City of Thousand Oaks

Finance Department

2100 Thousand Oaks Boulevard • Thousand Oaks, CA 91362
Phone 805/449.2200 • Fax 805/449.2250 • www.toaks.org

Please complete the application forms and either mail or fax them back to the Finance Department. Consult the fee schedule below to determine the total amount owing. If this is your first business license do not forget to include the one time application-processing fee. If you are renewing an existing license, include a renewal fee.

GROSS RECEIPTS FEE SCHEDULE

The business tax fee is for one calendar year. To determine the amount of the fee, find the amount of your actual gross receipts for the prior year and select the quarter in which the business started. If this is a new business, estimate 12 months of gross receipts.

Gross Receipts	1st Quarter	2nd Quarter	3rd Quarter	4th Quarter
$0 - $15,000	$20.00	$15.00	$10.00	$10.00
15,001 - 30,000	25.00	18.75	12.50	10.00
30,001 - 45,000	30.00	22.50	15.00	10.00
45,001 - 60,000	35.00	26.25	17.50	10.00
60,001 - 75,000	40.00	30.00	20.00	10.00
75,001 - 90,000	45.00	33.75	22.50	11.25
90,001 - 105,000	50.00	37.50	25.00	12.50
105,001 - 130,000	60.00	45.00	30.00	15.00
130,001 - 155,000	70.00	52.50	35.00	17.50
155,001 - 180,000	80.00	60.00	40.00	20.00
180,001 – 205,000	90.00	67.50	45.00	22.50
205,001 - 255,000	100.00	75.00	50.00	25.00
255,001 - 305,000	110.00	82.50	55.00	27.50
305,001 - 355,000	120.00	90.00	60.00	30.00
355,001 - 405,000	130.00	97.50	65.00	32.50
405,001 - 455,000	140.00	105.00	70.00	35.00
455,001 - 505,000	150.00	112.50	75.00	37.50
505,001 - 605,000	190.00	142.50	95.00	47.50
605,001 - 705,000	230.00	172.50	115.00	57.50
705,001 - 805,000	270.00	202.50	135.00	67.50
805,001 - 905,000	310.00	232.50	155.00	77.50
905,001 - 1,000,000	350.00	262.50	175.00	87.50
1,000,001 - 2,000,000	$350 + $.24 per thousand dollars of gross receipts in excess of $1,000,000			
2,000,001 - 3,000,000	$590 + $.20 per thousand dollars of gross receipts in excess of $2,000,000			
3,000,001 - 4,000,000	$790 + $.16 per thousand dollars of gross receipts in excess of $3,000,000			
4,000,001 - 5,000,000	$950 + $.12 per thousand dollars of gross receipts in excess of $4,000,000			
5,000,001 – Over	$1,070 + $.08 per thousand dollars of gross receipts in excess of $5,000,000			

Add processing fee: **$61.00*** - New Applicants **or $15.00*** - Renewing Existing Account.

* Includes State Mandated $1 fee per SB 1186-disabled access

Payment Instructions:

To pay by credit card (Visa or Master Card only), you may fax the completed application to (805) 449-2289. Please provide the credit card number and expiration date by calling (805) 449-2201.

Fee Worksheet

Business License Tax from schedule above:	$ _____
Certificate of Occupancy fee	$120.00
New or Renewal Processing Fee:	$ 61.00* or $15.00*
Total Fee:	**$** _____

* Includes State Mandated $1 fee per SB 1186-disabled access

Mailing Instructions:

Please make checks payable to the City of Thousand Oaks.
Mail To: City of Thousand Oaks
Finance Department - Business License
2100 Thousand Oaks Blvd.
Thousand Oaks, CA 91362

For any questions please call (805) 449-2201 during regular business hours Monday through Thursday 7:30 a.m. to 5:00 p.m. and alternating Fridays 8:00 a.m. to 5:00 p.m.

CITY OF THOUSAND OAKS

BUSINESS TAX CERTIFICATE APPLICATION

2100 E Thousand Oaks Blvd, Thousand Oaks, CA 91362-2903 · Phone (805) 449-2201 · Fax (805) 449-2289

PLEASE COMPLETE ALL APPLICABLE FIELDS ON THIS FORM

Business Name (DBA)			Start Date in Thousand Oaks
Corporate Name (If applicable)			Federal Tax ID
Business Address	City	State	Zip Code
Mailing Address (If different from Business Address)	City	State	Zip Code
Business Phone No	Business Fax No	Business Email	

Ownership Type: ❑ Sole Owner ❑ Partnership ❑ Limited Liability Co ❑ Corporation / State _____ ❑ Exempt

1) Owner / Officer Name			Title
Address			
Phone No	Social Security No	Date of Birth	Drivers License/State

2) Owner / Officer Name			Title
Address			
Phone No	Social Security No	Date of Birth	Drivers License/State

Business Category ❑ Retail ❑ Wholesale ❑ Service ❑ Manufacturing ❑ Admin Only	Classification (Office Use)
Detailed Description of Business Activity	

Gross Receipts (12-Month Estimate / Actual)	# Employees	# Vehicles	Bldg Square Footage
Seller's Permit # or Resale Certificate #	CA Contractor's License #	Class	Expiration Date

FOR HOME-BASED BUSINESSES LOCATED WITHIN THE CITY OF THOUSAND OAKS
Business owners may elect to exclude the address & telephone number from a business license listing available to the public. If you wish to EXCLUDE your business address or telephone number, check the appropriate box for exclusion.

❑ **ADDRESS**
❑ **PHONE NUMBER**

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 www.dgs.ca.gov/dsa/home.aspx ➔The Department of Rehabilitation at www.rehab.cahwnet.gov ➔The California Commission on Disability Access at www.ccda.ca.gov

Your Business License will be issued under the provisions of Title 3, Chapter 1 of the Thousand Oaks Municipal Code. You are cautioned that this License does not permit operation of a business in violation of other provisions of the Thousand Oaks Municipal Code.

I declare under penalty of perjury that, to the best of my knowledge and belief, the statements made herein are correct and true and that the information is subject to verification. I understand that acceptance of payment by the City does not constitute approval of the Business License; authorization to conduct business is not granted until issuance of the license.

Signature:_____ Title _____ Date _____

FOR OFFICE USE ONLY

Control #	Staff Initial	License	Amount	Receipt #
❑ Update Only	Comments:			

City of Thousand Oaks
Community Development Department
2100 Thousand Oaks Boulevard • Thousand Oaks, CA 91362
Planning Division • Phone 805/449.2323 • Fax 805/449.2350 • www.toaks.org
Building Division • Phone 805/449.2500 • Fax 805/449.2575 • www.toaks.org

John C. Prescott
Community Development Director

CERTIFICATE OF OCCUPANCY APPLICATION

Submit this Application to Finance with your Business License Application

For submittal questions, call (805) 449-2201. For application status, call (805) 449-2500.

Business Name: _____

Business Owner: _____

Business Address (Include Suite): _____

City: _____ State: _____ ZIP: _____

Business Phone: (_____)_____ Other: (_____)_____

List products and/or services to be provided: _____

_____

Proposed Bldg. Use: _____ Date Business Opening: _____

Floor Area (Sq. Ft.): _____ Number of Employees: _____

Type of Equipment to be Used: _____

Is There Any Storage or Handling of Hazardous Materials? ☐ Yes ☐ No

If Yes, Give the Quantities and Nature of Use: _____

_____

I declare under penalty of perjury that the foregoing statements are true and correct to the best of my knowledge and understand that the information is subject to verification.

Signature: _____ Title: _____ Date: _____

FOR CITY USE ONLY				
Department	Date Received	Same Location/Address Change		Business License Control #:
Finance		Yes / No		
Department	Approved by	Denied by	Date	Use Zone
Planning				
Comments/Remarks:				
Department	Approved	Denied	Date	Remarks
Building				
Occupancy Type:		Design Occ. Load:		Type of Construction:
Administration				
Entered by:		Entered Date:		Appx Mail Date: