



CITY OF VACAVILLE

650 Merchant Street • P.O. Box 6178 • Vacaville, CA 95688-6178
Phone (707)449-5129 • Fax (707)449-5147
www.cityofvacaville.com

BUSINESS LICENSE TAX APPLICATION

PLEASE TYPE OR PRINT CLEARLY. COMPLETE ALL SECTIONS THAT APPLY TO YOUR BUSINESS.
*INDICATES MANDATORY INFORMATION WHICH MUST BE INCLUDED FOR APPLICATION TO BE PROCESSED.

• FOR CITY USE ONLY •

Business Name * _____
(Include DBA)

Business Location * _____ Suite _____
(Cannot be P.O. Box)

City _____ State _____ Zip _____

Mailing Address * _____
(If different than above)

City _____ State _____ Zip _____

Business Phone * _____ **Business Fax *** _____

Web Address _____

BUS. LICENSE NO. _____

EXPIRATION DATE _____

LICENSE FEE \$ _____

DATE PAID _____

C/C CASH CHECK

Date business started in Vacaville: _____

Detailed description of business: *

Ownership: * Corporation Ltd. Liability Corp. Partnership Sole Proprietor

Contractor's Lic. No. _____ **License Type** _____ **Expiration Date** _____
(Attach copy of pocket card)

Resale No. _____ **Federal ID No.** _____ **State ID No.** _____

ENTER BELOW NAMES OF OWNERS, PARTNERS, OR CORPORATE OFFICERS.

Owner Name * _____ **Title** _____ **Phone** _____

Home Address * _____ **Cell** _____

City _____ State _____ Zip _____

Driver's License No. _____ **Social Security No.** _____ **D.O.B** ____/____/____

Owner Name * _____ **Title** _____ **Phone** _____

Home Address * _____ **Cell** _____

City _____ State _____ Zip _____

Driver's License No. _____ **Social Security No.** _____ **D.O.B** ____/____/____

EMERGENCY CONTACTS: (Person with building access) inside City limits only.

Name _____ **Title** _____ **Phone** _____

Name _____ **Title** _____ **Phone** _____

(Attach separate sheet for additional names)

ALARM COMPANY: (If applicable) inside City limits only.

Business Name _____ **Contact Person** _____ **Phone** _____

Address _____ **License #** _____

ADDITIONAL INFORMATION

Is this a home-based business within Vacaville City limits? **Will Firearms be sold?**

Yes No Yes No

Estimated Annual Income of Home-based Business: **Is business in downtown?** (additional fees apply)

Less than \$1,000 Yes No

Between \$1,000 - \$2,500

Over \$2,500

SPECIAL CLASSIFICATIONS

(Special fees may apply – Complete if applicable)

No. of Employees, including owner: (full-time or equivalent)

No of Units/Spaces/Seats/Apartments:

Visa / MC # _____

Expiration Date _____

3 digit V-code (back of card) _____

Signature: _____

RETURN COMPLETED APPLICATION TO ABOVE ADDRESS WITH A CHECK MADE OUT TO THE CITY OF VACAVILLE.

I hereby certify, under penalty of perjury, that the information in this application and any attachments hereto is true, correct, and complete to the best of my knowledge, and that I will comply with the provisions of the Vacaville Municipal Code and all federal, state and local laws and regulations governing the operation of this business.

Signature of Owner or Representative: _____

Title: _____ **Date:** _____

CITY OF VACAVILLE MONTHLY PRORATION FEES FOR BUSINESS LICENSE

Service/Contractor/Retail-Wholesale Businesses												
# of Employees	March	April	May	June	July	August	September	October	November	December	January	February
1	\$ 65.00	\$ 65.00	\$ 65.00	\$ 59.58	\$ 54.17	\$ 48.75	\$ 43.33	\$ 37.92	\$ 32.50	\$ 27.08	\$ 21.67	\$ 16.25
2-5	\$ 135.00	\$ 135.00	\$ 135.00	\$ 123.75	\$ 112.50	\$ 101.25	\$ 90.00	\$ 78.75	\$ 67.50	\$ 56.25	\$ 45.00	\$ 33.75
6-12	\$ 190.00	\$ 190.00	\$ 190.00	\$ 174.17	\$ 158.33	\$ 142.50	\$ 126.67	\$ 110.83	\$ 95.00	\$ 79.17	\$ 63.33	\$ 47.50
13-25	\$ 270.00	\$ 270.00	\$ 270.00	\$ 247.50	\$ 225.00	\$ 202.50	\$ 180.00	\$ 157.50	\$ 135.00	\$ 112.50	\$ 90.00	\$ 67.50
26-50	\$ 355.00	\$ 355.00	\$ 355.00	\$ 325.42	\$ 295.83	\$ 266.25	\$ 236.67	\$ 207.08	\$ 177.50	\$ 147.92	\$ 118.33	\$ 88.75
51-100	\$ 575.00	\$ 575.00	\$ 575.00	\$ 527.08	\$ 479.17	\$ 431.25	\$ 383.33	\$ 335.42	\$ 287.50	\$ 239.58	\$ 191.67	\$ 143.75
Service/Contractor/Retail-Wholesale Businesses - Reduced												
# of Employees	March	April	May	June	July	August	September	October	November	December	January	February
1	\$ 40.00	\$ 40.00	\$ 40.00	\$ 36.67	\$ 33.33	\$ 30.00	\$ 26.67	\$ 23.33	\$ 20.00	\$ 16.67	\$ 13.33	\$ 10.00
2-5	\$ 100.00	\$ 100.00	\$ 100.00	\$ 91.67	\$ 83.33	\$ 75.00	\$ 66.67	\$ 58.33	\$ 50.00	\$ 41.67	\$ 33.33	\$ 25.00
Professional												
# of Employees	March	April	May	June	July	August	September	October	November	December	January	February
1	\$ 90.00	\$ 90.00	\$ 90.00	\$ 82.50	\$ 75.00	\$ 67.50	\$ 60.00	\$ 52.50	\$ 45.00	\$ 37.50	\$ 30.00	\$ 22.50
2-5	\$ 160.00	\$ 160.00	\$ 160.00	\$ 146.67	\$ 133.33	\$ 120.00	\$ 106.67	\$ 93.33	\$ 80.00	\$ 66.67	\$ 53.33	\$ 40.00
6-12	\$ 215.00	\$ 215.00	\$ 215.00	\$ 197.08	\$ 179.17	\$ 161.25	\$ 143.33	\$ 125.42	\$ 107.50	\$ 89.58	\$ 71.67	\$ 53.75
13-25	\$ 320.00	\$ 320.00	\$ 320.00	\$ 293.33	\$ 266.67	\$ 240.00	\$ 213.33	\$ 186.67	\$ 160.00	\$ 133.33	\$ 106.67	\$ 80.00
26-50	\$ 405.00	\$ 405.00	\$ 405.00	\$ 371.25	\$ 337.50	\$ 303.75	\$ 270.00	\$ 236.25	\$ 202.50	\$ 168.75	\$ 135.00	\$ 101.25
51-100	\$ 625.00	\$ 625.00	\$ 625.00	\$ 572.92	\$ 520.83	\$ 468.75	\$ 416.67	\$ 364.58	\$ 312.50	\$ 260.42	\$ 208.33	\$ 156.25
Professional - Reduced												
# of Employees	March	April	May	June	July	August	September	October	November	December	January	February
1	\$ 52.50	\$ 52.50	\$ 52.50	\$ 48.13	\$ 43.75	\$ 39.38	\$ 35.00	\$ 30.63	\$ 26.25	\$ 21.88	\$ 17.50	\$ 13.13
2-5	\$ 110.00	\$ 110.00	\$ 110.00	\$ 100.83	\$ 91.67	\$ 82.50	\$ 73.33	\$ 64.17	\$ 55.00	\$ 45.83	\$ 36.67	\$ 27.50
Vending Machines (per location)												
# of Employees	March	April	May	June	July	August	September	October	November	December	January	February
1	\$ 30.00	\$ 30.00	\$ 30.00	\$ 27.50	\$ 25.00	\$ 22.50	\$ 20.00	\$ 17.50	\$ 15.00	\$ 12.50	\$ 10.00	\$ 7.50



