

## Business License Renewal Information

This is to assist City of Monterey businesses in completing the business license renewal form (Affidavit of Gross Receipts) and calculating business license tax payments. If you require additional information or have not received a Business License Renewal Form in the mail after the first week of July, please call our office at (831)646-3944, Monday – Friday, 8:00 am to 5:00 pm. We can mail, email, or fax a copy to you.

All business licenses expire on June 30, with the exception of daily vendors for special events and festivals. Business license renewals are mailed to business owners the first week of July to allow the reporting of total gross receipts from January 1 of the previous year to December 31. Annual business license holders have until August 15 to renew their business license, allowing 45 days. Out of City contractors must renew their license prior to applying for a building permit. Building permits will not be issued to contractors who do not possess a valid business license.

**All annual business license holders are responsible for the timely filing of annual business license renewals and renewal payments**, which must be received or postmarked by August 15. Businesses failing to meet this deadline will incur late payment penalties of 20% from August 16 to September 15, a 30% penalty from September 16 to October 15, a 40% penalty from October 16 to November 15, and a 50% penalty after November 15. **If the 15<sup>th</sup> deadline falls on a weekend or federal holiday, the deadline is extended to the following Monday.**

### Important Information:

- If renewing by mail or in person, please ensure that you sign the business license renewal form and include your gross receipts. We require an original signature. Faxed in renewals and copies are not accepted.
- If your business closed, check the box at the bottom of the business license renewal form that states you are no longer operating your business in the City of Monterey, sign and mail back the form. Your business license account will be closed. See the business license renewal form for further information.
- If you sell your business, the new owner must submit a completed [new business license application](#), and may be required to revise or file new permits. Business licenses are not transferable to new business owners. Business license applications are in PDF format and require Adobe Acrobat Reader for viewing. You can download a free copy of Acrobat Reader at this link 

**Computing your business license tax and other assessments:** Use the tax section number designated on your renewal form (19-27, 19-28, etc.).

**Nonprofits:** The tax code for nonprofit organizations will have an “NP” as the tax section code.

### Additional business license information

- [Business License Tax Calculator](#) (see bottom section of the main Business Licenses web page)
- [City of Monterey Municipal Code \(MCC\) Chapter 19](#) is an excellent source of information regarding the City’s business license requirements and regulations, types of business licenses, definitions of terms, and the fee schedule.
- Please **CONSULT YOUR ACCOUNTING PROFESSIONAL** for tax advice.