

## City of Seaside, CA Business License - Frequently Asked Questions

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### Who needs to apply for a Business License?

Any person transacting or carrying on any business within the city limits of Seaside are required to obtain a City of Seaside Business License. It is unlawful for a person to operate any business in the city without first having procured a license from the city.

Defined – Person means all domestic and foreign corporations, associations, syndicates, joint stock corporations, partnerships of every kind, clubs, Massachusetts, business or common law trusts, societies, and individuals transacting and carrying on any business in the city.

### When should an application be submitted?

An application must be submitted prior to the commencement of any business activity within the city limits. Upon approval of the application and payment of the prescribed tax, a business license will be issued.

### Where can I obtain a Business License application?

The City of Seaside has partnered with MuniServices for the administration of their Business Licenses. For information regarding the City of Seaside business licenses, please contact MuniServices at:

MuniServices

Taxpayer Support (866) 240-3665

Fax: (205) 423-4097

Email: [bizlicensesupport@muniservices.com](mailto:bizlicensesupport@muniservices.com)

Website: [www.revds.com](http://www.revds.com)

Applications and fee schedules are also available online at [www.revds.com](http://www.revds.com). (Taxpayer → California → Taxpayer Forms → Seaside)

### Who is MuniServices?

MuniServices is a private company that has been contracted by the City of Seaside, CA to administer their business licenses.

### How are fees calculated?

Business license fees are based on the type of business and the amount of gross receipts the business generates as prescribed in Title 5 of the Seaside Municipal Code. For assistance in determining business type or calculating fees, please contact the MuniServices Business License Department at (866) 240-3665 or by emailing [bizlicensesupport@muniservices.com](mailto:bizlicensesupport@muniservices.com).

Additional Fees:

- All new businesses physically located within the city limits of Seaside are required to pay a fire inspection fee, in addition to other applicable fees. Specific business types are required to pay the fire inspection fee on a yearly basis. See the current fee schedule for additional information and rates for calculating the correct fire inspection fee.
- Each person obtaining a business license will also pay one dollar (\$1), which will be used for city street decorations. This fee is included in with and listed as the “admin fee” on applications.

- All solicitors, hawkers, peddlers and itinerant vendors will be required to obtain police clearance. Any person who is required to receive a clearance and investigative report from the police department, including fingerprinting and/or investigation, will pay a fee of fifteen dollars (\$15) for this service.
- All new businesses must receive City Approval before a license can be issued.

### **Can I file for an Exemption?**

Nonprofit or charitable organizations may file an exemption from business operation tax by filing a certified statement with the City stating the facts upon which exemption is claimed, along with the standard business license application.

If the City deems the organization exempt, a letter of exemption will be issued.

### **When do I renew my license?**

Business Licenses are valid July 1st through June 30th. Renewal forms are due by July 31st and the related business license tax is due by August 31st of each year. MuniServices mails courtesy renewal notices; however, non-receipt of the renewal form does not relieve the renewal applicant of any liability or responsibility for completing and filing the form on time.

### **Is non-compliance penalized?**

Failure to file a renewal form by July 31st will result in a late filing fee of fifteen dollars (\$15).

Failure to pay business operations taxes by August 31st will result in a penalty of fifty percent (50%) of the business operations tax due.

### **Where can I find business license forms?**

Business license fees and applications are available at [www.revds.com](http://www.revds.com). Online filing is also available for license renewals at [www.bizlicenseonline.com](http://www.bizlicenseonline.com).

### **May I use other tax forms and/or send my payments to the previous tax collection provider?**

No. In order to be properly credited for your license tax payments, you must use the forms provided by MuniServices. All payments and correspondence must be sent to MuniServices.

### **Can I file online?**

Yes. Businesses needing to renew their City of Seaside business license may file online at [www.bizlicenseonline.com](http://www.bizlicenseonline.com).

### **What is the definition of gross receipts?**

#### **Definition of Gross Receipts**

“Gross Receipts” means the total amount of the sale price of all sales and the total amount charged or received for the performance of any act, service or employment of whatever nature it may be for which a charge is made or credit allowed, whether or not such act, service or employment is done as a part of or in connection with the sale of materials, goods, wares, or merchandise. Included in gross receipts shall be all receipts, cash, credits and property of any kind or nature, and any amount for which credit is allowed by the seller to the purchaser without any deduction therefrom an account of the cost of the property sold, the cost of the materials used, labor or service costs, interest paid or payable, or losses or other expenses whatsoever. Excluded from gross receipts shall be cash discounts allowed and taken on sales, any tax required by law to be included in or added to the purchase price and collected from the

consumer or purchaser, and such part of the sale price of the property returned by purchasers upon rescission of the contract of sale as is refunded either in cash or by credit. Only the gross receipts derived within the City of Seaside should be reported for the purchasing of your City of Seaside business license. If your municipality's business license fee is based on gross receipts, you must report those gross receipts in order to obtain your business license.

### **What is proof of certification requirements?**

Specific license types require proof of certification and/or pre-approval by the City. Proof of certification or approval may include, but not be limited to: copy of permits, copy of board certification, departmental signatures, etc. Some of the most commonly required certifications are:

Sellers Permits

ABC Board Permits

State Contractors Licenses

Businesses that qualify as "Contractors" as defined in the Business and Professions Code, are required to have a current and active Contractor's License issued by the Contractors' State Licensing Board.

\*\*Please note that the above list is not an all inclusive listing. For questions regarding certification requirements, please refer to Seaside, CA Code of Ordinances, Title 5 – Business Licenses and Regulations. You may also contact the MuniServices Business License Department for additional information.

### **What if my business closed or is no longer doing business?**

If your business has been closed or if you are no longer doing business in the municipality, please check the "business closed" box located on the application and fax to the attention of the Business License Department at (205) 423-4097. You may also email MuniServices Business License Support at [bizlicensesupport@muniservices.com](mailto:bizlicensesupport@muniservices.com).

### **What is the new \$1 fee I see on your forms and do I have to pay it?**

On September 19, 2012 Governor Brown signed into law SB-1186 which adds a state fee of \$1 on any applicant for a local business license or similar instrument or permit, or renewal thereof. This new law will take effect on January 1st, 2013. The purpose is to increase disability access and compliance with construction-related accessibility requirements and to develop educational resources for businesses in order to facilitate compliance with federal and state disability laws, as specified. 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)