City of Vacaville

BUSINESS LICENSE FEE SCHEDULE

Fees paid annually

- For the majority of businesses, the Business License fee is based on the tier for the number of people in your company working in Vacaville. If an owner is the only person working in the business, the fee is based on one person working in the business.
- The fee is also based on the type of business. If you are not sure of your business category, please contact our office at (707) 449-5129. The City uses the following categories:

SERVICE - Bookkeeper, janitorial services, pet grooming, etc.

RETAIL, WHOLESALE, & MANUFACTURING - Restaurants, video stores, carpet sales, etc.

CONTRACTORS - Construction activities, carpenters, roofers, general contractors, etc.

PROFESSIONAL - Computer consultant, realtor, accountant, physician, etc.

- Locate your Business License annual fee below, based on the tier for the number of people working in the business in Vacaville, and the type of business activity:

TIER No. of Employees in Vacaville	ACTIVITY			
	Service	Retail, Wholesale, & Manufacturing	Contractor	Professional
1	\$ 65.00	\$ 65.00	\$ 65.00	\$ 90.00
2-5	\$135.00	\$135.00	\$135.00	\$160.00
6-12	\$190.00	\$190.00	\$190.00	\$215.00
13-25	\$270.00	\$270.00	\$270.00	\$320.00
26-50	\$355.00	\$355.00	\$355.00	\$405.00
51-100	\$575.00	\$575.00	\$575.00	\$625.00

Please contact our office if the number of employees exceeds 100.

REDUCED FEES ARE AVAILABLE FOR A BUSINESS OPERATED FROM A VACAVILLE RESIDENCE ONLY.

If your annual gross income (estimated) from this business activity is between \$1,000 and \$2,500, use this chart to locate your reduced Business License fee:

TIER No. of Employees in Vacaville	ACTIVITY			
	Service	Retail, Wholesale, & Manufacturing	Contractor	Professional
1	\$ 40.00	\$ 40.00	\$ 40.00	\$ 52.50
2-5	\$100.00	\$100.00	\$100.00	\$110.00

EXEMPTION FROM THE BUSINESS LICENSE FEE FOR BUSINESSES OPERATED FROM A VACAVILLE RESIDENCE ONLY - If your annual gross income (estimated) from this business activity is less than \$1,000, you are exempt from this fee.

- **NON-PROFIT STATUS** - If your business has non-profit status with the State of California, please provide this proof with your application so that Business License fees may be waived.
- **VENDING COMPANIES** will pay a base fee of \$15.00 for the initial Business License fee. Renewal of the Business License will require a fee of \$15.00, plus an amount equal to \$1.15 for each \$1,000 of gross sales in the previous 12-month period.
- **APARTMENTS** will pay a Business License fee of \$4.00 per unit with a maximum amount of \$350, plus \$52.20 per unit in excise tax, unless the business contacts this office to select another option for collecting the excise tax. If another option is selected, the fee will be based on \$4.00 per unit only.
- **MOBILE HOME PARKS** will pay a Business License fee based on \$2.00 per unit with a maximum amount of \$350, plus \$52.20 per unit for excise tax, unless the business contacts this office to select another option for collecting the excise tax. If another option is selected, the fee will be based on \$2.00 per unit.
- **MOTELS** will pay a Business License fee of \$3.00 per unit.
- **TAXICABS** must register with the City Manager's office and the Vacaville Police Department prior to submitting an application.
- **HANDYMAN** - Job must gross under \$500, including labor and materials.

