



**BUSINESS TAX CERTIFICATE APPLICATION**

Certificate Expires June 30 and is renewable annually

CITY OF LOMPOC

FINANCE DEPARTMENT – BUSINESS TAX OFFICE

100 CIVIC CENTER PLAZA – P.O. BOX 8001 – LOMPOC CA 93438-8001

Fax Number: 805-875-8333 or 805-875-8382

New Application

HUP NO. \_\_\_\_\_

Update/Revision

**Business Name:** \_\_\_\_\_  
 \_\_\_\_\_

**Phone No.:** \_\_\_\_\_

**Alt. Phone:** \_\_\_\_\_

**Business Location:** \_\_\_\_\_  
**Address** (cannot be PO Box per B&P Code Section 17538.5)  
 \_\_\_\_\_

**Fax No.:** \_\_\_\_\_

**Email:** \_\_\_\_\_

**Mailing Address:** \_\_\_\_\_  
 \_\_\_\_\_

**# of Employees in Lompoc:** \_\_\_\_\_

**Description of Business:**  
 \_\_\_\_\_

**Fed Emp. ID No.:** \_\_\_\_\_ **State Emp. ID No.:** \_\_\_\_\_

**Ownership:**  Corporation  LLC  Partnership  Sole Proprietor  Trust  Veteran

**Enter names of Owners, Partners or Corporate Officer** (attach additional sheet if necessary)

**1st Owner Name:** \_\_\_\_\_ **Title:** \_\_\_\_\_

**Home No.:** \_\_\_\_\_

**Home Address:** \_\_\_\_\_  
 (cannot be PO Box)

**Cell Phone:** \_\_\_\_\_

**SS #:** \_\_\_\_\_

**2nd Owner Name:** \_\_\_\_\_ **Title:** \_\_\_\_\_

**Home No.:** \_\_\_\_\_

**Home Address:** \_\_\_\_\_  
 (cannot be PO Box)

**Cell Phone:** \_\_\_\_\_

**SS #:** \_\_\_\_\_

**California General Contractor or Subcontractor License No.:** \_\_\_\_\_ **Type:** \_\_\_\_\_ **Exp. Date:** \_\_\_\_\_

**Project Name/Location:** \_\_\_\_\_

**State of California Reseller's Permit No.:** \_\_\_\_\_

**Rental Property Information** (3 or more rooms, units, or spaces)

**Address(es)** \_\_\_\_\_ **No. of Units, Rooms, or Spaces** \_\_\_\_\_ **APN:** \_\_\_\_\_

\_\_\_\_\_  
 \_\_\_\_\_

**EMERGENCY CONTACT – For Commercial Locations Inside the City Limits**

**Name:** \_\_\_\_\_

**Phone No.:** \_\_\_\_\_

**Address:** \_\_\_\_\_

**Cell Phone:** \_\_\_\_\_

**Name:** \_\_\_\_\_

**Phone No.:** \_\_\_\_\_

**Address:** \_\_\_\_\_

**Cell Phone:** \_\_\_\_\_

Building Division

\_\_\_\_\_  
 Date: \_\_\_\_\_

Planning Division

\_\_\_\_\_  
 Date: \_\_\_\_\_

DECLARATION OF APPLICANT - Issuance of a Business Tax Certificate in no way releases the applicant (Business) from compliance with any provision of federal, state, county, and City ordinances, rules, regulations, or other law, including, without limitation, planning, zoning, signage, land use, building, fire, health, and safety laws and regulations. Failure to comply with the City ordinances and regulations may result in enforcement proceeding by the City Attorney.

By signing this statement – I/We declare, under penalty of perjury under the laws of the State of California, that this statement is made by me, that I am authorized to make such application; and to the best of my knowledge and belief, this Application is true, correct and complete. Issuance of the Business Tax Certificate is not an endorsement or certification of compliance with other ordinances or laws.

