

## **BUSINESS TAX BASED ON GROSS RECEIPTS – HOME LOCATION INSIDE CITY**

If your business is in the city limits of Thousand Oaks from your home address, the City requires your company to obtain a Business Tax Certificate and Home Occupation Permit. Please complete both application forms and submit by mail, email or fax.

Mailing Address - City of Thousand Oaks  
Finance Department - Business License  
2100 Thousand Oaks Blvd., Thousand Oaks, CA 91362

Email Address - [businesslicenses@toaks.org](mailto:businesslicenses@toaks.org)

Fax Number - (805) 449-2289

If you are submitting your application forms by email or fax, the Home Occupation Permit Application form will be forwarded to Community Development Department for approval. This could take 5-10 business days. Upon approval, we will process the Business Tax Certificate Application and will require payment at that time. Our staff will contact you by phone or email for payment. Payment may be made by credit card (Visa or Mastercard only) over the phone. If you are paying by check, please make the check payable to the City of Thousand Oaks.

### **BUSINESS TAX**

The Business Tax amount is determined by your estimate 12-month gross receipts and the quarter your company begins work in the City. See Business Tax Schedule on page 2. The Business Tax Certificate will expire at the end of the calendar year.

Example: Business starts on September 1<sup>st</sup> and the estimate 12-month gross receipts is \$250,000. Based on this information, the license tax is \$50.00. Enter this amount on Line 1 of the Fee Worksheet.

### **FEE WORKSHEET**

1. Business Tax from the schedule on page 2	\$ _____
2. Home Occupancy Permit Fee	\$ 46.00
3. Processing Fee (\$64* for New or \$20* for Renewal)	\$ _____
4. Total Tax/Fee (Add lines 1, 2 & 3)	\$ _____

\* Includes State Mandated \$4 fee per AB 1379-disabled access

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.

**BUSINESS TAX SCHEDULE**

12 Month Estimate	If your business starts during this quarter, enter this amount in Line 1	If your business starts during this quarter, enter this amount in Line 1	If your business starts during this quarter, enter this amount in Line 1	If your business starts during this quarter, enter this amount in Line 1
<b>Gross Receipts</b>	<b>Jan, Feb &amp; Mar</b>	<b>Apr, May &amp; Jun</b>	<b>Jul, Aug &amp; Sep</b>	<b>Oct, Nov &amp; Dec</b>
\$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			





# 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 · Email [businesslicenses@toaks.org](mailto:businesslicenses@toaks.org)

**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 (Physical Address Required)		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		City	State      Zip Code
Phone No	Social Security No	Date of Birth	Driver's License or ID/State

2) Owner / Officer Name		Title	
Address		City	State      Zip Code
Phone No	Social Security No	Date of Birth	Driver's License or ID/State

Business Category     Retail     Wholesale     Service     Contractor     Manufacturing     Admin Only     Delivery

Detailed Description of Business Activity		NPDES Permit #	NAICS Code
Gross Receipts (12-Month Estimate / Actual)	# Employees	# Vehicles	Bldg Square Footage
Seller's Permit # or Resale Certificate #	CA Contractor's License #	Expiration Date	Class      Verify CSLB CSR

**FOR HOME-BASED BUSINESSES LOCATED WITHIN THE CITY OF THOUSAND OAKS**       ADDRESS  
 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.       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](http://www.dgs.ca.gov/dsa/home.aspx) →The Department of Rehabilitation at [www.rehab.cahwnet.gov](http://www.rehab.cahwnet.gov) →The California Commission on Disability Access at [www.cdda.ca.gov](http://www.cdda.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 <input type="checkbox"/> OL <input type="checkbox"/> OR	Amount	Receipt #
<input type="checkbox"/> Update Only		Comments:		



# CITY OF THOUSAND OAKS

## COMMUNITY DEVELOPMENT DEPARTMENT

### HOME OCCUPATION PERMIT APPLICATION

Name of Business	
Business Address (must be the residential location of the business):	
Business Description	
Phone Number	Email Address
Mailing Address (if different from Business Address)	
Name of Applicant	
Name of Property Owner (if different from Applicant)	

**NOTE:** A Home Occupation is a special use of residential properties and can be issued with conditions imposed to protect adjacent residents and guarantee the preservation of the residential character of the neighborhood. It can only be issued to the resident of the property for which the Home Occupation is requested.

**Please provide the information below as completely as possible:**

1. Will the garage be used for any aspect related to the business?     Yes     No

If yes, how: \_\_\_\_\_

Interior parking spaces within the garage must be permanently maintained as required by the Thousand Oaks Municipal Code.

2. Will vehicles other than the family cars be required?     Yes     No

If yes, are these vehicles to be parked at the residence?     Yes     No

If yes, where? \_\_\_\_\_

I attest that I am a resident at the address for which this permit is requested and that the foregoing is true and correct to the best of my knowledge and that I have read, understand, and agree to comply with all of the conditions and standards stated in Section 9-4.2518 of the Thousand Oaks Municipal Code (Home Occupations). Furthermore, I understand that to violate any of the requirements of said sections may result in the revocation of my permit to conduct a business in my home.

