



# CITY OF GARDEN GROVE BUSINESS TAX APPLICATION

OFFICE USE ONLY

PLEASE SUBMIT SIGNED  
APPLICATION AND PAYMENT TO

FOR ASSISTANCE  
PHONE (714) 741-5074

**CITY OF GARDEN GROVE  
ATTN: BUS. TAX  
P.O. BOX 3070, GARDEN GROVE, CA 92842  
11222 ACACIA PKWY., GARDEN GROVE, CA 92840**

BUSINESS TAXES ARE DUE IMMEDIATELY UPON COMMENCING BUSINESS IN THE CITY.  
PLEASE COMPLETE THIS FORM AND SUBMIT WITH PAYMENT TO THE BUSINESS TAX OFFICE.

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NN
EXPIRATION DATE
ZONING CLEARANCE <input type="checkbox"/> YES <input type="checkbox"/> NO
PRINTED DATE

BUSINESS NAME (PLEASE PRINT)		OWNERSHIP CLASS (check one) SOLE OWNER <input type="checkbox"/> LLC <input type="checkbox"/> CORPORATION <input type="checkbox"/> LLP <input type="checkbox"/> PARTNERSHIP <input type="checkbox"/>		GARDEN GROVE BUSINESS START DATE	
BUSINESS ADDRESS			SUITE/UNIT #	CITY	STATE
					ZIP
					FEDERAL EMPLOYER'S ID NO.
BUSINESS DESCRIPTION OR BUSINESS ACTIVITY			SELLER'S PERMIT NO.		BUS. PHONE NO.
CORPORATE OFFICE ADDRESS			SUITE/UNIT #	CITY	STATE
					ZIP
WEBSITE ADDRESS:			EMAIL ADDRESS:		
OWNER'S NAME, CORPORATE OFFICER, OR PARTNER (LAST) (FIRST) (MIDDLE)		CA DRIVER'S LICENSE		SOCIAL SEC. NO.	
1.					
OWNER'S NAME, CORPORATE OFFICER, OR PARTNER (LAST) (FIRST) (MIDDLE)		CA DRIVER'S LICENSE		SOCIAL SEC. NO.	
2.					
OWNER'S HOME ADDRESS			SUITE/UNIT #	CITY	STATE
					ZIP
					HOME PHONE NO.
					CELL PHONE NO.
OWNER'S HOME ADDRESS			SUITE/UNIT #	CITY	STATE
					ZIP
					HOME PHONE NO.
					CELL PHONE NO.

### GARDEN GROVE LOCATION INFO REQUIRED

HOW MANY EMPLOYEES WILL YOU HAVE? \_\_\_\_\_ SQUARE FOOTAGE OF FACILITY \_\_\_\_\_

PROPERTY OWNER/MANAGER'S NAME \_\_\_\_\_ PHONE NUMBER \_\_\_\_\_

PROPERTY OWNER OF BUSINESS LOCATION ADDRESS (STREET ADDRESS, CITY, STATE, ZIP) WRITE BELOW

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EMERGENCY CONTACT NAME \_\_\_\_\_ PHONE NUMBER \_\_\_\_\_

ALARM COMPANY NAME \_\_\_\_\_

ALARM COMPANY ADDRESS \_\_\_\_\_ PHONE \_\_\_\_\_

IF THIS IS A RESIDENTIAL CARE FACILITY, MAX OCCUP. \_\_\_\_\_ BED # \_\_\_\_\_ LICENSED THROUGH \_\_\_\_\_

THE BUSINESS LOCATION IS ZONED IN WHAT AREA?  RESIDENTIAL  COMMERCIAL  INDUSTRIAL

WILL THIS BUSINESS HAVE AN ASSEMBLY OF 50 OR MORE PEOPLE OTHER THAN EMPLOYEES?  YES  NO

WILL THERE BE OUTSIDE STORAGE OF MATERIALS, WASTES AND/OR PRODUCTS?  YES  NO

ARE YOU SHARING YOUR LOCATION WITH ANOTHER BUSINESS?  YES  NO

ARE THERE MULTIPLE LOCATIONS FOR THIS BUSINESS IN GARDEN GROVE?  YES  NO

**TAX IS DUE PRIOR TO START DATE**

Under federal and state law, compliance with disability access laws is a serious and significant responsibility that applies to all California building owners and tenants with buildings open to the public. You may obtain information about your legal obligations and how to comply with disability access laws at the following agencies:

- The Division of the State Architect at [www.dgs.ca.gov/dsa/Home.aspx](http://www.dgs.ca.gov/dsa/Home.aspx).
- The Department of Rehabilitation at [www.rehab.cahwnet.gov](http://www.rehab.cahwnet.gov).
- The California Commission on Disability Access at [www.cdda.ca.gov](http://www.cdda.ca.gov).

