



# City of Mill Valley

## BUSINESS LICENSE APPLICATION

RETURN THIS FORM WITH TAX TO:  
City of Mill Valley  
Business License Dept.  
26 Corte Madera Ave  
Mill Valley, CA. 94941  
(415)388-4033

Please type or print.

Make changes in printed information where necessary.

- RENEWAL
- NEW BUSINESS

BUSINESS NAME

BUSINESS LOCATION (Complete Address, City, State, Zip)

BUSINESS TELEPHONE	OWNER'S HOME PHONE	DATE BUSINESS STARTED IN MILL VALLEY
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BUSINESS OWNER	OWNER'S SOCIAL SECURITY NUMBER
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HOME ADDRESS (Complete Address, City, State, Zip)

IS APPLICATION FOR  SOLE PROPRIETORSHIP  PARTNERSHIP (List all Partners)  CORPORATION (List Officers and Titles)  Limited Liability Company

NAME AND TITLE	ADDRESS	(AREA CODE)PHONE
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RESALE NUMBER	STATE EMPLOYER I.D. NUMBER	FEDERAL EMPLOYER I.D. NUMBER	STATE CONTRACTORS NO.
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TYPE OF BUSINESS (Give full description)

RATE CLASSIFICATION *TO CALCULATE YOUR TAX USE SECTION C ON REVERSE SIDE*

LOCATION OF COMMERCIAL PROPERTY OR LIVING ACCOMMODATIONS (HOUSE FOR RENT, APARTMENTS, MOTELS AND OTHER UNITS.)

COMMERCIAL RENTAL  LIVING ACCOMMODATIONS

ADDRESS OF UNITS	NUMBER OF UNITS
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### MAILING INFORMATION

NAME  
ADDRESS  
CITY, ZIP

**A. PLEASE CHECK APPROPRIATE BOXES**

YES NO

- Are you renting Commercial Property to a Business? If yes, complete the shaded section at the bottom of the reverse side.
- Do you pay rent for office, work station, storage, etc. space? If yes, complete section B below.
- Will business be conducted in your home? (Home Occupation form required.)

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

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**CALCULATION OF TAX**

**C.** Find your Rate Classification on the front of this application. Enter requested data for the appropriate category only. Using the separate Fee Schedule, determine your tax and penalty, if any, and enter them on the appropriate lines in the section below.

<p><b>GENERAL BUSINESS (CLASS A,B,C) REPORT GROSS RECEIPTS FOR PRIOR CALENDAR YEAR.</b>  <small>Applicants in business less than 12 months in the prior year shall compute gross receipts on an estimated 12 month basis.</small></p> <p>GROSS RECEIPTS \$ _____ TAX \$ _____</p> <p>DELIVERY VEHICLE _____ Ton _____          Vehicle type: _____ Capacity: _____ TAX \$ _____</p> <p>LIVING ACCOMMODATION _____          Unit Count: _____ TAX \$ _____</p> <p>OTHER LICENSES (Taxi, Comm, Filing, Solicitors) _____          Number Count: _____ TAX \$ _____</p> <p>ADMINISTRATIVE OFFICE _____          Number Employees: _____ TAX \$ _____</p> <p>PENALTY ..... \$ _____</p> <p>AMOUNT ENCLOSED ..... \$ _____</p>	<p><b>ANNUAL BUSINESS LICENSE TAX IS DUE AND PAYABLE ON JULY 1, AND CONSIDERED DELINQUENT ON AUGUST 1.</b></p> <p style="text-align: center;">--DELINQUENCY PENALTY--</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: left;">PAYMENT DATE</th> <th style="text-align: left;">PENALTY</th> </tr> </thead> <tbody> <tr> <td>Aug. 1 to Aug. 31</td> <td>10%</td> </tr> <tr> <td>Sept. 1 to Sept. 30</td> <td>20%</td> </tr> <tr> <td>Oct. 1 to Oct. 31</td> <td>30%</td> </tr> <tr> <td>Nov. 1 to Nov. 30</td> <td>40%</td> </tr> <tr> <td>After Nov. 30</td> <td>50%</td> </tr> </tbody> </table>	PAYMENT DATE	PENALTY	Aug. 1 to Aug. 31	10%	Sept. 1 to Sept. 30	20%	Oct. 1 to Oct. 31	30%	Nov. 1 to Nov. 30	40%	After Nov. 30	50%
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\* WE DO NOT INVOICE - PLEASE ENCLOSE PAYMENT \* BE SURE TO COMPLETE ENTIRE APPLICATION \* SIGN AND DATE APPLICATION BELOW \*

**AVOID PENALTIES - FILE PROMPTLY**      **ALL BUSINESSES ARE SUBJECT TO AUDIT**

**AFFIDAVIT:** I hereby declare under penalty of perjury, that the reported information is true and correct to the best of my knowledge.

SIGNATURE: \_\_\_\_\_ DATED: \_\_\_\_\_

**OFFICE USE ONLY**

Received by: \_\_\_\_\_ Date: \_\_\_\_\_ Amount: \_\_\_\_\_ Receipt No.: \_\_\_\_\_ Cash  Check

CITY USE ONLY	Building	Fire	Health	Planning	Police	Public Works
APPROVED BY						
DATE						

# 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