



City of San Ramon
Business License Change of Information
 7000 Bollinger Canyon Rd.
 San Ramon, CA 94583
 Phone: (925) 973-2510 Fax: (925) 830-0100

- Change of Business Info
- Change of Business Name
- Change of Address

Business Name:

Business License #:

<p><i>Old</i> Business Name: _____</p> <p><i>Old</i> Owner Name: _____</p> <p><i>Old</i> Business Address: _____</p> <p><i>Old</i> Business Description: _____</p> <p>City/ State/ Zip: _____</p> <p>Tax ID Number: _____</p> <p>Business Phone: _____</p> <p>Emergency Contact: _____</p> <p>Emergency Phone: _____</p> <p>Mailing Address: _____</p>	<p><i>New</i> Business Name: _____</p> <p><i>New</i> Owner Name: _____</p> <p><i>New</i> Business address: _____</p> <p><i>New</i> Business Description: _____</p> <p>City/ State/ Zip: _____</p> <p>Tax ID Number: _____</p> <p>Business Phone: _____</p> <p>Emergency Contact: _____</p> <p>Emergency Phone: _____</p> <p>Mailing Address: _____</p>
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PLEASE READ AND SIGN BELOW

I declare under penalty of perjury that all statements contained herein are, to the best of my knowledge and belief true and that all necessary land use permits, building permits, and any other permits required by law have been or will be secured prior to the commencements of the business activity which is the subject of this application.

Executed in _____, California on _____

City Date

Signature Printed Name Title

NOTE: ENTIRE FORM MUST BE COMPLETED TO BE PROCESSED

If you want to have a new Business License Certificate printed reflecting your changes, please enclose a check or money order made out to the City of San Ramon for \$15.00 and a new Business License Certificate will be mailed out to you.

Last Name:	First Name:	Phone No:	Fax No:
Email Address:	Address:		City, State, Zip:
		Duplicate Copy of Business License - \$15.00	Comments:
		Mailing Address:	

Charge to my Mastercard Visa American Express

Print name as it appears on card: _____

Credit Card Billing Address: _____

Card No. _____ Expiration Date: ____ / ____

Amount: \$ _____ Authorized Signature: _____

****Credit Card Convenience Fee is 2.88% of the total transaction**