

City of MONROVIA
BUSINESS LICENSE FEES
Effective August 15, 2024

SCHEDULE 1 – BASIC BUSINESS LICENSE FEE

Please calculate your business license fee using Part I, Part II, or Part III.

PART I - IN-TOWN BUSINESS or OUT-OF-TOWN CONTRACTOR

YEARLY LICENSE – Complete the following:

- A. Business License Tax (Yearly license) \$177.00 \$ 177.00
- B. Total # of employees in the City of Monrovia _____ x \$ 15.00 \$ _____
- C. Business Improvement Assessment Fees (per Schedule 4 if applicable) \$ _____
- D. Application Processing Fee \$ _____
- All Other Licenses - \$33.00
 - Cannabis License - \$190.00
- E. Computer Cost Recovery Fee \$ 6.00
- F. *State Mandated Disability Access and Education Revolving Fund \$ 4.00

Total due for **Yearly** License (Total A thru F) \$ _____

NOTE: The maximum tax for Schedule 1 is \$3,540.00 (note that C, D, E, and F are in addition to this amount). Automobile dismantlers pay the maximum tax.

HOME OCCUPATIONS

Business License Tax + Processing Fee + AB 1379 + Computer Cost Recovery Fee:
\$88.00 + \$33.00 + \$4.00 + \$6.00 = \$ 131.00

COMMERCIAL PROPERTY OWNER

Business License Tax + Processing Fee + AB 1379 + Computer Cost Recovery Fee:
\$187.00 + \$33.00 + \$4.00 + \$6.00 = \$ 230.00

CHILD CARE PROVIDERS

License Tax + Processing Fee + AB 1379 + Computer Cost Recovery Fee + Employees Fee:
\$19.00 + \$33.00 + \$4.00 + \$6.00 + \$15/employee = \$ _____

RENEWALS: Renewal forms are mailed to each business whose license is due to expire. Your renewal notice will indicate the expiration date of the license. **(Please note that renewal forms are mailed out as a courtesy. It is your responsibility to ensure that your business license is current at all times)**

DELINQUENT PENALTY (Applicable to all licenses) A delinquent penalty is assessed at the rate of 20% of the license tax for each thirty day period that the business license is delinquent past its expiration date. A delinquent penalty may not exceed 100% of the basic license tax.

👉 **OUT-OF-TOWN CONTRACTORS and OUT-OF-TOWN GARDENERS** 👈

Please refer to Part II and Part III on the other side of this form.

OUT-OF-TOWN CONTRACTORS AND OUT-OF-TOWN GARDENERS
SCHEDULE 1 – BASIC BUSINESS LICENSE FEE

PART II – OUT-OF-TOWN CONTRACTORS

Out-of-Town Contractors have the option of obtaining a Yearly, Quarterly, or Single Job business license.

YEARLY LICENSE – Complete Part I on the other side of this form.

QUARTERLY LICENSE – Complete the following:

- | | | |
|----|---|------------------|
| A. | Business License Tax (Quarterly License) \$103.00 | \$ <u>103.00</u> |
| B. | Total # of employees in the City of Monrovia _____ x \$ 8.00 | \$ _____ |
| C. | Application processing fee | \$ <u>33.00</u> |
| D. | Computer Cost Recovery Fee | \$ <u>6.00</u> |
| E. | State Mandated Disability Access and Education Revolving Fund | \$ <u>4.00</u> |

Total due for **Quarterly** License (Total A thru E) \$ _____

SINGLE JOB LICENSE (Single Address – 30 days only) – Complete the following:

Job Address: _____

- | | | |
|----|---|-----------------|
| A. | Business License Tax (Single Job License) \$56.00 | \$ <u>56.00</u> |
| B. | Total # of employees in the City of Monrovia _____ x \$ 5.00 | \$ _____ |
| C. | Application processing fee | \$ <u>33.00</u> |
| D. | Computer Cost Recovery Fee | \$ <u>6.00</u> |
| E. | State Mandated Disability Access and Education Revolving Fund | \$ <u>4.00</u> |

Total due for **Single-Job** License (Total A thru E) \$ _____

PART III – OUT-OF-TOWN GARDENERS

OUT-OF-TOWN GARDENER WITH NO EMPLOYEES

Business License Tax + Processing Fee + AB 1379 + Computer Cost Recovery Fee:
\$82.00 + \$33.00 + \$4.00 + \$6.00 = \$ 125.00

This special rate applies **only** to an Out-of-Town gardener having *no employees*.
A gardener with employees shall complete Part I on the other side of this form.