



## City of Thousand Oaks Finance Department

**Please complete the application forms and either mail or fax them back to the Finance Department. Consult the fee schedule below to determine the total amount owing. If this is your first business license do not forget to include the one time application-processing fee. If you are renewing an existing license, include a renewal fee.**

### **STATE LICENSED CONTRACTOR**

*Copy of valid State Contractor's Wallet Card Required*

State licensed contractors pay a flat-rate business tax that is prorated quarterly and the amount due is determined by the month your company begins work in the City. Select the Business Tax due from the schedule below.

Jan., Feb., March	\$67.50
April, May, June	\$50.63
July, Aug., Sept.	\$33.75
Oct., Nov. , Dec.	\$16.88

Add processing fee: **\$\* \$.00** - New Applicants **or \$1' .00** - Renewing Existing Account.

To pay by credit card (Visa or Master Card only), you may fax the application along with a copy of your current state contractor's card. Please provide the credit card number and expiration date by calling (805) 449-2201 (Fax number: 805-449-2289).

Fee Worksheet:

Business License Fee from schedule above:	\$	_____
Home Occupancy Permit	\$	<u>\$.00</u>
New or Renewal Processing Fee:	\$Á	<u>*\$.00 or \$1' .00</u>
Total Fee:	\$	_____

### **Mailing Instructions:**

Please make checks payable to the City of Thousand Oaks.

Mail To: City of Thousand Oaks  
Finance Department - Business License  
2100 Thousand Oaks Blvd.  
Thousand Oaks, CA 91362

**For any questions please call (805) 449-2201 during regular business hours  
Monday through Friday from 8:00 am to 5:00 pm**



# City of Thousand Oaks

## BUSINESS TAX CERTIFICATE APPLICATION

For Office Use Only  
Location ID \_\_\_\_\_  
 UPDATE ONLY

PLEASE COMPLETE ALL FIELDS ON THIS FORM.			
BUSINESS NAME _____		DATE OPENED AT THIS LOCATION _____	
BUSINESS ADDRESS (Physical Address Required) _____			
CITY _____		STATE _____	ZIP CODE _____
A SUBSIDIARY OF (If Applicable) _____			
MAILING ADDRESS _____			
CITY _____		STATE _____	ZIP CODE _____
OWNERSHIP TYPE <input type="checkbox"/> Sole Owner <input type="checkbox"/> Exempt	FEDERAL TAX ID _____	BUSINESS EMAIL _____	
<input type="checkbox"/> Corporation / in what State _____	BUSINESS PHONE _____	BUSINESS FAX _____	
<input type="checkbox"/> Partnership <input type="checkbox"/> Limited Liability Corp			
OWNER/OFFICER NAME #1) _____	TITLE _____	HOME PHONE _____	
ADDRESS _____	CITY _____	STATE _____	ZIP CODE _____
SOCIAL SECURITY # _____	DATE OF BIRTH _____	DRIVERS LICENSE # / STATE _____	
OWNER/OFFICER NAME #2) _____	TITLE _____	HOME PHONE _____	
ADDRESS _____	CITY _____	STATE _____	ZIP CODE _____
SOCIAL SECURITY # _____	DATE OF BIRTH _____	DRIVERS LICENSE # / STATE _____	
DESCRIPTION OF BUSINESS <input type="checkbox"/> Retail <input type="checkbox"/> Wholesale <input type="checkbox"/> Service <input type="checkbox"/> Manufacturing <input type="checkbox"/> Construction	PLEASE DESCRIBE IN DETAIL: _____		CLASSIFICATION (Office Use Only) _____
GROSS RECEIPTS 12 Months Estimated/Actual _____	SALE OF FIREARMS <input type="checkbox"/> Yes <input type="checkbox"/> No		
# OF EMPLOYEES _____	# OF VEHICLES _____	SQ. FOOTAGE _____	RESALE LICENSE # _____
***STATE CONTRACTOR LIC. NO. _____ CLASS _____ EXPIRATION _____			
***COPY OF VALID STATE CONTRACTOR'S WALLET CARD REQUIRED***			
BUSINESS LOCATION <input type="checkbox"/> Home <input type="checkbox"/> Office/Retail/Commercial Bldg. <input type="checkbox"/> Industrial/Manufacturing <input type="checkbox"/> Out of City <input type="checkbox"/> Additional Location/Branch			

**For Home Based Businesses Located Within the City of Thousand Oaks**

A listing of business tax certificate holder's business name, business address, business telephone number, owner's name and type of business will be released upon request and payment of appropriate fees. Home-based business owners may elect to exclude their address and telephone number from this listing by indicating such preference in the space provided below.

If you wish to EXCLUDE your home-based business address or telephone number, check the appropriate box for exclusion

ADDRESS   
PHONE

I DECLARE UNDER PENALTY OF PERJURY THAT THE FOREGOING STATEMENTS ARE TRUE AND CORRECT TO THE BEST OF MY KNOWLEDGE AND UNDERSTAND THAT THE INFORMATION IS SUBJECT TO VERIFICATION.

SIGNATURE \_\_\_\_\_ TITLE \_\_\_\_\_ DATE \_\_\_\_\_

*NO DOOR-TO-DOOR SOLICITATION WITHOUT VENDOR PERMIT*

FOR OFFICE USE ONLY			
CONTROL # _____	PERMIT ACCT. # _____	LICENSE # _____	RECEIPT # _____
STAFF SIG. _____			
COMMENTS: _____			

**CITY OF THOUSAND OAKS  
COMMUNITY DEVELOPMENT DEPARTMENT  
HOME OCCUPATION PERMIT APPLICATION**

Receipt No. \_\_\_\_\_

\_\_\_\_\_  
Name of Business

\_\_\_\_\_  
Type of Business / Description

\_\_\_\_\_  
Business Address (Street and Zip)

**NOTE: Business address must be the residential location of the business.**

\_\_\_\_\_  
Phone Number

\_\_\_\_\_  
Mailing Address (If different from Business Address)

\_\_\_\_\_  
Name of Applicant (Business Owner)

\_\_\_\_\_  
Name of Property Owner (If different from Applicant)

**NOTE:** A Home Occupation is a special use of residential properties and can be issued with conditions imposed to protect adjacent residents and guarantee the preservation of the residential character of the neighborhood. It can only be issued to the resident of the property for which the Home Occupation is requested.

