

OTHER PERMITS REQUIRED

(CONTINUED)

For Child Care questions call (510) 622-2602. For Adult Care call (510) 286-4201. Aside from licensing, you may be subject to Building & Zoning requirements. For more information please contact our City Planning Division at (925) 671-3152 and our Building & Safety Division at (925) 671-3107.

❖ Non-Profit Organizations

If I am a non-profit organization do I need a City business license? You may qualify for a no-fee business license by providing the Finance Department with a copy of your IRS exemption, your State of California exemption, and a copy of your articles of incorporation.

❖ Import / Export Businesses

If I operate an import-export business what am I required to do? You must comply with all of the stated requirements outlined in the business license portion of this brochure. In addition, Federal and State statutes may apply.

❖ Real Estate and Insurance Brokers

If I am a real estate broker or an insurance broker am I required to be licensed? All real estate brokers are licensed as professionals per City ordinance, and agents are considered employees. Insurance agents that sell only one type of insurance are not required to have a local license. If you sell more than one type of insurance, however, or offer a variety of companies for service (i.e., broker), you are required to have a local business license.

❖ Open Air Vendors

If I sell outdoors am I required to obtain a license? Open air vending is prohibited in the City of Concord with the exception of mobile carts. Each such vendor must obtain a City business license and conform to all zoning regulations. For zoning information contact the City Planning Division at (925) 671-3152.

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(CONTINUED)

❖ Health Permits

Do I need a health permit? Any business that engages in the sale of food products, whether from the home or from a commercial location, is required to first obtain a health permit from:
Contra Costa Health Services
2120 Diamond Blvd. Suite 100
Concord, CA 94520 // (925) 608-5500 or
www.cchealth.org/eh/food

❖ Building Permits

Building permits are required for most construction activities including all new signs and sign re-faces. The building must comply with building code requirements for your business activity. Hazardous operations, for example, cannot be placed next to most businesses without firewalls and other code restrictions. For more information contact our Building & Safety Division at (925) 671-3107.

COMPLAINTS AGAINST BUSINESSES

Depending on your type of complaint, please contact:
Better Business Bureau
(866) 411-2221 or visit www.bbb.org
Department of Consumer Affairs
(800) 952-5210 or visit <https://www.dca.ca.gov/>
Contractors State License Board
1 (800) 321-2752 or visit <https://www.cslb.ca.gov/>

WHERE DO I APPLY?

City of Concord
Finance Department
1950 Parkside Drive, MS/06
Concord, CA 94519-2578

OR

Online at <https://renewbl.ci.concord.ca.us/>

For further information call (925) 671-3307
or email us at bl.info@cityofconcord.org

CONCORD, CALIFORNIA

Business License Information



The City of Concord welcomes your business to our City! This brochure will answer many of your questions concerning what is required (licenses, permits, fees, ID numbers, etc.) in order to do business in our community. We hope it is helpful.

❖ Who is required to be licensed?

All persons or companies conducting business in the City of Concord are required to obtain a business license and to pay the business license tax. This includes commercial landlords, residential landlords (renting four or more units), retail outlets, wholesalers, manufacturers and their representatives, service companies, self-employed professionals, independent contractors and home businesses. If you conduct business in Concord from an office located outside of Concord, you also are required to obtain a business license.

❖ When and how often am I required to pay?

All license taxes are payable prior to beginning work. All businesses will be assessed annual taxes beginning one full year from the date the license is issued. The business license tax must be paid annually. As a courtesy to the business community, the City does send renewal notices. The City is not required, however, to send notification to any person who is liable for the tax. It is the responsibility of the individual business owner to be aware of their business license tax due date and to remit payment in a timely manner.

Please Note: This brochure does not constitute final or complete interpretation of all legal requirements which may apply to your particular type of business. Please inquire with the Business License Office. We will be glad to help.

❖ What are the tax rates?

The business license tax is based on the nature of a particular business as defined by the Municipal Code. Businesses located within the City of Concord that are either retail or wholesale will pay based on their gross receipts. All other businesses will be taxed either on gross receipts or according to their classification. Please refer to the "Schedule of Business License Taxes" which is available online or in the Business License Office.

❖ What if I don't pay?

Any person who fails to pay the business license tax prior to the start of business is subject to a 50% penalty on the basic fee. In addition, at the minimum, an assessment of \$25 shall be due from any person who knowingly engages in business without first obtaining a business license. Failure to comply with the license tax ordinance may result in a fine for an infraction of the Municipal Code.

❖ How far back must I pay?

If you have been actively engaged in business without having paid the business license tax, you may be liable for prior taxes and penalties.

❖ What about an audit?

The City may audit your records at any time, generally for up to a three-year period. Thus, you should maintain adequate records to support the figures submitted for tax calculation purposes.

❖ Will I need to file a fictitious business name statement?

If you meet the requirements needed, in order to file, please contact the Contra Costa County Clerk's Office for more information:
555 Escobar Street, Martinez, CA 94553
(925) 335-7900 or www.contracosta.ca.gov

OTHER PERMITS REQUIRED

❖ Seller's Permit

Every person in the business of selling property of any kind subject to a tax must apply to the CDTFA for a seller's permit. Wholesalers as well as retailers are included. For further information contact: California Department of Tax and Fee Administration
1 (800) 400-7115 or www.cdtfa.ca.gov
Local Office: 1 (510) 622-4100
1515 Clay Street, Ste 303, Oakland, CA

❖ Federal Identification Number

If you are a Corporation, Partnership, or LLC you should contact the Internal Revenue Service for a Federal Identification Number. For further information contact:
IRS, 185 Lennon Lane, Walnut Creek, CA
(925) 974-3898 or www.irs.gov

❖ State Identification Number

You are required to file an application for an Employment Development Department account number within 15 days after paying more than \$100 in wages per calendar quarter to an employee. Contact:
7700 Edgewater Dr., Suite 100, Oakland, CA 94621
1 (888) 745-3886 or www.edd.ca.gov

❖ Zoning Regulations

Businesses located in the City of Concord must conform with all zoning regulations and obtain Planning approval before issuance of a business license. For zoning information contact:
City Planning Division
(925) 671-3152 or www.cityofconcord.org

❖ Child and Adult Care

If I operate a child care service will I need a City business license? Home Based Day Cares are now exempt from needing a Business License, however, State licensing is still required. For more information on licensing, please visit the Department of Social Services, Community Care Licensing Division online at www.cdss.ca.gov.