



# City Of Manhattan Beach

## Finance Department

1400 Highland Avenue, Manhattan Beach, CA 90266

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Phone: (310) 802-5558 TDD: (310) 546-3501

# BUSINESS LICENSE TAX APPLICATION

### FOR OFFICE USE ONLY

CATEGORY: \_\_\_\_\_

BUSINESS LICENSE #: BL-\_\_\_\_\_

BUSINESS NAME (DBA):

CORPORATE NAME (if applicable):

TYPE OF BUSINESS:  SOLE OWNERSHIP  CORPORATION (C-CORP or S-CORP)  PARTNERSHIP  LLP  LLC

BUSINESS ADDRESS (Physical Location):

MAILING ADDRESS (if different than business address):

BUSINESS PHONE:

BUSINESS E-MAIL:

START DATE IN MAN. BCH (MM/DD/YYYY):

WEBSITE ADDRESS:

DESCRIPTION OF BUSINESS (Primary Nature of Business):

### PRINCIPAL OWNER INFORMATION

NAME:

TITLE:

PHONE:

E-MAIL:

SOCIAL SECURITY # OR DRIVER'S LICENSE/ID #:

### INFORMATION IN THIS SECTION IS CONSIDERED CONFIDENTIAL AND NOT MADE PUBLIC

FEDERAL TAX ID or SOCIAL SECURITY #:

PROFESSIONAL LICENSE #:

STATE RESALE # (if applicable):

STATE CONTRACTORS LICENSE #:

STATE CONTRACTORS CLASS:

# of EMPLOYEES (working in City or on job site):

ADDITIONAL BUSINESS LICENSE CONTACT (Whom is authorized to speak to the City about the business license application?)

NAME:

TITLE:

PHONE:

E-MAIL:

I HEREBY CERTIFY UNDER PENALTY OF PERJURY THAT THE INFORMATION DISCLOSED IS TRUE AND CORRECT

SIGNATURE:

PRINT NAME:

TITLE:

DATE:

### FOR OFFICE USE ONLY

LICENSING YEAR(S) : \_\_\_\_\_

GROSS RECEIPTS ESTIMATE

\$ \_\_\_\_\_

CHANGE IN OWNERSHIP

CHANGE OF BUSINESS ADDRESS

CHANGE OF MAILING ADDRESS

NOTES

BASE TAX

GROSS RECEIPTS  
(@ \$ \_\_\_\_\_ /1000 over \$ \_\_\_\_\_)

+

BID ( A OR B )

+

DECALS (\$5.00 each)

+

AB 2164 FEE

+ \$ 4.00

TOTAL TAX DUE:

=

## ADDITIONAL INFO:

1. **HOW TO APPLY:** Please verify all fields have been completed before submitting the application. Completed applications can be submitted by either emailing to [revenue@manhattanbeach.gov](mailto:revenue@manhattanbeach.gov) or by mailing to City of Manhattan Beach ATTN: Business License Division 1400 Highland Ave Manhattan Beach CA 90266. Upon review, additional documentation may be requested.
2. **PAYMENTS:** You may pay your Business License Tax by check via mail, using the payment drop box, or in person at City Hall. Checks should be made payable to: *City of Manhattan Beach*. A returned check fee will be added for any checks not honored by the bank.
3. **ANNUAL CONSUMER PRICE INDEX (CPI) ADJUSTMENTS:** MBMC Section 6.01.320 states that Business License taxes shall be adjusted annually to provide for an increase or decrease in the cost of municipal operations. Tax rate adjustments are based on the Bureau of Labor Statistics - Consumer Price Index (All Items Indexed for Los Angeles-Riverside-Orange County) for the preceding September.
4. **BUSINESS LICENSE CHANGES:** *If your business has changed ownership or relocated within the City of Manhattan Beach, a new application needs to be filed and will be routed internally for Community Development Department Planning Division approval (incl. Zoning Business Review).*
5. **BUSINESS LICENSE CERTIFICATES:** Business License certificates are mailed approximately two weeks from the time the tax payment is processed and all required documentation has been received.
6. **NO TAX DUE:** Tax Exempt businesses are required to have a business license to conduct business in the City. This includes, but is not limited to, soliciting donations and distributing handbills. Tax Exempt businesses are still required to return the renewal form to receive a business license certificate.
7. **DISABILITY ACCESS FEE (AB 2164):** Assembly Bill 2164 requires the City to collect a fee of \$4.00 from all local business license applications and renewals. The purpose of the fee is to provide funding for increased 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.  
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 <https://www.dgs.ca.gov/DSA> or by phone (213) 897-3995
  - The Department of Rehabilitation at <https://www.dor.ca.gov/>
  - The California Commission on Disability Access at [www.cdda.ca.gov](http://www.cdda.ca.gov)
8. **SINGLE-USER RESTROOMS (AB 783):** Assembly Bill 783 requires that all single-user toilet facilities in any business establishment, place of public accommodation, or government agency be identified as all-gender toilet facilities. For more information, please visit the Health and Safety Code website at: <https://leginfo.legislature.ca.gov>
9. **FATS, OILS, & GREASE SOURCE CONTROL PROGRAM FEE:** This fee assessed to Food Service Establishments (FSEs) and covers administrative expenses associated with the annual FSE "FOG Source Control Facility Inspection" of kitchen facilities to ensure that the requirements of MBMC Chapter 5.38 are being met. For more information, please contact the City's Public Works Department at (310) 802-5304.
10. **ENVIRONMENTAL REGULATIONS:** Per MBMC Section 5.80 by signing this Business License Renewal form, you indicate your compliance with MBMC Chapter 5.80 to protect the health of the Manhattan Beach community and promote environmentally sustainable practices in the City. For more information, please visit the City website at: <https://www.manhattanbeach.gov/departments/environmental-sustainability/plastic-free-mb>.
11. **BUSINESS LICENSE QUESTIONS:** If you have any questions or need assistance with your Renewal, please contact Business Licensing at (310) 802-5558 or [revenue@manhattanbeach.gov](mailto:revenue@manhattanbeach.gov).