



2013 BUSINESS LICENSE FEE COMPUTATION SCHEDULE

FINANCE DEPARTMENT (510) 577-3392 or 577-3468

All businesses are required to pay a Base Fee of \$116.00 plus a Unit Fee, or a Flat Annual Fee of \$116.00 or \$580.20 based on business classifications listed in the table below. Effective 1/1/2013, the State CASp (Certified Access Specialist) fee of \$1 is also required for all businesses.

To calculate the Unit Fee, multiply the number of unit(s) (e.g., each owner and each employee) by the unit fee rate for your business classification. **No business shall be deemed as having less than one unit unless specified flat fee.**

The penalty for a delinquent license is 50% of the business license fee or \$50, whichever is greater, for the first 30 - 90 days overdue. Delinquencies of 90 days or more will be 100% or \$100, whichever is greater.

All business licenses expire on December 31st each year and must be renewed annually.

Business Classification		Base Fee Including State Fee -\$1	Unit Fee Rate	Unit Fee Basis
01	Retail	\$117.00	\$34.80	Per Each Owner & Each Employee
02	Wholesale	\$117.00	\$34.80	Per Each Owner & Each Employee
03	Manufacturing	\$117.00	\$34.80	Per Each Owner & Each Employee
04	Peddler/Solicitor	\$117.00	\$34.80	Per Each Owner & Each Employee
05	Service	\$117.00	\$69.60	Per Each Owner & Each Employee
06	Professional	\$117.00	\$87.10	Per Each Owner & Each Employee
07	Contractor	\$117.00	\$69.60	Per Each Owner & Each Employee
08	Recreation/Entertainment	\$117.00	\$69.60	Per Each Owner & Each Employee
09	Residential Property Rental	\$117.00	\$10.50	Per Each Unit or Space
10	Non-Residential Property Rental	\$117.00	\$17.30	Per 1,000 Square Feet
11	Dance Hall	\$581.20	N/A	Flat/Annual
12	Automobile Wrecking	\$581.20	N/A	Flat/Annual
13	Christmas Tree/Pumpkin Patch	\$581.20	N/A	Flat/Annual
14	Commercial Advertising	\$581.20	N/A	Flat/Annual
15	Fortune Telling	\$581.20	N/A	Flat/Annual
16	Second Hand Dealer/Junk Collector	\$581.20	N/A	Flat/Annual
17	Pawnbroker	\$581.20	N/A	Flat/Annual
18	Itinerant Merchant	\$117.00	\$35.90	Flat/Weekly
19	Carnival	\$117.00	\$208.80	Flat/Daily
20	Coin Operated Devices	\$117.00	\$1.10	Per \$1,000 of Gross Receipts
21	Public Utilities	\$117.00	\$34.80	Per Each Owner & Each Employee
22	Miscellaneous	\$117.00	\$34.80	Per Each Owner & Each Employee
23	Bingo	\$117.00	N/A	Flat/Annual
24	Waste Disposal Site	\$117.00	\$1.56	Per Ton
25	Towing	\$117.00	\$1.10	Per \$1,000 of Gross Receipts
26	Firearms Dealer	\$117.00	\$3.50	Per \$ 100 Gross Receipts Of Concealable Weapons And Ammunition
27	Parking Lot	\$117.00	\$34.80	Per Parking Space

Number of employees shall mean and include the total number of full time and part time employees engaged or to be engaged within this City during the license period whether as owner, partner, spouse or employee, and any others who may work without compensation.

Gross Receipts shall include the total of amounts actually received or receivable from all sales and services in San Leandro.

FEE CALCULATION WORKSHEET

1. Base Fee of \$116.00, or a Flat Annual Fee of \$116.00 or \$580.20 - based on business classification		\$	116.00 or 580.20
2. Number of Unit (s) _____ X \$ _____	+		_____
(Enter \$0 if a flat annual fee)			
** 3. Total Business License Fee	=		_____
4. State CASp (Certified Access Specialist) fee - effective 1/1/13	+		\$1.00
5. Penalty (if applicable)	+		_____
6. Zoning Fee (required if located in San Leandro)	+		_____
7. Total Fees	\$		=====

1. Enter your **Base Fee** or **Annual Fee** based on your business classification:
 - \$116.00 (flat/annual) for Bingo
 - \$580.20 (flat/annual) for Dance Hall, Automobile Wrecking, Christmas Tree/Pumpkin Patch, Commercial Advertising, Fortune Telling Second-Hand Dealers and Pawnbrokers
 - \$116.00 (base fee) for all other classifications

2. Multiply the number of units (e.g., each owner and each employee) by the unit fee rate for your business classification to get your **Unit Fee (no business shall be deemed to have less than 1 (one)-unit fee unless specified flat fee)**.

Number of Employees: Shall mean and include the total number of full time and part time employees engaged or to be engaged within this City in the applicant’s business during the license period, whether as owner, partner, spouse or employee, and any others who may work without compensation.

Gross Receipts: Shall include the total of amounts actually received or receivable from all sales and services in San Leandro.

** ***For Businesses commencing after June 30,*** except for business categories Coin-Operated Devices, Towing, and Waste Disposal Site, the license fee shall be reduced by one-half.

3. Add lines 1 and 2 for **Total Business License Fee**.

5. Calculate **Penalty** (if applicable): The penalty for a delinquent license is 50% of the business license fee for the first 30 – 90 days overdue. Delinquencies of 90 days or more will be 100% of the business license fee.

6. Include **Zoning Fee** (if applicable): A zoning application and fee are required if the business is located in San Leandro. Commercial zoning application fee is **\$104** and Home Occupation Permit fee is **\$72**. Change of ownership fees are **\$30**. You are required to submit property owner’s signature *or* a copy of the first page showing the address and the signed signature page from the commercial rental agreement. **Zoning application must be submitted in person for approval.** Zoning questions please call (510) 577-3325.

7. Add lines 3, 4, 5 and 6 for **Total Fees**. Please make your check payable to the City of San Leandro.

If you have any questions regarding your business license fee, please contact the City’s Finance Department at (510) 577-3468 or 577-3392.

THANK YOU FOR DOING BUSINESS IN SAN LEANDRO