

City of MONROVIA
BUSINESS LICENSE FEES
Effective July 1, 2016

SCHEDULE 1 – BASIC BUSINESS LICENSE FEE

Please calculate your business license fee using Part I, Part II, or Part III.

PART I - IN-TOWN BUSINESS AND OUT-OF-TOWN CONTRACTORS

YEARLY LICENSE

A. Basic Business License Tax (YEARLY license) \$165.00	\$ <u>165.00</u>
B. Total # employees in the city of Monrovia _____ x \$ 15.00	\$ _____
C. Business Improvement Assessment Fees (per Schedule 4 if applicable)	\$ _____
D. Fire Inspection fee according to schedule 5 (N/A to out-of-town contractors)	\$ _____
E. Application Processing Fee (\$30.00)	\$ <u>30.00</u>
F. Computer Cost Recovery Fee	\$ <u>5.00</u>
G. *State Mandated Disability Access and Education Revolving Fund	\$ <u>1.00</u>
YEARLY license total amount due for Schedule 1 (A thru G)	\$ _____

NOTE: The maximum tax for Schedule 1 is \$3,300.00 (note that C, D & E are in addition to this amount). Automobile dismantlers pay the maximum tax.

HOME OCCUPATIONS

Business License Tax + Processing Fee + SB1186 + Computer Cost Recovery Fee = \$82.00 + \$30.00 + \$1.00 + \$5.00 = \$118.00

COMMERCIAL PROPERTY OWNER

Business License Tax + Processing Fee + SB1186 + Computer Cost Recovery Fee = \$165.00 + \$30.00 + \$1.00 + \$5.00 = \$201.00

CHILD CARE PROVIDERS- Business license tax is \$19.00 + \$15/employee + \$30.00 + \$1.00 + \$5.00 =

RENEWALS: Renewal forms are mailed to each business whose license is due to expire. Your renewal notice will indicate the expiration date of the license. **(Please note that renewal forms are mailed out as a courtesy. It is your responsibility to insure that your business license is current at all times)**

DELINQUENT PENALTY (Applicable to all licenses) A delinquent penalty is assessed at the rate of 20% of the license tax for each thirty day period that the business license is delinquent past its expiration date. A delinquent penalty may not exceed 100% of the basic license tax.

* 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. 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.

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 State Architect at www.dgs.ca.gov/dsa/Home.aspx .
- The Department of Rehabilitation at www.rehab.cahwnet.gov .
- The California Commission on Disability Access at www.cdda.ca.gov .

-OUT-OF-TOWN CONTRACTORS AND OUT-OF-TOWN GARDENERS –
Please refer to Part II and Part III on the other side of this form.

-OUT-OF-TOWN CONTRACTORS AND OUT-OF-TOWN GARDENERS
SCHEDULE 1 – BASIC BUSINESS LICENSE FEE

PART II – OUT - OF-TOWN CONTRACTORS

Out-of-Town Contractors have the option of obtaining a Yearly, Quarterly, or Single Job business license.

YEARLY LICENSE – Complete Part I on the other side of this form.

QUARTERLY LICENSE - Complete the following:

- | | | |
|----|---|-----------------|
| A. | Basic Business License Tax (Quarterly License) \$97.00 | \$ _____ |
| B. | For each employee working in the City, add \$8.00
Total number of employees _____ x \$8.00 | \$ _____ |
| C. | Application processing fee | \$ <u>30.00</u> |
| D. | Computer Cost Recovery Fee | \$ <u>5.00</u> |
| E. | State Mandated Disability Access and Education Revolving Fund | \$ <u>1.00</u> |

Total due for Quarterly License Schedule 1 (Total A thru E) \$ _____

SINGLE JOB LICENSE (Single Address – 30 days only) – Complete the following:

Job Address: _____

- | | | |
|----|---|-----------------|
| A. | Basic Business License Tax (Single Job License) \$53.00 | \$ _____ |
| B. | For each employee working in the City, add \$5.00
Total number of employees _____ x \$5.00 | \$ _____ |
| C. | Application processing fee | \$ <u>30.00</u> |
| D. | Computer Cost Recovery Fee | \$ <u>5.00</u> |
| E. | State Mandated Disability Access and Education Revolving Fund | \$ <u>1.00</u> |

Total due for Single-Job License (Total A thru E) \$ _____

PART III – OUT-OF-TOWN GARDENERS

This special rate applies only to an Out-of-Town gardener having no employees. A gardener with employees shall complete Part I on the other side of this form. In-Town gardeners having no employees pay the same taxes and fees as for a Home Occupation license (\$118.00)

Out-of-Town Gardeners pay the following taxes and fees

Business License Tax + Processing Fee + SB1186 + Computer Cost Recovery Fee:

\$82.00 + \$30.00 + \$1.00 + \$5.00 = \$ 118.00