



City of San Ramon
Business License Change of Information
 7000 Bollinger Canyon Rd.
 San Ramon, CA 94583
 Phone: (925) 973-2609 Fax: (925) 866-1436

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

Old Business Name: _____
 Old Business Address: _____
 Old Business Description: _____
 City/ State/ Zip: _____
 Tax ID Number: _____
 Business Phone: _____
 Emergency Contact: _____
 Emergency Phone: _____
 Mailing Address: _____

New Business Name: _____
 New Business address: _____
 New Business Description: _____
 City/ State/ Zip: _____
 Tax ID Number: _____
 Business Phone: _____
 Emergency Contact: _____
 Emergency Phone: _____
 Mailing Address: _____

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 Mailing Address:	Comments:

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, plus \$0.09 per transaction****