Please provide the information below as completely as possible:

1. Will the garage be used for any aspect related to the business?  Yes /  No  
If yes, how: \_\_\_\_\_

**Interior parking spaces within the garage must be permanently maintained as required by the Thousand Oaks Municipal Code.**

2. Will vehicles other than the family cars be required?  Yes /  No  
If yes, are these vehicles to be parked at the residence?  Yes /  No  
If yes, where? \_\_\_\_\_

I attest that I am a resident at the address for which this permit is requested and that the foregoing is true and correct to the best of my knowledge and that I have read, understand, and agree to comply with all of the conditions and standards stated in Section 9-4.2518 of the Thousand Oaks Municipal Code (Home Occupation). Furthermore, I understand that to violate any of the requirements of said sections may result in the revocation of my permit to conduct a business in my home.

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date

(FOR DEPARTMENT USE ONLY)

The above application is / is not approved subject to the general conditions for occupation permits set forth in Section 9-4.2518 of the Thousand Oaks Municipal Code, and any special conditions listed in this section of the form.

John C. Prescott, Community Development Director

By: \_\_\_\_\_  
City Official Date

Special Conditions: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Sec. 9-4.2518. Home occupations.

A home occupation shall include any use customarily conducted entirely within a dwelling or building accessory thereto and carried on by the inhabitants thereof. The use shall be clearly incidental and secondary to the principal use of the residence.

(a) Home occupation permits: Issuance. A home occupation permit shall be issued if the Community Development Director determines that such use complies with the following criteria:

(1) A maximum of two (2) employees per day, not occupants of the residence and only during the hours of 8:00 a.m. and 8:00 p.m., shall be allowed at the residence. No more than one employee shall be allowed at the residence at a time.

(2) No use of material or mechanical equipment which creates or emits light, sound, or vibration, or produces an odor, which can be heard, felt, or otherwise sensed upon adjoining property or public rights-of-way shall be permitted except uses compatible with the permitted residential uses.

(3) No commodities or services shall be advertised on the premises.

(4) No signs or structures shall be permitted other than those normally permitted in the zone.

(5) The use shall not create pedestrian or vehicular traffic other than normal to the residential use of said premises as follows:

(i) No more than four (4) visitors or customers a day shall be allowed in connection with the home occupation and may only be present between the hours of 8:00 a.m. and 8:00 p.m., except as provided in subsection (ii).

(ii) No more than two (2) students shall be allowed on the premises at the same time for music lessons, tutoring, or other instructional purposes and may only be present between the hours of 7:00 a.m. and 9:00 p.m. However, group instruction of up to eight (8) students at the same time shall be allowed once a week.

(6) No identifiable commercial vehicles in connection with the home occupation shall be permitted for delivery of materials to or from the premises except those vehicles that normally make deliveries to or pickups from households in residential areas.

(7) No outdoor storage of materials or supplies visible from the public street or adjacent property shall be permitted in connection with the home occupation.

(8) The appearance of the structure shall not be altered, nor shall the conduct of the occupation within the structure be such that the structure may be reasonably recognized as serving a nonresidential use.

(9) The home occupation must have sufficient parking on the premises to accommodate both residential and home business uses.

(10) No more than one vehicle used exclusively for, or in any way identifiable as related to, the home occupation may be used or stored on the premises. There shall be no parking or storing of commercial vehicles on public streets in connection with the home occupation. Commercial vehicles used for, or in any way related to the home occupation shall not be stored on the premises, or parked on the street unless otherwise permitted. As used herein, commercial vehicles are as defined in the California Vehicle Code.

The Community Development Director or designee may impose conditions upon the approval of a home occupation permit, as deemed necessary to insure compliance with the criteria listed in this section, to maintain the residential character of the neighborhood, and to require compliance with all Federal, State and local requirements.

(b) Home occupation permits: Revocation. A home occupation permit granted in accordance with the provisions of this chapter may be terminated if the Community Development Director makes any of the following findings:

(1) That any condition of the home occupation permit has been violated;

(2) That the use has become detrimental to the public health or traffic or constitutes a nuisance;

(3) That the permit was obtained by misrepresentation or fraud;

(4) That the use for which the permit was granted has ceased for six (6) consecutive months or more; and

(5) That the condition of the premises, or of the area of which it is a part, has changed so that the use is no longer justified under the meaning and intent of this section.

Any determination of the Community Development Director under the provisions this section may be appealed to the Commission pursuant to the provisions of Article 28 of this chapter.

(c) Home occupation permits: Nontransferability. A home occupation permit granted in accordance with the provisions of this chapter shall not be transferred, assigned, or used by any person other than the permittee, nor shall such permit authorize such home occupation at any location other than the one for which the permit is granted.

(d) Nonconforming home occupations. Non-conforming home occupations shall be discontinued or shall comply with all the provisions of this section on or before December 3, 2003.

(§ 8160.15, T.O.O.C., as amended by § II, Ord. 231, as renumbered by § XIV, Ord. 173-NS, eff. November 5, 1970, § 1, Ord. 219-NS, eff. August 19, 1971, and § 1, Ord. 1409-NS, eff. July 3, 2003)