



Civic Center • 701 Laurel Street  
Menlo Park, CA 94025  
Business License Department  
Phone: (650) 330-6642  
FAX (650) 327-5391

**CONFIDENTIAL AFFIDAVIT AND APPLICATION  
FOR BUSINESS LICENSE FOR IN-TOWN LOCATIONS**

Obtaining a business license satisfies the business license requirements of Title V of the Menlo Park Municipal Code. It is the responsibility of all persons to insure that they are in compliance with zoning requirements of Title XVI of the Menlo Park Municipal Code and all other adopted codes of the city.

Please Note: Incomplete applications cannot be processed and will be returned for completion.

<b>Business Name</b> _____	<b>Mailing Address (if Different)</b> _____
<b>Additional Name</b> _____	_____
<b>Business Address</b> _____	<b>Bus. Phone</b> _____
<b>City, State, Zip</b> _____	<b>Business Starting Date</b> _____

<b>Type of Ownership:</b> _____ Sole Proprietorship _____ Partnership _____ Corporation _____ Limited Liability Corporation	
<b>Owner/Officer Name and Title</b> _____	<b>Fax Number</b> _____
<b>Owner Home Address</b> _____	<b>E-Mail Address</b> _____
<b>Owner City, State, Zip</b> _____	<b>State Contractors License Number</b> _____
<b>Owner Phone Number</b> _____	

<b>Basic Method of Business:</b> _____ Service _____ Wholesale/Retail _____ Manufacturing _____ Administrative Offices	
<b>Description of primary business activity</b> _____	
<b>State Resale License Number</b> _____	<b>Is this a home occupation business?</b> _____ Yes _____ No
<b>Federal Tax ID or SS Number</b> _____	<b>Do you store hazardous materials?</b> _____ Yes _____ No
<b>State Employer ID Number</b> _____	<b>Do you have outside storage?</b> _____ Yes _____ No

<b>Emergency Contact</b> _____	<b>Alarm Service Name</b> _____
<b>Phone Number</b> _____	<b>Phone Number</b> _____

<b>Business License Tax Calculation Section</b>	
<b>Gross Receipts:</b> _____	<b>Gross Receipts Tax:</b> _____
<b>Number of Employees:</b> _____	<b>Number of Employees Tax:</b> _____
Use the accompanying Guide to Annual Business License Tax Calculation to determine the tax based on annual gross receipts and number of employees and/or late charges or other fees (if applicable).	<b>Calculated Tax (higher of the two amounts above) :</b> _____
	<b>Zoning Compliance Review Fee or HOP Fee:</b> <u>50.00</u>
Business located within the City Limits use gross receipts, revenue or sales (excluding sales of alcoholic beverages and taxes collected) from the previous calendar year. New businesses must estimate gross receipts anticipated to be earned in Menlo Park during the current calendar year.	<b>Late Charges or Other Fees:</b> <u>CASp Fee 1.00</u>
	<b>TOTAL AMOUNT DUE:</b> _____

<b>I certify under penalty of perjury that the above information is correct.</b>	_____ Signature _____	_____ Date _____
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<b>FOR OFFICE USE AND STAFF CLEARANCE</b>			
<b>Home Occupation</b> _____	<b>Hazardous Material</b> _____	<b>Outside Storage</b> _____	<b>Use Permit Needed</b> _____
<b>Business License No.</b> _____	N R	<b>Year</b> _____	<b>Payment by</b> CA CC CK ATM



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CONFIDENTIAL AFFIDAVIT AND APPLICATION  
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**OUTSIDE STORAGE / HAZARDOUS MATERIALS  
SUPPLEMENTAL QUESTIONNAIRE**

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Business Name \_\_\_\_\_

Date \_\_\_\_\_

**Outside Storage**

If you answered yes to the question, "Do you have outside storage" ?, please give a brief, but detailed description of the type of outside storage (i.e. bins, palettes or vehicles) and location of the outside storage (at business address or other location).

**Hazardous Materials**

If you answered yes to the question, "Do you store hazardous materials on site" ?, please give a brief, but detailed description of the type of hazardous materials, quantity and container (i.e. MSDS description, gallons, pounds, drums, spray cans) and location of the storage at the business address (i.e. shop area, paint room, chemical storage room).

Have you registered your hazardous materials storage with the County of San Mateo Department of Environmental Health?

\_\_\_\_\_ Yes \_\_\_\_\_ No

Questionnaire completed by : \_\_\_\_\_ Title: \_\_\_\_\_

**MANDATORY STATE FEE OF \$1.00  
ON BUSINESS LICENSES  
EFFECTIVE JANUARY 1, 2013**

On September 19, 2012 Governor Brown signed into law SB-1186, which imposes a mandatory state fee of \$1 on every applicant for a new local business license or renewal of an existing license. The fees collected will be used to fund increased certified access specialist (CAsp) services provided by the State of California and the City of Menlo Park. The CAsp educational services will help businesses comply with federal and state disability laws and thereby increase disability access.

**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)**