

PLEASE NOTE

**BUSINESS LICENSE FEES
HAVE INCREASED**

**PLEASE REVIEW FORM
BEFORE MAILING IN
YOUR PAYMENT**

BUSINESS LICENSE FEES AND INFORMATION

The Town of Portola Valley Municipal Code requires persons conducting business from a **fixed place of business within the Town of Portola Valley** to pay an annual license fee and additional fees for each employee beyond two as follows:

Business License Fee.....\$101 per year

→ EMPLOYEE FEES ONLY APPLY TO BUSINESSES LOCATED IN PORTOLA VALLEY.

Additional for Each Employee:
30 or more hours per week.....\$20 per year
15 - 30 hours per week.....\$10 per year

The word “employee” is used to mean “all persons engaged in the operation or conduct of any business, whether the owner, a member of the owner’s family, partner, agent, manager, solicitor, and any and all persons employed or working in said business.”

The Business License does not authorize occupancy in instances where Zoning Permit approval is necessary. Contact Town Hall for further information.

The Town of Portola Valley Municipal Code requires any person conducting business within the Town of Portola Valley, **not from a fixed place of business in the Town** to pay Business License fees as follows:

General Contractor with 3 or more subcontractors.....\$401 per year
General Contractor with less than 3 subcontractors.....\$101 per year
Subcontractors.....\$101 per year
General License/Home Occupation.....\$101 per year

NOTE: Licenses may be purchased for a twelve month period only, expiring on June 30th. We do not pro-rate license fees.

PENALTY: 10% per month up to 100% of fees (Municipal Code 5.20.030).

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.
The Department of Rehabilitation at www.rehab.cahwnet.gov.
The California Commission on Disability Access at www.cdda.ca.gov.

TOWN OF PORTOLA VALLEY

765 Portola Road, Portola Valley, CA 94028 Tel: (650) 851-1700 Fax: (650) 851-4677

BUSINESS LICENSE APPLICATION

Business Name _____

Business Address _____

Business City _____ State _____

Business Zip _____ Bus. Phone _____

Email (required) _____ Website _____

Mailing Address (if different) _____

Business Description _____

Is Your Business a Home Occupation? _____

Federal Tax ID _____ or, Owner's SSN _____

State Contractors License No. _____

Ownership Type ____ S=Sole Proprietor, P=Partnership, C=Corporation, T=Trust

If Sole Proprietor, Owner's Name _____

_____ 1 year (July 1 – June 30)* Amount Enclosed _____

→→ EMPLOYEE FEES ONLY APPLY TO BUSINESSES LOCATED IN PORTOLA VALLEY.

_____ Additional Employee Fees Amount Enclosed _____

TOTAL BUSINESS LICENSE FEES ENCLOSED _____

*The Town of Portola Valley Business License Ordinance provides for annual business license renewal only. There is a two-month grace period such that if you obtain or renew your license between May 1 and June 30, your license will expire at the end of the next fiscal year.