



CITY OF DALY CITY

333 - 90TH STREET
DALY CITY, CA 94015-1895
Phone: (650) 991-8088
Email: bl@dalcycity.org

For Office Use Only

Lic.No. _____

APPLICATION FOR BUSINESS LICENSE Rental of Real Property

Owner's Name: _____

Business Name (if applicable): _____

Mailing Address*: _____

City: _____ State: _____ Zip: _____

Email: _____ Phone: _____

Ownership Type: ☐ Sole Proprietorship ☐ Trust ☐ Partnership ☐ LLC ☐ Corporation

Social Security #: _____ Federal Tax ID #: _____

List additional owners, partners, or corporation officers as applicable. List local managers if any.

<u>Name</u>	<u>Title</u>	<u>Address</u>	<u>Phone</u>

Residential Property Address	Rental Start Date	Long Term	Short Term	#Units

Commercial Property / Land Address	Rental Start Date	#Units	Square Footage

THE BUSINESS LICENSE TAX AND FEES ARE NONREFUNDABLE

While the property operates as a rental, the business license tax is due annually and is calculated on gross rents collected.

I acknowledge that I have reviewed this application in its entirety, including the information on the back side. I declare under penalty of perjury that the information provided is true and correct.

Signature of owner or authorized agent

Date

CITY OF DALY CITY

APPLICATION FOR BUSINESS LICENSE

NOTE TO APPLICANT:

- ☐ Payment of a business license tax does not relieve the applicant (business) of the requirement to comply with zoning, health, safety and other regulations of the City, State and Federal Government. The City may require inspection of the business location to ensure compliance with code requirements.
- ☐ Business licenses are renewed on an ANNUAL basis and **expire every year on September 30th.** It is the responsibility of the license holder to renew their business license and pay the applicable license tax by **October 1st** to avoid late penalty and interest charges.
- ☐ Business license taxes for the upcoming fiscal year are based on the gross receipts from the previous tax year (ex: 2024/2025 Fiscal Year = 2023 Tax Year). **All** business license holders are required to provide proof of gross receipts in the form of a Federal Tax Return, Profit & Loss or Income Statement.
- ☐ It is the responsibility of each license holder to notify the Business License Division *directly* of any changes or updates to their account, since information is not shared by any other local, state or federal agency. This information may include, but is not limited to, the sale or closure of a business, new ownership or new tax filing status.
- ☐ Tax identification numbers are required for all new applications in the form of either a Federal Employer Identification Number (FEIN) or Social Security Number (SSN).

* Per AB 2184, you may protect your residential address by providing a different Service of Process address in accordance with Sections 16000.1(a)(2) and 16100.1(a)(2) of the Business and Professions Code.

Note: If your Service of Process address is a post office box or private mailbox, it must comply with paragraph (2) of subdivision (b) of Section 17538.5 of the California Business and Professions Code.

Service of Process Address: _____

Residential Address to Protect: ☐ Mailing ☐ Owner/Partner/Office Address