




CITY OF NEWPORT BEACH  
**REVENUE DIVISION**  
 3300 NEWPORT BOULEVARD • P.O. BOX 1768  
 NEWPORT BEACH, CA 92658-8915  
 (949) 644-3141  
 RevenueHelp@City.Newport-Beach.ca.us  
 http://www.city.Newport-Beach.ca.us/Revenue

OFFICE USE ONLY
BUSINESS NUMBER
LICENSE NUMBER

**BUSINESS LICENSE TAX APPLICATION**

 For your convenience you may pay by credit card and avoid processing fees by using the City's online services. Click on the "Apply for a New License" at the "e-onlineservices" link at the City's website at [www.city.newport-beach.ca.us](http://www.city.newport-beach.ca.us).

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

- Business (DBA) Name** \_\_\_\_\_  
Maximum 30 characters
- Business Address** (No PO Boxes) \_\_\_\_\_ Suite: \_\_\_\_\_  
City, State, Zip: \_\_\_\_\_
- Business Phone** (\_\_\_\_\_) \_\_\_\_\_
- Mailing Address** \_\_\_\_\_ Suite: \_\_\_\_\_  
City, State, Zip: \_\_\_\_\_
- Email Address** \_\_\_\_\_
- Web Site Address** \_\_\_\_\_
- Start Date in Newport Beach** \_\_\_\_\_
- Business Activity** \_\_\_\_\_
- Product Sold** \_\_\_\_\_
- State License.** (Contractor, Real Estate, Medical, etc.) No. \_\_\_\_\_ Type \_\_\_\_\_ Exp. \_\_\_\_ / \_\_\_\_
- Seller's Permit No.** \_\_\_\_\_
- Federal Tax ID No (FEIN)** \_\_\_\_\_

- Type of Ownership (check one)**  
 **Sole Proprietorship** Social Security No. \_\_\_\_\_  
 **Partnership** Please fill in Item 12  
 **Limited Liability Company (LLC)** Please fill in Item 12  
 **Corporation** ID No. \_\_\_\_\_ State: \_\_\_\_\_

**14. Owner or Principal Information.** *If necessary, please attach a list of additional principals.*  
 The first name listed will appear on the business tax certificate

**Name** \_\_\_\_\_ **Drivers License No.** \_\_\_\_\_

**Residence Address:** \_\_\_\_\_ **Unit #** \_\_\_\_\_

**City:** \_\_\_\_\_ **State:** \_\_\_\_\_ **Zip:** \_\_\_\_\_ **Phone:** (\_\_\_\_\_) \_\_\_\_\_

**15. Business Tax Rates.** ° *The business tax is based on the location of your business. Please check the appropriate box.*

<input type="checkbox"/>	My business is located <u>outside the City of Newport Beach</u>	<b>\$222.00</b>
<input type="checkbox"/>	My business is located at a <u>residential location</u> in the City	<b>\$141.00</b>
<input type="checkbox"/>	My business is located at a <u>commercial location</u> in the City	<b>Calculate Total Due Below</b>
	<i>The tax for in-city commercially based businesses is calculated by using the formula below. Multiply the number of W2 employees by \$15 if the business <b>does not</b> have a Sellers Permit or by \$7 if the business <b>does</b> have one and add to the base tax.</i>	
	(In-City commercial locations only) <b>\$148.00 + (\$15.00 or \$7.00 X</b> _____ (No. of W2 employees) <b>) = \$</b> _____	

**16. Processing Fee:** Apply online at [www.city.newport-beach.ca.us](http://www.city.newport-beach.ca.us) to avoid processing fee **\$42.00**

**17. Total Amount Due: Add Tax and Processing Fee** **\$** \_\_\_\_\_  
 Make checks payable to City of Newport Beach °These rates are valid from July 1, 2009 through June 30, 2010

**18. 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.

**Out of Town Business** – If your business is based outside the City of Newport Beach, but you conduct business within the City, you are considered an Out of Town business and your tax rate is \$222.00.

**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 \$141.00.

**Commercially Based Business** - If your business is at a commercial location (this includes P.O. Boxes), you are considered a Commercially Based business and you pay a base tax of \$148.00 plus an amount per W2 employee that depends on whether your business generates sales tax for the City. If your business:

a.) **does not** generate sales tax for the City of Newport Beach your rate is \$15.00 per W2 employee to a maximum total tax of \$1482.

b.) **does** generate sales tax for the City your rate is \$7.00 per W2 employee to a maximum total tax of \$741.

**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 your business has moved to a commercial location, please notify the Revenue Division immediately. The move will affect your business tax rate. Also, 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 Board of Equalization, 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**

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.

If you have any questions regarding any of the requirements or information on this application, please call the Revenue Division at either (949) 644-3141 or send email to: RevenueHelp@city.newport-beach.ca.us.

**IF YOUR BUSINESS IS CONDUCTED FROM A COMMERCIAL LOCATION IN THE CITY OF NEWPORT BEACH, COMPLETE THE FOLLOWING INFORMATION**

Name of person or company from whom you rent or lease \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

1. Will there be vending machines, video games, pinball, or pool tables?  NO  YES

2. Will there be live entertainment?  NO  YES

3. Is there an alarm system on the premises? \*  NO  YES

\* Section 5.49.020 of the Newport Beach Municipal Code requires anyone who has installed and/or uses an alarm system to obtain an Alarm Permit from the Newport Beach Police Department. Please call the Alarm Office to obtain an Alarm Permit application: (949) 644-3722 or 644-3723, Monday through Friday, 8:00 am - 5:00 PM.

*If you answered "Yes" to Questions #1 or #2, please contact the Revenue Division for additional permit information.*

**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.**

**OFFICE USE ONLY**

REFERRED TO:	<u>FIELD</u>	TAX	_____
PLANNING _____	INT _____	DATE ____ / ____ / ____	LATE FEES _____
FIRE _____	PERIOD ____ / ____	TO ____ / ____	TOTAL PAID _____
BUILDING _____	CATEGORY _____	SIC _____	CHECK # _____ DATE _____