



# City of Palm Springs

Business License Tax Division

3200 E. Tahquitz Canyon Way | Palm Springs, CA 92262

Tel: (760) 323-8289 | Fax: (760) 322-8344 | Web: [www.palmspringsca.gov](http://www.palmspringsca.gov)

## Business License Tax Application Instruction Sheet and Fee Scale

The following information is required in order to submit an application for a business license:

- 1) A copy of your Fictitious Business Name Statement is required if you will be using a business name that does not contain the owner's surname (last name) or it contains words suggesting the existence of additional owners (such as "Company, & Company, & Sons, & Associates, Brothers etc.). A Fictitious Business Name Statement is filed with the County Clerk in Palm Desert and Riverside. The phone numbers for the County Clerk's Palm Desert office are **(760) 863-7490 and (760) 863-8732.**
- 2) Individual owners or General Partnerships must provide a Social Security number or Federal ID number. All other types of ownership require a Federal ID number, in lieu of a Social Security number, which is issued by the Internal Revenue Service. Their local office is located at 556 S. Paseo Dorotea in Palm Springs, telephone **(760) 866-6125.**
- 3) If you will be selling or leasing tangible personal property you should have a Seller's Permit issued by the State Board of Equalization. Their local office is located in Rancho Mirage, telephone **(760) 770-4828.**
- 4) If you perform construction related work that exceeds \$500.00 (labor and materials) we will require proof of a valid license number issued by the Contractor's State License Board. You can reach the Contractor's State License Board at **(800) 321-2752.**
- 5) If you will occupy a commercial location in Palm Springs, **effective 03/01/2018**, the Fire Department will be collecting the Fire & Safety Inspection Fee directly. The Fire Department maybe contacting the applicant at a later date.
- 6) If you will occupy a commercial location in Palm Springs, please bring the application to the Planning Department for a signature approving the use of the proposed location for your particular type of business.
- 7) Occupants of a commercial location are charged, by the Building Department, a one-time fee of **\$54.60** to perform a code compliance inspection and issue a Certificate of Inspection. Apartment and hotel owners are charged a flat fee based on the number of rentable units, in accordance with the following scales:

<u>Apartments</u>		<u>Hotel</u>	
1-5 units	\$54.60	1-10 units	\$54.60
6-25 units	\$109.20	11-30 units	\$109.20
26-100 units	\$163.80	31-250 units	\$163.80
Over 100 units	\$218.40	251-500 units	\$218.40

If you will be operating out of your home in Palm Springs, a completed Home Occupation Permit application is required, along with a one-time fee of **\$30.00**. (All businesses must have a physical location, so if you will not be occupying an office or store front, your home is considered your business location). Please bring the Home Occupation Permit application to the Building and Planning Departments for approval prior to submitting it at the Business License counter.

A summary of fees is printed on the back of this form; however, this does not contain all fee information. Some types of business have specific fees assigned and others have minimum fees prescribed by the Palm Springs Municipal Code. If you would like copies of any portion of the Municipal Code they can be obtained from the City Clerk's Office, opposite the Business License counter, or on-line at [www.qcode.us/codes/palmsprings](http://www.qcode.us/codes/palmsprings). If you have questions regarding your particular fee please call us at (760) 323-8289 or stop by City Hall, located at 3200 E. Tahquitz Canyon Way, 8:00am-6:00pm Monday-Thursday, except holidays.

Post Office Box 2743 • Palm Springs, California 92263-2743

**PLEASE NOTE: EFFECTIVE JULY 1, 2017, THERE WILL BE A \$31.00 ADMINISTRATIVE FEE CHARGED ON ALL NEW BUSINESS LICENSE TAX APPLICATIONS AND A \$20.00 FEE ON ALL RENEWAL APPLICATIONS.**

**BLOCK #1:** NUMBER OF FUEL PUMPS: Pertains to service stations. In addition to the minimum fee of \$133.00, there is a charge of \$27.00 for each fuel pump in excess of five (5).

**BLOCK #2:** NUMBER OF PERSONNEL: Pertains to graduated scale license tax categories which are businesses taxed on the basis of the greatest number of personnel working in a 24 hour period, including owners. (**NOTE:** For all out of town businesses multiply the fee by two.)

1-2 Persons.....	\$67.00	21-30 Persons.....	\$399.00
3-6 Persons.....	\$133.00	31-40 Persons.....	\$466.00
7-10 Persons.....	\$200.00	41-50 Persons.....	\$532.00
11-14 Persons.....	\$266.00	51 or more persons : ....	\$532.00/yr. plus (\$7)
15-20 Persons.....	\$333.00		seven dollars for each additional person over 50

**CONTRACTORS:** Fees for contractors are not doubled for being out of town. Minimum fee based on State Classification covering 1-2 persons on the job. Three or more persons are based on graduated scale shown above and the fee is still not doubled for out of town.

\$166.00	for A classification
\$100.00	for B /C-8/C-12/C-35/C-36/C-39/C-51/C-21
\$67.00	for C-2/C-4/C-6/C-10/C-11/C-13/C-15/C-16/C-17/C-20/C-21/C-22/ C-23/C-26/C-27/C-29/C-32/C-33/C-34/C-38/C-42/C-43/C-45/C-46/ C-47/C-50/C-53/C-54/C-55/C-57/C-60/C-61

**PROFESSIONAL BUSINESSES:** Doctors, dentists, lawyers, CPA's, engineers, surveyors, etc., the minimum fee is \$100.00. Each professional working in the business, corporation, partnership, etc., is assessed \$100.00 each, and remaining personnel are taxed on the graduated scale shown above.

**BLOCK #3:** NUMBER OF APTS OR UNITS: Pertains to number of hotel rooms or apartment units for rental use.

3-6 rooms .....	\$ 33.00	Dining room in conjunction with hotel
7-12 rooms.....	67.00	or apartment: \$67.00 additional.
13 or more rooms.....	5.00 per room	
Continental breakfast	33.00 additional	

Vending machines owned by hotel or apartment are an additional fee based on the schedule below.

**BLOCK #4:** NUMBER OF VEHICLES/MACHINES: Pertains to the number of vehicles used in the performance of the business.

The following fees pertain to vending and service machines that are the property of the OWNER of the business. This does not apply to vending machines owned by vending machine companies which are placed in the businesses on a percentage basis.

Beverage machines .....	\$ 13.00
Cigarette machines .....	13.00
Food dispensing machines.....	13.00
Kiddie rides .....	13.00
Postage stamp machines.....	13.00
Laundry machines .....	7.00
Service vehicles/machines.....	7.00
Photograph machines.....	133.00
Coin operated music machines	33.00
*Pool Tables.....	33.00

\$13.00 for each machine used for purposes other than those above.

\$2.66 per machine requiring a coin to open

\* Billiard Halls, Bowling alleys and the like, refer to Section 3.84.320 of the Code.