

New Application  
 Renewal

**TOWN OF HILLSBOROUGH  
CATEGORY 1 BUSINESS LICENSE APPLICATION  
FOR THE BUSINESS LICENSE YEAR BEGINNING JULY 1, 2018 AND ENDING JUNE 30, 2019**

This business license application must be completed and returned to the Finance Department  
Town of Hillsborough, 1600 Floribunda Avenue, Hillsborough, CA 94010 PHONE (650) 375-7402

**Please type or print all information legibly**

BUSINESS NAME AND ADDRESS:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

TYPE OF OWNERSHIP:

- SOLE PROPRIETORSHIP  
 PARTNERSHIP  
 CORPORATION

To receive a license, all of the following information must be provided:

Name of Owner/Officer \_\_\_\_\_  
Last Name First Name

Email Address \_\_\_\_\_

Business Telephone \_\_\_\_\_

Type of Business \_\_\_\_\_  
(Example: General Contractor, HVAC, Plumbing)

SIC Code (For Office Use Only) \_\_\_\_\_

1. BUSINESS LICENSE APPLICATION PROCESSING FEE \$ 100.00  
2. MUNICIPAL CODE VIOLATION PENALTIES (IF APPLICABLE) \$ \_\_\_\_\_  
3. ADDITIONAL VEHICLE STICKERS (ENTER TOTAL FROM VEHICLE LICENSE PAGE ON BACK) \$ \_\_\_\_\_  
4. SB1186 / DISABILITY ACCESS FEE \$ 4.00  
5. TOTAL FEES DUE (1+2+3+4) \$ \_\_\_\_\_

**MAKE CHECK PAYABLE TO:  
TOWN OF HILLSBOROUGH**

**H.M.C. SECTION 5.04.230 – PENALTIES FOR DELINQUENCY**

- A. In the event a business which had a business license in the immediately preceding year and which continues to conduct business in the Town after the start of a new tax year fails to renew its business license for such new tax year and pay the administrative fee and the gross receipts tax, if any, on or before the due date(s) as set forth in Section 5.04.230, a delinquency penalty of \$200.00 plus 50% of the amount of total annual tax due plus one and one-half percent (1 ½%) per month of the amount of tax due shall be imposed.
- B. In the event that a person commences business in the Town without first obtaining a business license and paying the administrative fee and the gross receipts tax, if any, a delinquency penalty of \$200.00 plus 20% of the amount of total annual tax due plus one and one-half (1 ½%) per month of the amount of tax due shall be imposed on said person, commencing on the date that the said person first conducts business in the Town.

I hereby acknowledge that I have read this application form and state that the above information is correct to the best of my knowledge and agree to comply with all Town Ordinances, the California State Contractors License Laws and the Labor Code of the State of California relating to Workman's Compensation. Further, I certify that in the performance of work for which this license is issued, I shall fully comply with all of the workers' compensation laws of the State of California.

I also understand that should I fail to comply with the workers' compensation insurance law of California, my business license will immediately be voided and I will be considered as working in violation of the Town of Hillsborough's Business License Ordinances.

I HEREBY CERTIFY THAT I AM LICENSED OR THAT I AM EXEMPT FROM BEING LICENSED BY THE STATE OF CALIFORNIA CONTRACTORS LICENSE LAW. I DECLARE UNDER PENALTY OF PERJURY, THE INFORMATION PROVIDED ON THIS FORM IS TRUE AND CORRECT TO THE BEST OF MY KNOWLEDGE AND BELIEF.

\_\_\_\_\_  
Applicant's Signature

\_\_\_\_\_  
Date

**PLEASE COMPLETE AND RETURN THIS FORM TOGETHER WITH YOUR PAYMENT  
CHEK OR CASH ONLY  
YOUR BUSINESS LICENSE WILL BE MAILED TO THE ADDRESS PROVIDED**

**\*REMEMBER TO OBTAIN YOUR BUILDING PERMITS BEFORE STARTING WORK.  
FOR MORE INFORMATION ON THE TOWN'S PERMIT PROCESS, PLEASE VISIT OUR WEBSITE**

<http://www.hillsborough.net/130/Building>

**TOWN OF HILLSBOROUGH  
1600 FLORIBUNDA AVENUE, HILLSBOROUGH, CA 94010-6418**

**LIST ALL VEHICLES REQUIRING STICKERS**

Decal stickers shall be permanently affixed to all those vehicles registered in the name of the company or individual which has been issued a license from the Town of Hillsborough. Hillsborough Municipal Code

Section 5.04.210 states that no licensee shall give away, sell or transfer a decal sticker or otherwise permit the use of such sticker to any person not entitled to display such sticker under the provisions of this chapter.

**One decal sticker is included with the payment of the license application fee. A fee of \$20.00 will be charged for each additional vehicle requiring a registration sticker.**

*(If you listed 5 vehicles your additional vehicle fee is computed as follows: 5 - 1 = 4 X \$20 = \$80.00)*

<u>MAKE OF VEHICLE</u>	<u>REGISTERED OWNER</u>	<u>STATE</u>	<u>LICENSE NUMBER</u>
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

<b>TOTAL VEHICLES: _____ - 1 = _____ X \$20.00 = \$_____ (ENTER TOTAL AMOUNT ON FRONT PAGE)</b>
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I declare under the penalty of perjury, the information presented on this form is true and correct to the best of my knowledge and belief.

\_\_\_\_\_  
Name and Signature of Owner, Partner or Representative

\_\_\_\_\_  
Date

Business Name: \_\_\_\_\_

Address: \_\_\_\_\_

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

**PLACE STICKER ON REAR BUMPER, LEFT HAND SIDE.**