



FINANCE DIVISION: BUSINESS LICENSE

CITY HALL
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CUPERTINO.ORG

Accela Online Portal Business License User Guide

1. [Applying for New Business License](#)

Applying for New Business License

1. Go to the Business License portal at: <https://cupertino.org/aca>.
2. If you are the first-time user, [create an Accela \(ACA\) customer account](#) and login the portal using the “Register for an Account link”. Existing users can login with their username and password.

Home Building Planning Public Works Licenses Complaints

Advanced Search ▼

All city services will be closed from Thursday, December 23, 2021 through Friday, December 31, 2021 for the winter holidays. We will reopen on Monday, January 3, 2022.

City of Cupertino is now offering in-person appointments for limited services. Please access the following booking page to schedule an appointment for the desired department/division.

NOTE: This is not for scheduling field inspections.

Building
Planning
Public Works

Login

User Name or E-mail:

Password:

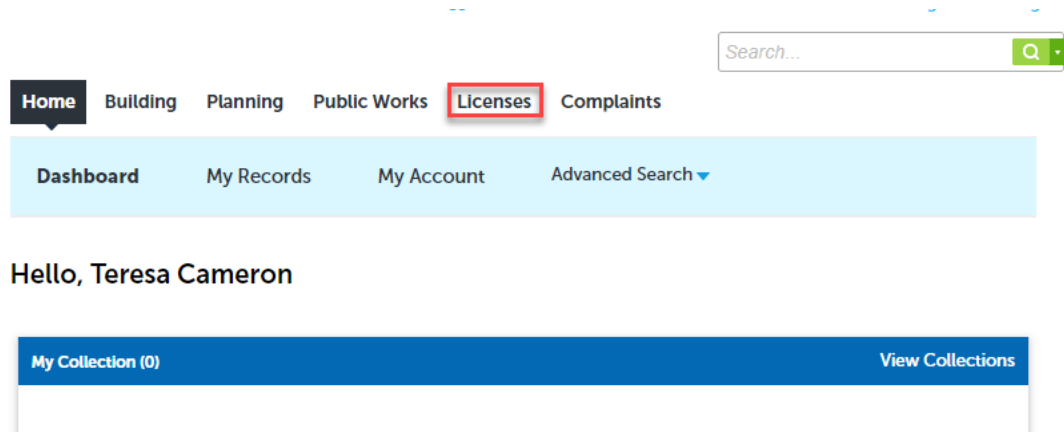
Login »

Remember me on this computer

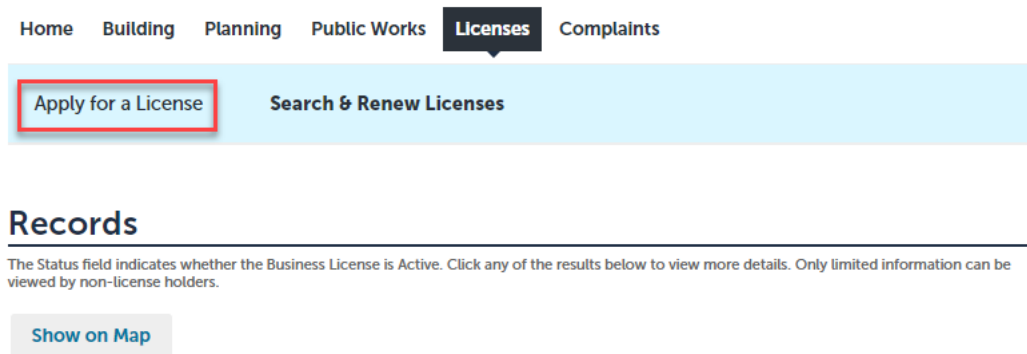
[I've forgotten my password](#)

[New Users: Register for an Account](#)

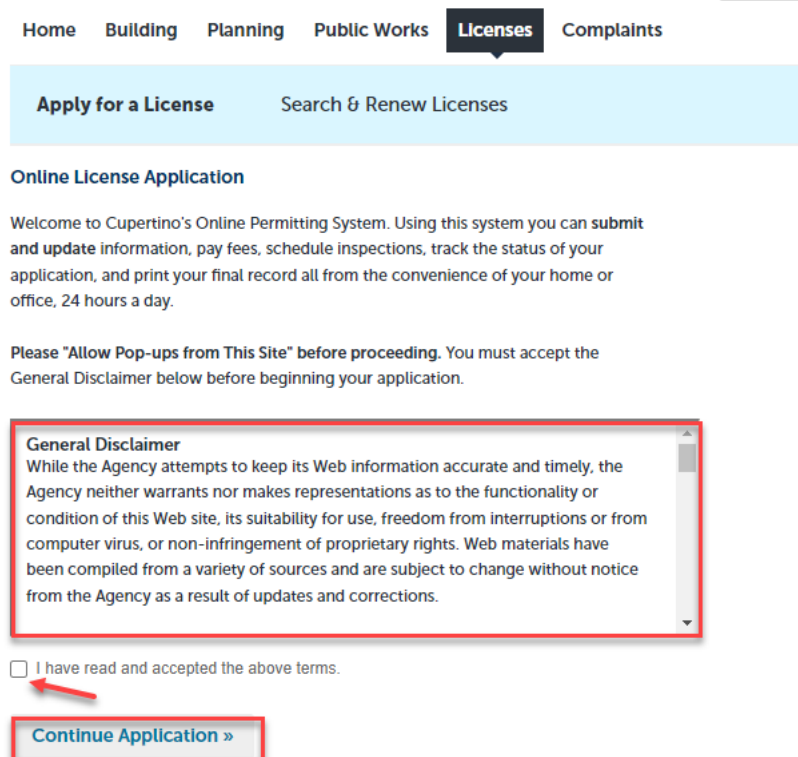
3. Click on Licenses



4. Click on the Apply for a License navigation button on the top blue bar.



5. Read and Accept the General terms and conditions by checking on the box and press Continue Application button.



- Under Location & People section, add the Street Number, Street Name, Street Type and Zip and press search, the owner name will get populated if it is a Cupertino address. If your address is not displayed, since it is outside Cupertino, please complete all relevant fields for Address and Owner. Enter the owner email address, as it's a required field. Click Continue Application

Home Building Planning Public Works **Licenses** Complaints

Apply for a License Search & Renew Licenses

Business License Application

1 Location & People	2 License Detail	3 Document	4 Review	5 Pay Fees	6
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Step 1: Location & People > Address Information * indicates a required field.

Address

Enter your business address and click Search to find the address record in the agency database.

* Street No.: Direction: --Select* Street Name: Street Type: --Select--

Unit No.: Unit Type: --Select--

City: State: --Select-- * Zip:

Country: United States

Owner

Owner Name: ?

Address Line 1:

Address Line 2:

City: State: --Select-- Zip: Country: United States

* E-mail:

- Add the Business Owner by either using the button "Select from Account" to add a contact from your ACA account, or "Add New" to add a new contact. Note that both a Business and Mailing address is required for the Business Owner.

Apply for a License Search & Renew Licenses

Business License Application

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Step 1: Location & People > Contact Information

* indicates a required field.

Business Owner

To add new contacts, click the Select from Account or Add New button. To edit a contact, click the Edit link.


Select from Account Add New

Continue Application »

Save and resume later

8. Fill in the license details section. All fields with asterisk are required fields.
 - a) NOTE: The SIC Code is a required field. To see links for more information on SIC Codes, click the help icon next to the field.

If you are using a fictitious business name, is the name registered with Santa Clara County?:

* SIC Code: 

* Is your SIC Code subject to regulation under Senate Bill 205?: Yes No

Federal Tax ID:

State Tax ID:

* Gross revenue from prior year is less than \$5000: Yes No

- b) A number of links display, to help guide you in determining the correct SIC Code.


BASIC LICENSE INFO

* Name of Business:

* Is business location a personal residence in Cupertino or involves Short Term Rental?: Yes No

What is the legal status of the business?:

If you are using a fictitious business name, is the name registered with Santa Clara County?:

* SIC Code: 

* Is your SIC Code subject to regulation under Senate Bill 205?: Yes No

Federal Tax ID:

State Tax ID:

* Gross revenue from prior year is less than \$5000: Yes No

Help

For more information on SIC Codes see [SB 205 FAQs](#), [SB 205 COMPLIANCE INFORMATION](#), [DEPT OF LABOR SIC REFERENCES](#).

- c) Once all required information is completed, click Continue Application

Business License Application

1 Location & People	2 License Detail	3 Document	4 Review	5 Pay Fees	6
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Step 2: License Detail > License Information

* Indicates a required field.

Custom Fields


BASIC LICENSE INFO

* Name of Business:

* Is business location a personal residence in Cupertino or involves Short Term Rental?: Yes No

What is the legal status of the business?:

If you are using a fictitious business name, is the name registered with Santa Clara County?:

* SIC Code: 

* Is your SIC Code subject to regulation under Senate Bill 205?: Yes No

Federal Tax ID:

State Tax ID:

* Gross revenue from prior year is less than \$5000: Yes No

HOME BUSINESS QUESTIONNAIRE

You have indicated that your business is home-based. Please complete the following questionnaire before proceeding with the rest of the Business License Application Form.

LICENSE DETAIL INFO


* Nature of Business:

* Describe your Business:

Nature of Previous Business If Known:

* Will the business provide service to minors? (Anyone under the age of 18 years of age): Yes No

Does your business operate before 7am and/or after 11pm?: Yes No

* Start Date of Business in Cupertino: 

* Number of Cupertino Employees:

[Continue Application >](#)

Save and resume later

9. Certain types of applications require documents to be uploaded. Specifically:
- Renewals of licenses that have gross revenue less than \$5,000 require a Schedule C
 - Application for Non-Profit licenses require a 501C

To upload the needed documents, follow these steps:

- a) Click the "Add" button

Business License Application

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Step 3: Document > Attached Documents

* indicates a required field.

Attachment

The maximum file size allowed is 100 MB.
ade;adp;bat;chm;cmd;com;cpl;exe;hta;htm;html;ins;isp;jar;js;jse;lib;lnk;mde;mht;mhtml;msc;msp;mst;php;pif;scr;shb;sys;vb;vbe;vbs;vxd;wsc;wsf;wsh are disallowed file types to upload.

Name	Type	Size	Latest Update	Action
No records found.				

Add

Continue Application »

Save and resume later

b) Click "Add" on the screen that displays

File Upload

The maximum file size allowed is 100 MB.
ade;adp;bat;chm;cmd;com;cpl;exe;hta;htm;html;ins;isp;jar;js;jse;lib;lnk;mde;... are disallowed file types to upload.

