

# 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.....\$104 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.

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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.....\$404 per year  
General Contractor with less than 3 subcontractors.....\$104 per year  
Subcontractors.....\$104 per year  
General License/Home Occupation.....\$104 per year

NOTE: Licenses may be purchased for a twelve month period only, expiring on June 30<sup>th</sup>. 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](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).

# 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.