

PHONE NUMBERS USEFUL TO BUSINESSES

CITY DEPARTMENTS

BUSINESS LICENSE	925 960-4310
PLANNING—SIGNS, ZONING, HOME OCCUPATION PERMITS	925 960-4450
POLICE DEPT.- PUBLIC DANCE, MASSAGE, SOLICITOR PERMITS, TAXIS	925 371-4900
ECONOMIC DEVELOPMENT DEPT.	925 960-4140

OTHER LIVERMORE AGENCIES

LIVERMORE CHAMBER OF COMMERCE	925 447-1606
LIVERMORE DOWNTOWN INC.	925 373-1795

ALAMEDA COUNTY DEPARTMENTS

WEBSITE: www.acgov.org	
BUSINESS LICENSE TAX (COUNTY)	510 670-6400
BUSINESS PROP. TAX—ASSESSOR	510 272-3836
CONSUMER AFFAIRS COMM(FRAUD)	510 834-0575
HEALTH DEPARTMENT (FOOD & DRINK)	510 567-6700
FICTICIOUS BUSINESS NAME FILING	510 272-6789
BETTER BUSINESS BUREAU	510 238-1000

STATE OF CALIFORNIA DEPARTMENTS

ALCOHOLIC BEVERAGE CONTROL.	510 622-4970
ATTORNEY GENERALS OFFICE (EXEMPT)	800 952-5225
STATE BOARD OF EQUALIZATION (TAX)	800 400-7115
STATE BOARD OF EQUALIZATION (OAK.)	510 622-4100
ST. CONTRACTORS LICENSE BOARD	800 321-5752
WEBSITE: www.cslb.ca.gov	
STATE DAY CARE = CHILD	510 622-2602
STATE DAY CARE = ADULT	510 286-4201
EMPLOYMENT DEVELOPMENT DEPT.	800 300-5616
FRANCHISE TAX BOARD	800 852-5711

www.calgold.ca.gov — website for new businesses

FEDERAL DEPARTMENTS

FEDERAL INCOME TAX—IRS	800 829-1040
IRS—BUSINESS TAX HELP	800 829-4933
US SMALL BUSINESS ADMINISTRATION	415 744-9060

BUSINESS LICENSE INFORMATION

THERE'S MORE HERE



**CITY OF LIVERMORE
1052 SOUTH LIVERMORE AVE.
LIVERMORE, CA 94550**

**Business License Phone (925) 960-4310
Business License Fax (925) 960-4319**

MORE QUESTIONS?

Check out the City of Livermore website:
www.cityoflivermore.net

Or email us:
businesslicense@cityoflivermore.net

UNDERSTANDING BUSINESS LICENSE REQUIREMENTS

WHY LIVERMORE IS A GREAT CITY TO

LOCATE YOUR BUSINESS

The City of Livermore has become an integral part of the Bay Area, successfully competing in the global market powered by its wealth of research, technology and innovation.

Livermore's art, culture, western heritage and vibrant wine industry provide a unique blend to this special community. Revitalized Downtown Livermore won the 2009 Main Street Award and is now home to several upscale, but affordable restaurants, a 10-screen cinema, and a 500-seat performing arts center, as well as being home to many other businesses. The City of Livermore is also California's oldest wine region with over 48 wineries within a 10 mile radius, and is the home of 2 Department of Energy Laboratories.

THE BUSINESS LICENSE REQUIREMENT

Every individual or company that sells goods, provides service or has an office, (including internet businesses), within the City of Livermore must have a Livermore business license. Businesses with a primary location outside of Livermore, that conduct business in Livermore, are also required to obtain a City of Livermore business license. A business license is non-transferable. Businesses such as Day Spas, Massage Therapists, Solicitors, Public Dance, Card Rooms and Taxis should also contact the Livermore Police Department at (925) 371-4900 for their requirements.

Businesses should contact other Federal, State, County and City Departments for other requirements regarding their business. Visit www.calgold.ca.gov for more information.

STEPS TO GET A BUSINESS LICENSE

To obtain a Livermore business license, complete the Business License Tax Application found on the City of Livermore website www.cityoflivermore.net under the "How Do I" section. If you use your Livermore home address as your business address, a Home Occupation Permit is also required and is located on the same web page. All business locations must be approved by the Planning Department @ (925) 960-4450. Business license forms are also available at City Offices, 1052 South Livermore Ave. Hours are Monday through Friday, 8:00 a.m. to 5:00 p.m.

The cost of a business license varies, and is based on the gross income generated by your business activity in Livermore in a calendar year. Businesses that begin operating after the year has started, may have a prorated tax. Page 3 of the application is a tax rate schedule that shows how to calculate the business license tax that applies to your business type. The minimum tax is \$10 for a business license and there is also a registration fee of \$26 (due at the time you submit your application) and a \$1 SB1186 fee. Please contact the Business License Division @ (925) 960-4310 if you have questions.

A BUSINESS LICENSE MAY BE REQUIRED IN MORE THAN ONE CITY

Livermore businesses that conduct business in other cities may be required to obtain a business license in those cities as well as the Livermore business license. Livermore requires businesses to report only the gross income generated by their business activity within Livermore.

The business license requirement will vary depending upon each city's ordinance.

RENEWING YOUR BUSINESS LICENSE

A Livermore business license is active from January 1st to December 31st and must be renewed every year. Renewal notices are sent out the first week of January with a due date of February 28th. All business license renewals must be received or postmarked by February 28th. Although your business license expires December 31st of every year, you have a 2 month "grace" period to pay your tax by February 28th before your business license becomes delinquent.

Most businesses will become eligible to renew their business license on-line at the City of Livermore website www.cityoflivermore.net. If you receive a pin # with your renewal form, your business is eligible.

Please notify the Business License Division via email: businesslicense@cityoflivermore.net or phone: (925) 960-4310 when there is a change of address or phone number for your business.

If you are closing your business, please notify the Business License Division by phone or email, or via renewal form.

This brochure DOES NOT constitute final or complete interpretation of all legal requirements which may apply to your particular type of business. Please contact Federal, State, County and City Departments that may regulate your type of business for their requirements.