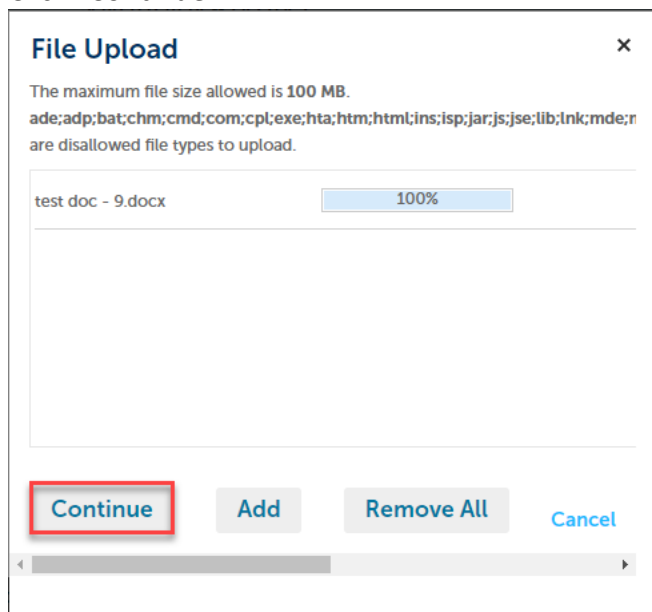
Continue Add Remove All Cancel

c) Navigate to the file on your computer, click Open to add

Name	Status	Date modified	Type	Size
test doc - 3	✓	8/3/2017 8:03 AM	Microsoft Word Doc...	12 K
test doc - 4	✓	8/3/2017 8:03 AM	Microsoft Word Doc...	12 K
test doc - 5	✓	8/3/2017 8:03 AM	Microsoft Word Doc...	12 K
test doc - 6	✓	8/3/2017 8:03 AM	Microsoft Word Doc...	12 K
test doc - 7	✓	8/3/2017 8:03 AM	Microsoft Word Doc...	12 K
test doc - 8	✓	8/3/2017 8:03 AM	Microsoft Word Doc...	12 K
test doc - 9	✓	8/3/2017 8:03 AM	Microsoft Word Doc...	12 K
test doc - 10	✓	8/3/2017 8:03 AM	Microsoft Word Doc...	12 K
test doc - 11	✓	8/3/2017 8:03 AM	Microsoft Word Doc...	12 K
test doc - 12	✓	8/3/2017 8:03 AM	Microsoft Word Doc...	12 K
test doc - 13	✓	8/3/2017 8:03 AM	Microsoft Word Doc...	12 K
test doc - 14	⬇	8/3/2017 8:03 AM	Microsoft Word Doc...	12 K
test doc - 15	✓	8/3/2017 8:03 AM	Microsoft Word Doc...	12 K
test doc - 17	✓	8/3/2017 8:03 AM	Microsoft Word Doc...	12 K
test doc - 18	⬇	8/3/2017 8:03 AM	Microsoft Word Doc...	12 K

name: All Files

d) Click “Continue”



e) Click in the field “Type” and select the appropriate document type and fill in a description. Click Save. Once saved, Continue Application.

Business License Application

1 Location & People	2 License Detail	3 Document	4 Review	5 Pay Fees	6
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Step 3: Document > Attached Documents

* indicates a required field.

Attachment

The maximum file size allowed is 100 MB.

ade;adp;bat;chm;cmd;com;cpt;exe;hta;htm;html;ins;isp;jar;js;jse;lib;lnk;mde;mht;mhtml;msc;mst;php;pif;scr;sct;shb;sys;vb;vbe;vbs;vxd;wsc;wsf;wsh are disallowed file types to upload.

Name	Type	Size	Latest Update	Action
No records found.				

* Type: [Remove](#)

File:
test doc - 9.docx
100%

* Description:

[spell check](#)

10. Review your application. If needed, you can click the Edit button next to any item to revise. Once reviewed, read the disclaimer at the bottom, click the box to acknowledge that you agree to the certification, and click Continue Application.

Business License Application

1	2 License Detail	3 Document	4 Review	5 Pay Fees	6 Application Submission
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Step 4: Review

[Continue Application »](#)

[Save and resume later](#)

Please review all information below. Click the "Edit" buttons to make changes to sections or "Continue Application" to move on. You must check the box to agree to the certification at the bottom of the page before you can continue.

Record Type

Business License Application

Address

[Edit](#)

1149 KENTWOOD Ave
Cupertino CA 95014 580

Owner

[Edit](#)

ULLAH ANDY AND NIGHAT J TRUSTEE
1149 KENTWOOD AVE
CUPERTINO CA 95014 580
test@test.com

Business Owner

[Edit](#)

Individual
Teresa Cameron
E-mail:teresa.cameron@avocette.comTURNED_OFF
Driver's License Number:12345

HOME BUSINESS QUESTIONNAIRE

[Edit](#)

LICENSE DETAIL INFO

[Edit](#)

Nature of Business: Short Term Rental
Describe your Business: 12
Nature of Previous Business Known:
Will the business provide service to minors? (Anyone under the age of 18 years of age): No
Does your business operate before 7am and/or after 11pm?:
Start Date of Business in Cupertino: 01/21/2022
Number of Cupertino Employees: 1

Attachment

[Edit](#)

The maximum file size allowed is 100 MB.
ade;adp;bae;chm;cmd;com;cpt;exe;hta;htm;html;ins;isp;jar;js;jse;lib;lnk;mde;mhc;mhtml;msc;msp;mssc;php;pic;scr;sci;shb;sys;vb;vbe;vbs;vxd;wsc;wsf;wsh
are disallowed file types to upload.

Name	Type	Size	Latest Update	Action
test doc - 9.docx	501c3	11.15 KB	01/05/2022	Actions ▼

Confirm: To the best of my knowledge, the above information is true and correct. I am aware that all the information provided is available to the public. Businesses will comply with State and Federal requirements.