\_\_\_\_\_  
Signature of Applicant Date

**FOR COMMUNITY DEVELOPMENT DEPARTMENT USE ONLY**

The above application is / is not approved subject to the general conditions for occupation permits set forth in Section 9-4.2518 of the Thousand Oaks Municipal Code, and any special conditions listed in this section of the form.

Special Conditions: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

City Official Signature: \_\_\_\_\_ Title \_\_\_\_\_ Date: \_\_\_\_\_

**FOR FINANCE DEPARTMENT USE ONLY**

Control #	License #	Receipt #
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## THOUSAND OAKS MUNICIPAL CODE

### Sec. 9-4.2518. Home occupations.

A home occupation shall include any use customarily conducted entirely within a dwelling or building accessory thereto and carried on by the inhabitants thereof. The use shall be clearly incidental and secondary to the principal use of the residence.

(a) Home occupation permits: Issuance. A home occupation permit shall be issued if the Community Development Director determines that such use complies with the following criteria:

(1) A maximum of two (2) employees per day, not occupants of the residence and only during the hours of 8:00 a.m. and 8:00 p.m., shall be allowed at the residence. No more than one employee shall be allowed at the residence at a time.

(2) No use of material or mechanical equipment which creates or emits light, sound, or vibration, or produces an odor, which can be heard, felt, or otherwise sensed upon adjoining property or public rights-of-way shall be permitted except uses compatible with the permitted residential uses.

(3) No commodities or services shall be advertised on the premises.

(4) No signs or structures shall be permitted other than those normally permitted in the zone.

(5) The use shall not create pedestrian or vehicular traffic other than normal to the residential use of said premises as follows:

(i) No more than four (4) visitors or customers a day shall be allowed in connection with the home occupation and may only be present between the hours of 8:00 a.m. and 8:00 p.m., except as provided in subsection (ii).

(ii) No more than two (2) students shall be allowed on the premises at the same time for music lessons, tutoring, or other instructional purposes and may only be present between the hours of 7:00 a.m. and 9:00 p.m. However, group instruction of up to eight (8) students at the same time shall be allowed once a week.

(6) No identifiable commercial vehicles in connection with the home occupation shall be permitted for delivery of materials to or from the premises except those vehicles that normally make deliveries to or pickups from households in residential areas.

(7) No outdoor storage of materials or supplies visible from the public street or adjacent property shall be permitted in connection with the home occupation.

(8) The appearance of the structure shall not be altered, nor shall the conduct of the occupation within the structure be such that the structure may be reasonably recognized as serving a nonresidential use.

(9) The home occupation must have sufficient parking on the premises to accommodate both residential and home business uses.

(10) No more than one vehicle used exclusively for, or in any way identifiable as related to, the home occupation may be used or stored on the premises. There shall be no parking or storing of commercial vehicles on public streets in connection with the home occupation. Commercial vehicles used for, or in any way related to the home occupation shall not be stored on the premises, or parked on the street unless otherwise permitted. As used herein, commercial vehicles are as defined in the California Vehicle Code.

The Community Development Director or designee may impose conditions upon the approval of a home occupation permit, as deemed necessary to insure compliance with the criteria listed in this section, to maintain the residential character of the neighborhood, and to require compliance with all Federal, State and local requirements.

(b) Home occupation permits: Revocation. A home occupation permit granted in accordance with the provisions of this chapter may be terminated if the Community Development Director makes any of the following findings:

(1) That any condition of the home occupation permit has been violated;

(2) That the use has become detrimental to the public health or traffic or constitutes a nuisance;

(3) That the permit was obtained by misrepresentation or fraud;

(4) That the use for which the permit was granted has ceased for six (6) consecutive months or more; and

(5) That the condition of the premises, or of the area of which it is a part, has changed so that the use is no longer justified under the meaning and intent of this section.

Any determination of the Community Development Director under the provisions this section may be appealed to the Commission pursuant to the provisions of Article 28 of this chapter.

(c) Home occupation permits: Nontransferability. A home occupation permit granted in accordance with the provisions of this chapter shall not be transferred, assigned, or used by any person other than the permittee, nor shall such permit authorize such home occupation at any location other than the one for which the permit is granted.

(d) Nonconforming home occupations. Nonconforming home occupations shall be discontinued or shall comply with all the provisions of this section on or before December 3, 2003.

(§ 8160.15, T.O.O.C., as amended by § II, Ord. 231, as renumbered by § XIV, Ord. 173-NS, eff. November 5, 1970, § 1, Ord. 219-NS, eff. August 19, 1971, and § 1, Ord. 1409-NS, eff. July 3, 2003)