



Finance Department  
Revenue Division  
Business License Unit  
PO Box 2200  
Santa Monica, CA 90407-2200

February XX, 2017

Notice Number: XXXXX-XXXX

**NOTICE TO FILE FOR BUSINESS LICENSE**

Dear Business Owner,

The City of Santa Monica engages in continuing comprehensive efforts to identify businesses that may be operating in the City without a required business license and bring them into compliance. Santa Monica Municipal Code §6.04.020 requires that all persons and/or entities obtain a business license prior to operating a business in Santa Monica.

We have identified that BUSINESS NAME located at ADDRESS may be operating without the required City business license. To ensure compliance with the Santa Monica Municipal Code, **please apply for each entity/business activity by February XX, 2017**. You may apply online by selecting "Online Services" at [www.smgov.net/businesslicense](http://www.smgov.net/businesslicense) or downloading the appropriate application packet.

If you believe you have received this notice in error, please complete and return the "Request for Business Tax Review" form located at [www.smgov.net/blforms](http://www.smgov.net/blforms) by the deadline noted above. Be sure to include Notice Number XXXXX-XXXX on all correspondence.

If you have further questions, visit our compliance website at [www.smgov.net/blcomply](http://www.smgov.net/blcomply) or contact us at [business.license@smgov.net](mailto:business.license@smgov.net) or (310) 458-8745.

Sincerely,

City of Santa Monica  
Business License Unit