

## **What is a BUSINESS LICENSE?**

The carrying out of any business, trade, calling, profession or occupation requires a business license. This includes home occupations, transient businesses (carts, door-to-door sales), and out of town businesses such as contractors and construction companies. The business license application form can be downloaded from the web.

[www.ci.gilroy.ca.us/services/business\\_license.html](http://www.ci.gilroy.ca.us/services/business_license.html)

See the other side of this brochure for a detailed description of the form and process.

## **LICENSE IS NON-TRANSFERABLE:**

The business license is not transferable. Relocation, expansion, change in owner, change in name, change in type of business, all require a new business license application.

## **FIXED BUSINESSES:**

Fixed place of business: The term, "fixed place of business", is defined to be the premises within the city where a business is continuously conducted from day-to-day and regularly kept open for the purposes of such business, and is intended to and shall include apartment houses, auto courts, hotels, inns, motels, motor courts, group residences, and trailer parks.

## **TRANSIENT BUSINESSES:**

A business not at a "fixed place of business" is termed a "transient business," whether the person conducting such transient business is or is not, a resident of the city. Transient businesses should contact the Finance Business License Office directly at 408-846-0420.

## **HOME OCCUPATIONS:**

Home occupations are businesses that are conducted from one's own residence in Gilroy. The Planning Division issues a separate Home Occupation Permit in addition to the City Business License. The Home Occupation Permit is a one-time (per location for the same business operation) application. The Planning Division has a separate brochure that details the Home Occupation requirements. The Home Occupation Permit application can be found on the web at: [www.ci.gilroy.ca.us/planning/application\\_forms.html](http://www.ci.gilroy.ca.us/planning/application_forms.html)

A regular City Business License is also required in addition to the Home Occupation Permit.

## **CONTRACTORS:**

Contractors in a fixed place of business in Gilroy will follow the same process for a Fixed Business. In addition, if there is a home based office involved there will be a home occupation permit as well. Out of town Contractors follow the Out-Of-Town Business Process.

## **OUT OF TOWN BUSINESSES:**

Any business conducting business operations within Gilroy City Limits should obtain a business license. They need to go to the Finance window to process the application and payment. Or can submit the application by mail with payment of fees. Contact the Business License Office at 408-846-0420 for more information.



# **Getting Your Business License**

City of Gilroy

7351 Rosanna Street

Gilroy, CA 95020

408-846-0420

Web Site: [www.ci.gilroy.ca.us](http://www.ci.gilroy.ca.us)

## HOW TO OBTAIN A FIXED LOCATION BUSINESS LICENSE

**Business license reviews are only done from 1:30 to 3:30 Mon - Fri. This applies only to fixed location businesses in Gilroy. Others can go directly to the finance window at City Hall.**

### 1. Complete the Application Form

Application forms can be obtained at the Finance window located in City Hall, (the same counter where water bills are paid). The form can also be downloaded from the City web site at [www.ci.gilroy.ca.us/services/business\\_license.html](http://www.ci.gilroy.ca.us/services/business_license.html) Please be sure to download all 3 forms; the main application page, the signature page and the supplemental form (two sides).

- **The Main Application Page**

This page contains the business name, ownership, and type of business information. Please be sure to provide accurate information on the business address, including suite number.

- **The Signature Page**

The signature page is the back of the main page, it has sections for each City Department that has approval requirements for sign-off. Until all sections are signed the business license cannot be issued. During this process, each department reviews the application to determine if there are specific requirements to be met.

- **Supplemental Page :**

This page provides information about the business. It is turned in at the Building Permit counter and filed in the Building records. The back of the form also includes some basic conditions for the business to meet. A copy will be returned to you when you obtain the Building Section signature.

### 2. Obtain Signatures:

Take the completed application to each of the listed agencies. At each counter a staff person will review the application and sign if approved.

- **Police Department Signature:** If the business is one regulated by the Police Department (see box with listed activities on the form). Then go first to the Police Department and have them review your business activity.

- **Health Department Signature.** If you handle food, including: restaurants, bakeries, markets, grocery stores, or even a candy store that sells bulk candy, you need to have a signature from the County Health Department. Please contact Santa Clara County Environmental Health at 408-918-3400 to obtain instructions on the kinds of requirements, inspections and/or permits required.

- **Community Development Signatures:**

The Community Development Department is located along both sides of the aisle in City Hall at 7351 Rosanna Street. **Business License Signatures are only available from 1:30 to 3:30 PM, Monday through Friday.**

First, go to the **Planning Counter**, where the zoning land use and parking requirements are checked.

Second, go to the **Engineering Counter**, located across the aisle from Planning. Staff will check if there are any issues regarding water or sewer allocations or development fees. If fees or allocation agreements are required, those must be taken care of prior to sign off by Engineering.

Third, go to the **Building Permit Counter**. There the summary form that you completed will be reviewed and additional questions asked to determine what kinds of requirements may apply to your business.

If there are any requirements that have to be addressed prior to your business operation, you will be instructed on the actions needed. In some cases you will be given an additional application form to obtain a Fire/Hazmat/Wastewater Permit.

A Fire inspection will be scheduled. In most cases this inspection occurs after you have moved in. In a few cases it is done prior.

Building Permit records are reviewed to determine if there are any outstanding permits that require attention.

If there is the need to do any construction in the tenant space in order to operate the business, a building permit will need to be obtained.

### 3. Submit the application:

When all signatures are obtained submit the completed application at the Finance window where the final processing is completed. Fees will be paid there. Check, Cash, Mastercard and Visa are all accepted. Licenses will be mailed to your business address.

### 4. Post your Business License:

Post on the wall in your business. An annual renewal notice will be sent to you. If you move you need to come in and go through the sign off procedure again, even if you only expand into an adjacent space. Changes in ownership also require going through the sign off procedure.

Contact Business Licensing at: 408-846-0420 for questions and information.

Visit the City web for forms and information:  
[www.ci.gilroy.ca.us/services/business\\_license.html](http://www.ci.gilroy.ca.us/services/business_license.html)