



# County of Ventura Tax Collector's Office

## Business Tax Certificate Application Instructions

1. Please enter all pertinent information on the application regarding your business. Incomplete applications will be returned and will delay your business tax certificate.
2. Please use the Rate Sheet (on the back of the application) to determine which Tax Group most closely defines your business operations.
3. Calculate the Tax Due. Enter your Tax Group, Gross Receipts and Total Tax in the Tax Rate Calculations Section. Groups 1, 2 and 3 have a minimum Total Tax of \$35.00. Group 4 is a flat rate only (see note below regarding proration). Groups 5 and 6 a minimum Total Tax of \$50.00.
4. Before submitting your Business Tax Certificate Application, you must first contact the Planning and Zoning Department for a Zoning Clearance. You may also be required to contact Building and Safety for a Certificate of Occupancy. Questions regarding the specific requirements and applicable fees must be directed to the individual departments. Proof of compliance with these departments must be submitted with your application.
5. Please sign and date the sworn statement and return the form with your check for the tax due to the Tax Collector's Office.

### **NOTE: Group 4 Proration**

The business tax based upon a flat yearly tax rate pursuant to subsection 2007.4 for any non-delinquent annual business tax certificate issued in July, August or September, shall be 100 percent of such tax; for any non-delinquent business tax certificate issued in October, November or December, 75 percent of such tax; in January, February or March, 50 percent of such tax; and in April, May or June, 25 percent of such tax.

**NOTE To All Tax Groups:** Under federal and state law, compliance with disability access laws is a serious and significant responsibility that applies to all California building owners and tenants with buildings open to the public. You may obtain information about your legal obligations and how to comply with disability access laws at the following agencies:

Division of the State Architect at [www.dgs.ca.gov/dsa/Home.aspx](http://www.dgs.ca.gov/dsa/Home.aspx)

Department of Rehabilitation at [www.rehab.cahwnet.gov](http://www.rehab.cahwnet.gov)

California Commission on Disability Access at [www.cdda.ca.gov](http://www.cdda.ca.gov)

### **Planning and Zoning Department:**

800 S. Victoria Ave., Ventura, CA 93009  
Building: Hall of Administration, 3<sup>rd</sup> Floor  
Phone: (805) 654-2488

### **Building and Safety Department:**

800 S. Victoria Ave., Ventura, CA 93009  
Building: Hall of Administration, 3<sup>rd</sup> Floor  
Phone: (805) 654-2771

### **Tax Collector's Office Business License Department:**

800 S. Victoria Ave., Ventura, CA 93009  
Building: Hall of Administration, Main Floor  
Phone: (805) 654-2653