



## **CITY OF BAKERSFIELD** **BUSINESS TAX CERTIFICATE APPLICATION INFORMATION**

Any business located within the City limits or coming into the City to conduct business is required to have a City Business Tax Certificate.

The Business Tax Certificate is valid until June 30<sup>th</sup> each year. Taxes are due each year on July 1<sup>st</sup> and must be paid before July 31<sup>st</sup> to avoid penalties. Businesses are responsible for payment of the tax before the due date and should **not** rely on courtesy reminders.

A Business Tax Certificate Application may be obtained from the Treasury Division counter in City Hall North located at 1600 Truxtun Avenue or by calling the Treasury Division, (661) 326-3762 or (661) 326-3763.

Items required to complete the application are:

1. Business name – Fictitious Name filing – if required.
2. Business address and telephone number.
3. All owners names, home addresses, and telephone numbers.
4. Type of business.
5. Federal I.D. number or Social Security number of one of the owners.
6. Business start date in Bakersfield.
7. Contractors License number – if required.
8. State of California Resale Number (seller's permit) – if required.
9. Estimate of gross receipts for the first twelve months of business.

Fees for regulatory permit(s) may be required depending on the type of business.

If you are opening a new business, here is some supplemental information you may find helpful:

Prior to operating a business from your home within the city limits, a Home Occupation Permit (H.O.P.) must be obtained from the City Planning Department. The H.O.P. fee is a one-time charge of \$30.00. The permit is valid for as long as you reside at the residence. The permit is not transferable.

Costs to obtain a Business Tax Certificate depend on the information included on the application. The minimum tax is \$31.00.

Prior to committing to occupy or construct any building space from which to operate a business, you should verify your particular use conforms to City zoning requirements by contacting the City Planning Department (661) 326-3733.

If you are going to change the use of a building or remodel it, you should verify building code requirements by contacting the City Building Department (661) 326-3720.

Fictitious Name information may be obtained from the County Clerk's Office (661) 868-3588.

Resale Number (seller's permit) information may be obtained from the State Board of Equalization (661) 395-2881.

Health Permit information may be obtained from the County Environmental Health (661) 862-8700.

State Contractors License information may be obtained from the State Contractors Licensing Board (559) 445-5281.