



**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

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

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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:
		<b>Duplicate Copy of Business License - \$15.00</b> 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\*\***