

AGENCY LISTING

CITY OF THOUSAND OAKS OFFICES

2100 E Thousand Oaks Blvd Thousand Oaks, CA 91362	(805) 449-2100 www.toaks.org
Business License Office	(805) 449-2201
City Manager's Office	(805) 449-2121
Code Compliance	(805) 449-2300
Community Development Dept	(805) 449-2500
Economic Development	(805) 449-2121
Planning Division	(805) 449-2323
Police Department	(805) 449-8200

COUNTY GOVERNMENT

Ventura County Government Center 800 S Victoria Ave Ventura, CA 93009	(805) 654-5000 www.ventura.org
Business Tax Bureau	(805) 654-3727
County Clerk (Ventura Office)	(805) 654-2263
County Clerk (Satellite Office) 2100 E Thousand Oaks Blvd Ste A Thousand Oaks, CA 91362	(805) 449-2157
County Tax Assessor	(805) 654-2181
District Attorney	(805) 654-3110
Environmental Health Division	(805) 654-2813 www.vcrma.org
Air Pollution Control District 4567 Telephone Rd 2 nd Floor Ventura, CA 93003	(805) 303-4005 www.vcapcd.org

STATE GOVERNMENT

Alcoholic Beverage Control 1000 S Hill Rd #310 Ventura, CA 93010	(805) 289-0100 www.abc.ca.gov
Contractor's Board 12501 East Imperial Hwy Ste 620 Norwalk, CA 90650	(805) 321-2752 www.cslb.ca.gov
Employment Development Department 4820 McGrath St Ste 200 Ventura, CA 93003	(888) 745-3886 www.edd.ca.gov
Franchise Tax Board 300 S Spring St Ste 5704 Los Angeles, CA 90013	(800) 852-5711 www.ftb.ca.gov
Labor Commissioner 411 E Canon Perdido Ste 3 Santa Barbara, CA 93101	(805) 568-1222 www.dir.ca.gov
Tax and Fee Administration 4820 McGrath St #260 Ventura, CA 93003	(805) 677-2700 www.cdtfa.ca.gov
<u>FEDERAL GOVERNMENT</u>	
Internal Revenue Service 751 E Daily Dr #100 Camarillo, CA 93010	(800) 829-1040 (805) 445-4771 www.irs.gov
<u>OTHER AGENCIES</u>	
Greater Conejo Valley Chamber of Commerce 600 Hampshire Rd Westlake Village, CA 91361	(805) 370-0035 www.conejochamber.org
SCORE 516 Pennsfield Pl #206 Thousand Oaks, CA 91360	(805) 204-6022 www.ventura.score.org
Better Business Bureau 211 E Victoria St Santa Barbara, CA 93101	(805) 963-8657 www.bbb.org

Business License Information



THOUSAND OAKS CIVIC ARTS PLAZA



2100 Thousand Oaks Blvd, Thousand Oaks, CA 91362
Phone (805) 449-2201 • Fax (805) 449-2289
BusinessLicenses@toaks.org • www.toaks.org

Business License Information



- City of Thousand Oaks Ordinance No. 176-NS requires that a business tax be paid before any business, trade, profession, enterprise, establishment, or home-based business is conducted within the City.
- Proof of engaging in business includes, but is not limited to, use of signs, circulars, cards, telephone book, newspapers, or trade publications to advertise or represent that a person or entity is conducting business in the City.
- The tax period is the calendar year from January 1st through December 31st.
- Business taxes are paid annually. Taxes are paid at the beginning of each year and are delinquent as of March 1st.
- Failure to pay the Business Tax on or before the last day of February shall result in the addition of a penalty of \$10 or 10% of the tax owed (whichever is greater) on the first day of each month after the delinquency date. The penalty shall not exceed 100% of the tax.

BUSINESS TAX CERTIFICATE

- A Business Tax Certificate (commonly known as a Business License) is issued as evidence of payment of business taxes. Other permits or requirements may be necessary to open your business.
- A separate Business Tax Certificate is required for each branch location.
- Business Tax Certificates must be posted in a conspicuous place where such business is conducted. Businesses not operating at a fixed place of business in the City must have the Business Tax Certificate while transacting business in the City.

CERTIFICATE OF OCCUPANCY

Businesses located in a commercial or industrial zone in city limits of Thousand Oaks are required to submit a Certificate of Occupancy application, obtain zoning clearance from the Planning Department, and pay appropriate fees. Any of the following changes will require a new Certificate of Occupancy: business name, business address, ownership, occupancy type/use, floor area, or building owner.

HOME OCCUPATION PERMIT

Businesses operating from a home residence in city limits of Thousand Oaks are required to submit a Home Occupation Permit application, obtain the Planning Department's approval, and pay appropriate fees. Any of the following changes will require a new Home Occupation Permit: business name, business address, ownership, or occupancy type/use.

OTHER REQUIREMENTS

Additional permits and requirements are necessary for certain business industries prior to the issuance of a Business License Tax Certificate. These business industries include, but are not limited to: Street Vendors, Ice Cream Truck Operators, Mobile Carwash/Detailers, Door-to-Door Solicitors, Taxi Cab Company Operators, Taxi Drivers, Massage Establishments, Health Clubs, Second Hand Dealers, Pawnbrokers, and Antique Dealers

FICTITIOUS BUSINESS NAME

If you transact business under a fictitious business name you may need to file a fictitious business name statement with the Ventura County Clerk's Office.

HEALTH PERMIT

If your business activity includes food sales, mobile food facilities, public pools/spas, hazardous materials, medical waste, tattooing, or any other business that may require a health permit, contact the Ventura County Environmental Health Department.

ALCOHOL BEVERAGE LICENSE

If your business intends to sell or serve alcohol beverages, contact the Department of Alcohol Beverage Control prior to conducting business.

BUSINESS WITH EMPLOYEES

If your business will have employees, contact the Employment Development Department regarding disability/unemployment insurance and payroll taxes.

SELLER'S PERMIT/RESALE NUMBER

If your business intends to sell or lease tangible goods by retail or wholesale, you are required to have a Seller's Permit/Resale License. Contact the California Department of Tax and Fee Administration prior to conducting business.

INDEPENDENT CONTRACTORS

If you are an independent contractor you are required to obtain a Business License. Contact the Employment Development Department for more information regarding independent contractor vs. employee.

FEDERAL TAX IDENTIFICATION NUMBER

For employer identification number (EIN) and federal tax withholding information, contact the Internal Revenue Service.

This brochure is provided as a resource for new business owners. For your convenience, a listing of City, County, State, and Federal agencies is on the back of this brochure. It is the business owner's responsibility to research other required permits and licenses prior to starting a business. Please contact Business License Office staff for information or further assistance by calling (805) 449-2201.