\*On and after January 1, 2013, and until December 31, 2018, any applicant for a local business license or equivalent instrument or permit, and from any applicant for the renewal of a business license or equivalent instrument or permit, shall pay an additional fee of one dollar (\$1) for that license, instrument, or permit, which shall be collected by the city, county, or city and county that issued the license, instrument, or permit. Section 4467(a) Senate Bill 1186.

	\$ _____
SUB TOTAL	\$ _____
PENALTY (ADD 10% OF THE SUBTOTAL FOR EACH MONTH PAST THE DUE DATE)	\$ _____
PRIOR BALANCE	\$ _____
*MANDATORY DISABILITY ACCESS EDUCATION FEE	\$ _____
PROCESSING FEE	\$ _____
<b>TOTAL DUE</b>	<b>\$ _____</b>

Incomplete applications cannot be processed.

Your Business Tax Certificate will be issued under the provisions of Garden Grove Municipal Code Chapter 5.04 et seq. You are cautioned that this Certificate does not permit operation of a business in violation of other Municipal Code Sections. There will be no tax refund if you are found operating illegally after the Tax Certificate has been issued. Your business must comply with zoning and signage requirements of the Garden Grove Municipal Code. It is your responsibility to check with planning (location) and Code Enforcement (signage) before filing your application for a Garden Grove Business Tax Certificate. Issuance of the Tax Certificate is not an endorsement nor certification of compliance with other ordinances or laws.

**I hereby certify under penalty of perjury that I have read and understand the above statements, and that the information provided above is true and correct to the best of my knowledge and ability.**

<b>OWNER'S SIGNATURE</b>	<b>PRINT NAME</b>	<b>DATE</b>
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**DEFINITIONS**

**AMUSEMENT DEVICES:** Pool tables, pin ball machines, video games, kiddie rides, juke boxes, air hockey machines, viewing machines and any other such device whether owned or not by applicant.

**CHANGE OF ADDRESS:** If the physical location of your business is changing, an additional fee of \$10.00 is required. If your business is changing to a new or different commercial location in Garden Grove, a [Business Location Review Form](#) must be completed and approved. If you are moving your residential business to a different home, a [Business Tax Residential Mailing Address Form](#) must be completed and returned. Please call (714) 741-5074. The City should receive these forms and payment within 10 days of your move date.

**CONDITIONS OF APPROVAL:** Your canceled check does not mean approval. If approved, you may receive a Business Tax Certificate. Receipt of a Business Tax Certificate does not constitute approval to operate a business which is in violation of any other federal, state, or local ordinance.

**GROSS RECEIPTS:** Includes all payments received for the sale of any merchandise or services without any deduction there from. For an expanded definition, check with the Business Tax Office. If your business license is for that of an administrative office with no gross receipts, please refer to the definition of "Cost of Doing Business" to calculate your tax.

**OUTSIDE CONTRACTORS. PLEASE NOTE:** If you have no other foreseeable business in the City during this tax year, return this application indicating your gross receipts from start date or renewal date up to date of inactivity. Please sign and date.

**OWNERSHIP CLASS:** Indicate Partnership, Sole Owner, Corporation, Trust, or Limited Liability Co. Any change in ownership status should be reported to the City within 10 days.

**PROCESSING FEE/FIRST APPLICATION:** A fee of \$25 is charged to all new business for inclusion of all pertinent data of a business for City records and entitlement of related services.

**PROCESSING FEE/RENEWAL:** A fee of \$10 is charged to cover the cost of updating and processing all renewal business tax applications.

**RENTAL PROPERTY:** Owning rental property is considered a form of doing business. A separate business tax certificate is required for each residential parcel located on separate lots, or with separate assessor parcel numbers, or with separate addresses. Residential rental tax is a per unit flat tax; commercial property rental is based on gross rental receipts.

**START DATE:** For local businesses, write in date you started business as owner. For outside business, write in date you first had business dealings in Garden Grove.