

**2023/2024 BUSINESS LICENSE TAX FEE SCHEDULE  
Gross Receipts Category**

**Business Tax Period is the fiscal year of April 1<sup>st</sup> through March 31<sup>st</sup>**

**NEW BUSINESS TAX RATE SCHEDULE: (DEPOSIT)**

Santa Ana business license taxes (described below) are based on the gross receipts or cost of operations (if applicable) of the business generated in the preceding calendar year. Initially, a deposit is required as a surety for payment of City business license taxes (BLT) for the initial licensing period.

Once the initial licensing period expires, the actual BLT will be calculated retroactive to the business' start date. The BLT for the initial period will be based on gross receipts generated during the initial licensing period and will be calculated according to the tax rate schedule below. Once the BLT has been calculated, the deposit will be applied to the initial BLT for the period ending March 31, 2024. The remaining credit, if any, will be carried forward and will be applied to the BLT renewal for the next tax period. Please follow the steps outlined below to apply for a new business license.

**STEP #1 – DETERMINE YOUR BUSINESS CATEGORY FROM THE LIST BELOW:**      Check one or more if applicable (✓)

- Retail-Sales    Service Industry    Admin. Facility/Office (Cost of Operations)    Wholesale    Manufacturing    Commercial Rental Property
- Professional Office (Physicians, Surgeons, Dentists, Engineers, Attorneys, Architects, Accountants, Psychologists, Marriage/Family/Child Counselors, Surveyors, Veterinarian....)    Ambulance, Buses, Limousines or Vehicles for Hire

**STEP #2 – REMIT TOTAL TAX AND FEES AS FOLLOWS:**

<b>Initial business tax due (deposit)</b> .....	\$	<u>200.00</u>
<b>Registration Fee</b> .....	\$	<u>15.00</u>
<b>State of California Disability Access and Education Fund Fee</b> .....	\$	<u>4.00</u>
<b>Total Amount Due</b> .....	\$	<u><b>219.00</b></u>

***Additional fees for an Occupancy Inspection or Home Occupation Permit may be required.  
SEE NOTE BELOW TO DETERMINE HOW TO OBTAIN APPROPRIATE APPLICATIONS AND FEES.***

**Note:** *Businesses operating from a commercial location within the City are required to apply for a **Certificate of Occupancy**. Businesses operating from a residence within the City are required to apply for a **Home Occupation Permit**. To obtain application forms and initiate the review and inspection process, contact the **Planning & Building Agency – Development Services Center at (714) 647-5804** or come in person to City Hall Ross Annex, First Floor **Planning Counter**.*

**For In-City Businesses:** *The Business License Tax Receipt certificate will be issued only upon notification of the **approval/issuance** of either the **Certificate of Occupancy or Home Occupation Permit**.*

**NOTE:** Complete this section if the business began prior to the tax period beginning April 1<sup>st</sup>, 2023. You are required to report the gross receipts generated by your company if already in operation. The purpose of this is to enable an accurate business tax calculation for the appropriate tax period(s) due. The gross receipts generated from the date your business commenced through the date of application must be reported below. Your business license tax will be computed, using the tax rate schedule outlined below. A notice of business tax due bill will be sent for the difference, if any. Any credits will be carried forward to the next licensing tax period. **Please remit the required deposit as outlined above.**

I hereby certify that the Gross Receipts for the period beginning \_\_\_\_\_ / \_\_\_\_\_ / 20\_\_\_\_ to  
\_\_\_\_\_ / \_\_\_\_\_ / 20\_\_\_\_ were \$ \_\_\_\_\_.

**Tax Rate Schedule**

In-City Businesses = Basic Rate Fee of **\$60.00** \*, **plus** (See Schedules Below):  
Nonresident Businesses = Omit Basic Rate Fee (See Schedules Below):

**SCHEDULE 1**  
Retail Sales, Services, Administrative Headquarters  
.65¢ per \$1,000.00

**SCHEDULE 2**  
Wholesale Sales, Manufacturing  
.50¢ per \$1,000.00

\* BASIC RATE FEE  
Proration Schedule

April	thru March	=	\$60.00
July	thru March	=	\$30.00
October	thru March	=	\$20.00
January	thru March	=	\$15.00

**STEP #3 – SIGN, DATE AND RETURN:**

*This form must be completed and submitted along with the Business License Tax Application for processing. To avoid a 50% assessment of a penalty, this office must receive application within 30 days from business' start date.*

**I DECLARE UNDER PENALTY OF PERJURY, THAT THE FOREGOING STATEMENTS ARE TRUE AND CORRECT TO THE BEST OF MY KNOWLEDGE AND BELIEF.**

Signature \_\_\_\_\_ Date \_\_\_\_\_  
Print Name \_\_\_\_\_ Title \_\_\_\_\_