\_\_\_\_\_  
 Applicant Signature Title Date

Tax Schedule Used

Tax Amount \$

State CASp Fee **\$ 1.00**

Processing Fee **\$20.00**

**Total Due**

## INSTRUCTIONS FOR BUSINESS TAX APPLICATION

The City of Lompoc does not issue a “business license”, rather a “Business Tax Certificate” to all persons conducting business in the City of Lompoc, whether or not the business has a fixed place of business in the City. The Business Tax Certificate (BTC) is valid until June 30th of each year following the issuance and must be renewed thereafter before July 31st to avoid penalties. It is the responsibility of the business to ensure that the tax is paid each year whether or not they received a renewal notice.

**For Businesses** located in commercial locations in the City of Lompoc: The Lompoc Police Department maintains a list of contact persons who are designated by you the business owner/manager to respond in case of an emergency. You are requested to provide the Police Department with updated information concerning any changes to this list by notifying the Police Dispatcher at 736-2341, 24 hours per day. Please list the persons you designate on the reverse side of this form.

**Alarm Permits:** If your business will have a silent or audible alarm, you must contact the Police Department in person during regular business hours to obtain an ALARM PERMIT. Operation of an alarm without a permit is a violation of the Lompoc Municipal Code.

### Business Tax Fee

Select the Tax Schedule below that is appropriate to your business and write the Tax Due on the front page in the lower right hand corner. For most businesses, the tax is based on estimated annual gross receipts, except as noted below.

If you are starting your business after October 1, contact the Clerk’s Office to determine if your first year’s business tax will be prorated.

### Gross Receipts Business Tax Schedule

<u>Estimated Annual Gross Receipts</u>	<u>Annual Tax</u>
Less Than \$ 24,999	\$ 30.00
\$ 25,000 to \$ 49,999	\$ 50.00
\$ 50,000 to \$ 99,999	\$ 90.00
\$ 100,000 to \$ 199,999	\$140.00
\$ 200,000 to \$ 299,999	\$190.00
\$ 300,000 to \$ 399,999	\$240.00
\$ 400,000 to \$ 499,999	\$290.00
\$ 500,000 to \$ 749,999	\$330.00
\$ 750,000 to \$ 999,999	\$375.00
\$1,000,000 to \$1,249,999	\$425.00
\$1,250,000 to \$1,499,999	\$475.00*

**For Real Estate agents/brokers (if receiving a 1099) fee is based on commission NOT total sale price.**

**Exclude the following from your Est. Gross Receipts:**

- a. Any tax required by law to be included or added to the purchase price.
- b. Sale of alcohol (CA Constitution, Article 20, Section 20)
- c. Receipts of refunded deposits, unless forfeited
- d. Retail gasoline dealers, the motor vehicle fuel license tax.

**Honorably Discharged Veteran (DD214 Form)**

- e. Sales of wares, goods or merchandise owned by him/her

\*All businesses grossing over \$1,499, 999 annually, please contact the Business Tax Office.

**Flat Tax Rate for Contractors (Not Prorated) - Licensed by the State of California Contractors State License Board**

<b>General Engineering or General Building Contractor</b>	<b>\$150.00</b>
<b>Subcontractor or Specialty Contract</b>	<b>\$75.00</b>

**Rental Businesses**

Any person engaged in the renting or letting of rooms, apartments, mobile home spaces, or other accommodations for dwellings, sleeping, lodging or commercial purposes in any such place, with the exception of hotels and motels (which pay based on gross receipts), shall pay annually the following business tax:

Less than three (3)	Exempt – No Tax
Three (3) or more	\$5.00 per year, per unit, room, space, etc.

**Direct Selling**

Every individual or person engaged in the business of soliciting or direct selling in person by telephone or by any other means of communication, the retail sale of any goods, wares, merchandise, photographs, magazines, books, newspapers, or any literature, services or other things of value for immediate or future delivery and not having a regularly established place of business within the City shall pay a license tax of \$50.00 per year unless the person or persons for whom he is soliciting has a principal solicitor’s license as hereafter provided, in which event the tax shall be \$7.50 per year. Prior to issuance of a Business Tax Certificate, solicitors and itinerant vendors must obtain a police clearance and provide a surety bond.