



City of Mill Valley, CA (9906)
Business License Application

Business Name: _____

Location of Commercial Property or Living Accommodations (House for Rent, Apartments, Motels, and other Units)

☐ Commercial Rental ☐ Living Accommodations Number of Units: _____

Address of Units: _____

A. PLEASE CHECK THE APPROPRIATE BOXES

- ☐ **Yes** ☐ **No** Are you renting Commercial Property to a Business? If yes, complete the shaded section below.
☐ **Yes** ☐ **No** Do you pay rent for office, workstation, storage, etc. space? If yes, complete section B.
☐ **Yes** ☐ **No** Will the business be conducted in your home? (Home Occupation form is required)

B. LIST THE NAME AND ADDRESS OF THE PERSON(S) FROM WHOM YOU RENT SPACE. (HOME, OFFICE, WORKSTATION)

CALCULATE THE LICENSE AMOUNT DUE

GENERAL BUSINESS (CLASS A, B, C) REPORT GROSS RECEIPTS FOR THE PRIOR CALENDAR YEAR

Applicants in business less than 12 months in the prior year shall compute gross receipts on an estimated 12-month basis.

(A)	(B)	(C)	(D)	(E)	(F)	(G)	(H)
Schedule Number	Type of License / Description	SIC Code Required	Gross Receipts Required (If applicable)	Units Required (If applicable)	Flat/Base Tax	Additional Amount Due Based On Calculation	Business Tax Due
			\$		\$	\$	\$
			\$		\$	\$	\$
			\$		\$	\$	\$
Subtotal:							
Penalty (if applicable):							
Add 10% late filing fee if filed on or after March 1 st (not to exceed 100% of license tax):							
CASp Mandatory Fee (SB1186 and AB1379):							\$ 4.00
Total Amount Due:							\$

Make check payable to Tax Trust Account

Proof of Certification and/or Permit: Your license may require you to submit proof of certification and/or permit with your payment. Failure to submit proof of certification/permit, pay your license in full, or report your gross receipts or units as required will result in a delay in the release of your license.

ALL APPLICANTS MUST READ AND SIGN THE SWORN STATEMENT BELOW

I HEREBY SWEAR UNDER PENALTY OF PERJURY THAT THE INFORMATION CONTAINED HEREIN IS TRUE AND CORRECT TO THE BEST OF MY KNOWLEDGE AND BELIEF. I HEREBY SWEAR THAT THE AMOUNT OF CAPITAL INVESTED OR THE VALUE OF GOODS, STOCKS, FURNITURE, AND FIXTURES OR THE AMOUNT OF SALES OR RECEIPTS AS REQUIRED FOR DISCLOSURE IN ORDER TO OBTAIN A BUSINESS LICENSE HAS BEEN EXAMINED BY ME AND TO THE BEST OF MY KNOWLEDGE IS TRUE, CORRECT AND COMPLETE. I UNDERSTAND ISSUANCE OF A LICENSE DOES NOT PERMIT BUSINESS OPERATION UNLESS THE BUSINESS IS PROPERLY ZONED AND/OR IN COMPLIANCE WITH ALL APPLICABLE LAWS/RULES. *I ACKNOWLEDGE THAT WHATEVER ADDRESS HAS BEEN PROVIDED BY ME FOR THE PURPOSE OF THE LEGAL SERVICE PROCESS WILL BE SUBJECT TO PUBLIC DISCLOSURE.

Print Name: _____ Title: _____ Signature: _____

Business Name: _____ Phone No.: _____ Email: _____

Returned Check Disclaimer: Each returned item received by Avenu Insights & Analytics due to insufficient funds will be electronically represented to the presenters' bank no more than two times in an effort to obtain payment. Avenu Insights & Analytics is not responsible for any additional bank fees that will accrue due to the resubmission of the returned item. Please see the full returned check policy at www.avenuinsights.com.

ADDITIONAL INFORMATION

CASp: On September 19, 2012, Governor Brown signed Senate Bill 1186 (SB 1186) into law. SB 1186 is intended to increase disability access, encourage compliance with construction-related accessibility requirements, develop education resources for businesses, and facilitate compliance with Federal and State disability laws. From January 1, 2013, and until December 31, 2017, cities and counties were required to collect a State mandated fee of \$1.00 from "any applicant for a local business license or equivalent instrument or permit, and from any applicant for the renewal of a business license or equivalent instrument or permit." Assembly Bill 1379 was passed on October 11, 2017 which extends the assessment of the fee indefinitely and also increased the State mandated fee from \$1.00 to \$4.00 from January 1, 2018 until December 31, 2023. The City is required by law to inform you of the following: 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: <https://www.dgs.ca.gov/DSA>; The Department of Rehabilitation at: <https://www.dgs.ca.gov/>; The California Commission on Disability Access at: <https://www.dgs.ca.gov/CCDA>.

CALIFORNIA PUBLIC RECORDS ACT INFORMATION: <http://www.boe.ca.gov/info/publicrecords.htm>

CALIFORNIA BUS. & PROF. CODE § 16000.1: https://leginfo.ca.gov/faces/codes_displayText.xhtml?lawCode=BPC&division=7.&title=&part=1.&chapter=1.&article=

California SB205: On October 2, 2019, Governor Newsom signed Senate Bill 205 (SB205) into law. SB205 intends for businesses to demonstrate enrollment with the National Pollutant Discharge Elimination System (NPDES) permit program. You may obtain information about your legal obligations and how to comply with environmental laws at the following agencies: California Water Board: https://www.waterboards.ca.gov/water_issues/programs/npdes/; United States Environmental Protection Agency: <https://www.epa.gov/npdes>.

SIC codes can be found at: <https://www.naics.com/search/>.



CITY OF MILL VALLEY

TO WHOM IT MAY CONCERN:

I, the undersigned, doing business as _____

located at _____
in a Residential Zoning District, hereby declare that the proposed business will be conducted in accordance with the definition of a Home Occupation as defined in Section 20.60.250 of Title 20 of the Mill Valley Municipal Code more particularly described as follows:

“Home Occupation” is an accessory use of a dwelling unit for business activities permitted by the following:

- (1) The business shall be clearly incidental and secondary to the use of the dwelling for dwelling purposes.
- (2) The use is conducted entirely within a dwelling and is carried on exclusively by the inhabitants of the dwelling.
- (3) The use does not change the character of the dwelling or adversely affect the uses permitted in the residential district.
- (4) The use creates no additional traffic and requires no additional parking spaces.
- (5) No persons are employed other than that necessary for domestic purposes.
- (6) There is no indoor or outdoor use or storage of materials, equipment, or supplies, other than that necessary for domestic purposes.

Prohibited Home Occupations shall include, but are not limited to, clinics, barbershops, and cosmetology establishments.

Any violation of the above definition is subject to the penalties as defined in Section 8.70 of Title 8 of the Mill Valley Municipal Code.

_____ Signed

_____ Date