whether the business will be operated out of a residence as home based businesses are restricted to being a phone, mail and fax location only. Other restrictions that apply are no employees, signage, storage, to and from traffic, or large vehicles.

The last step in the application process is to estimate the gross receipts of the business for the next 12-month period (remember this is only an estimate). This will determine the amount of business tax to be paid based on the appropriate rate schedule. In addition to the estimated gross receipts, the total number of employees that the company employs is needed for both statistical purposes and for emergency rescue needs, such as a fire/earthquake.

Once all of the above steps have been completed, the Business Tax is verified and the \$35.00 Application Fee is added to arrive at a total amount due. This will conclude the process and you can expect to receive your Business Tax Certificate in approximately 7 to 10 business days.