I certify to each of the following: The taxes are paid annually in advance and are not refundable. I will receive a Business License Certificate, which is a receipt for payment of the business tax and must be posted in my place of business or carried. I must notify the Business License Department of any change in location, ownership, business name, basis of tax, and of termination of business. I must pay the tax annually upon expiration of my certificate. The Business License Department is not required to issue renewal notices. The issuance of a Business License Certificate does not constitute a license to operate. All clearance and/or

By checking this box, I agree to the above certification.

Date:

[Continue Application »](#)

[Save and resume later](#)

11. If the License has fees, the fees will be displayed. To pay fees follow these steps:
 - a) Click Continue Application

Business License Application

1	2 License Detail	3 Document	4 Review	5 Pay Fees	6 Application Submission
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Step 5: Pay Fees

Listed below are the license application fees based upon the information you've entered.

Application/Renewal Fees

Fees	Qty.	Amount
SB 1186 City	1	\$3.60
SB 1186 State	1	\$0.40
Online Application Processing Fee	1	\$2.38

TOTAL FEES: \$6.38

Note: This does not include additional inspection fees which may be assessed later.

[Continue Application »](#)

- b) Complete the required fields (indicated with the asterisk) for the Credit Card Information, and click "Submit Payment".

Business License Application

1	2 License Detail	3 Document	4 Review	5 Pay Fees	6 Application Submission
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Step 5: Pay Fees

Please select a payment method and then fill in all required information.

The available payment methods are:

- Credit Card
- Bank Account

* indicates a required field.

Payment Options

Amount to be charged: \$6.38

- Pay with Credit Card
 Pay with Bank Account

Credit Card Information:

* Card Type: * Card Number: * Security Code:

* Name on Card: * Exp. Date: /

Credit Card Holder Information:

Auto-fill with

Country:

* Street Address:

* City: * State: * Zip:

* Phone:

E-mail:

[Submit Payment »](#)

12. The Licensing Department at Cupertino will process your application, and once it's approved, you will receive an email notification.
13. When your application is approved, you can navigate to the Business License Portal to print your License using the following steps:
 - a) Log in to the Business License portal and click the Licenses menu
 - b) The list of your Application, License and Renewal records (if applicable) will display. Click the License Number under the Record Number column for your Business License

Home Building Planning Public Works **Licenses** Complaints

Apply for a License Search & Renew Licenses

Records

The Status field indicates whether the Business License is Active. Click any of the results below to view more details. Only limited information can be viewed by non-license holders.

[Show on Map](#)

Showing 1-20 of 33 | [Download results](#) | [Add to collection](#)

<input type="checkbox"/>	Record Number	Record Type	DBA Name	Address	Expiration Date	Status	Action
<input type="checkbox"/>	BL-000017-REN1	Business License Renewal		1149 KENTWOOD AVE, Cupertino CA 95014-5807		Issued	
<input type="checkbox"/>	BL-000017-APP	Business License Application		1149 KENTWOOD AVE, Cupertino CA 95014-5807		Issued	
<input type="checkbox"/>	BL-000017	Business License	Business License	1149 KENTWOOD AVE, Cupertino CA 95014-5807	12/13/2022	Active	Amendment

- c) Expand the Record Info drop down list and select "Attachments"

Home Building Planning Public Works **Licenses** Complaints

Apply for a License Search & Renew Licenses

License BL-000017: [Add to collection](#)

Business License

Record Status: Active

Expiration Date: 12/13/2022

Record Info Payments Custom Component

License Details

Processing Status

Related Records

Attachments

807

d) Click the Attachment name to open the License.

Apply for a License Search & Renew Licenses

License BL-000017: [Add to collection](#)
Business License
Record Status: Active
Expiration Date: 12/13/2022

Record Info ▼ Payments ▼ Custom Component

Attachments

The maximum file size allowed is 100 MB.
ade;adp;bat;chm;cmd;com;cp;exe;hta;htm;html;ins;isp;jar;js;jse;lib;lnk;mde;mht;mhtml;msc;msp;mst;php;pif;scr;sct;shb;sys;vb;vbe;vbs;vxd;wsc;wsf are disallowed file types to upload.

Name	Record ID	Record Type	Entity Type	Type	Size	Latest Update
Business_License_V1_4_20211213_070654.pdf	BL-000017	Business License	Record	License	210.60 KB	12/13/2021