



CITY OF NEWPORT BEACH

100 Civic Center Drive
Newport Beach, California 92660
949 644-3141 | 949 644-3073 FAX
newportbeachca.gov/business

Request for Tenant Roster

Dear Business Representative:

Please help us assist your tenants by providing basic information regarding your tenant roster listing(s).

City of Newport Beach License Inspectors visit commercial locations to ensure compliance with Municipal Code Section 5.04.020, which requires anyone conducting business in the City to have a current business license. The purpose of these inspections is to ensure all businesses have a current Business Tax Certificate, and to notify new businesses of the requirement. The on-site inspections include all high-rise office buildings and involve personal visits to all businesses therein that are not recorded in the City's database.

On average, 90% of these businesses comply with City ordinances. Providing your tenant roster(s) will prevent the need for City Inspectors to conduct a potentially disruptive suite-to-suite inspection, which includes asking the 90% of your tenants who are compliant to provide proof of their active Business Tax certification.

All that is necessary is for you to provide the name and suite number of each company, and when applicable, their mailing address. **By providing this list on a quarterly basis**, you will save your tenants valuable time and money, as they will receive information about business licensing by mail rather than through an on-site inspection. Please be assured that your tenants' information will be kept confidential, and only referenced to reconcile the City's database.

Please email your tenant information as an attachment, preferably in Microsoft Excel, Word, or as a PDF file, to cneal@newportbeachca.gov. If this is not an available option, please forward your listing to the fax number or mailing address at the top of this letter. Please contact Christopher Neal at cneal@newportbeachca.gov, or by telephone at (949) 644-3144, if you have any questions about this program.

Thank you in advance for your valuable help regarding this matter. Your assistance is appreciated.

Sincerely,

Revenue Division
Business Licensing
City of Newport Beach