



City of Pomona Business License Application

Please return completed application in person to City Hall:
Finance Department - Revenue Division - 505 South Garey Ave., Pomona, CA 91766

It is the business owner's responsibility to notify the business license office immediately if there are any changes to the business entity from the information submitted on this application. It is the business owner's responsibility to renew the business license and pay the business license tax each term, whether or not a renewal notice is received.

Business Start Date: _____ Reason for Application: New Business
 Information Change

Ownership Type Sole Proprietorship Partnership Corporation
 Non Profit

Please Type or Print Clearly

BUSINESS INFORMATION

DBA:

Name of Business

Business Address

Mailing Address

Phone

E-mail Address

Type of Business /
Profession
(Describe in detail)

No of Employees

No of Units, if Residential / Commercial Rental

Federal Tax Id No
or Social Security
No

State Employer Id No

Sellers Permit No

State Contractors No

Exp. Date

Do you own or rent
the property?

Own
Rent

If rented, amount of rent paid monthly

PROPERTY OWNER INFORMATION

Property Owner
Name

Property Owner's Phone
No

Address

OWNERS, PARTNERS, OR CORPORATE OFFICERS INFORMATION (Attach additional sheets if necessary)

Owner Name Title

Home Address

Social Security No Drivers License No

Birthdate

Phone No Emergency Phone No

Owner Name Title

Home Address

Social Security No Drivers License No

Birthdate

Phone No Emergency Phone No

The undersigned hereby understands: (1) The taxes are paid annually in advance and are not refundable; (2) A business license tax certificate, which is a receipt for payment of the business tax and must be posted at the place of business or carried; (3) Notification to this office of any changes in location, ownership, business name or type, and termination of business must be made within 10 days; (4) Business tax is due and payable upon expiration of my certificate; (5) The business license division is not required to issue renewal notices; (6) All clearances and/or permits for all City of Pomona departments must be obtained; (7) Compliance with all other ordinances and/or laws, including but not limited to zoning laws is required.

I declare under the penalty of perjury under the laws of the State of California that the information contained in this application and any attachments thereto are true, correct, and complete to the best of my knowledge.

Signature: Title

Printed Name Date

CITY USE ONLY

Account No: Exp Date: License Type: Use Code:

Cost Breakdown:	License Fee	\$	_____
	Penalties	\$	_____
	SB1186 Fee	\$	1.00

	Total	\$	_____

Zoning Approval: _____

PLANNING
NOTES: