



City of San Ramon

Business License Change of Information

7000 Bollinger Canyon Rd.

San Ramon, CA 94583

Phone: (925) 973-2510 Fax: (925) 830-0100

- ☐ Change of Business Info
- ☐ Change of Business Name
- ☐ Change of Address

Business Name:

Business License #:

Old Business Name: _____
Old Owner Name: _____
Old Business Address: _____
Old Business Description: _____
City/ State/ Zip: _____
Tax ID Number: _____
Business Phone: _____
Emergency Contact: _____
Emergency Phone: _____
Mailing Address: _____

New Business Name: _____
New Owner Name: _____
New Business address: _____
New Business Description: _____
City/ State/ Zip: _____
Tax ID Number: _____
Business Phone: _____
Emergency Contact: _____
Emergency Phone: _____
Mailing Address: _____

PLEASE READ AND SIGN BELOW

I declare under penalty of perjury that all statements contained herein are, to the best of my knowledge and belief true and that all necessary land use permits, building permits, and any other permits required by law have been or will be secured prior to the commencements of the business activity which is the subject of this application.

Executed in _____, California on _____
City Date

Signature Printed Name Title

NOTE: ENTIRE FORM MUST BE COMPLETED TO BE PROCESSED

If you want to have a new Business License Certificate printed reflecting your changes, please enclose a check or money order made out to the City of San Ramon for \$17.00 and a new Business License Certificate will be mailed out to you.

Last Name:	First Name:	Phone No:	Fax No:
Email Address:	Address:		City, State, Zip:
	Duplicate Copy of Business License - \$17.00 Mailing Address:		Comments:

Charge to my ☐ Mastercard ☐ Visa ☐ American Express
Print name as it appears on card: _____
Credit Card Billing Address: _____
Card No. _____ Expiration Date: ____ / ____
Amount: \$ _____ Authorized Signature: _____

****Credit Card Convenience Fee is 2.88% of the total transaction**