

City of San Pablo Business License Application Process

Prior to starting a business in the City of San Pablo, make sure the property address is in the City of San Pablo. Reference our Zoning Map to confirm because some San Pablo addresses unincorporated and fall into the County's jurisdiction.



Verify that the use you intend for your business is allowed in the Zoning District where your business will be located.



Have you applied for a Fictitious Business Name Statement with the County? If not, please contact the County Clerk-Recorder's Office at (925) 646-2954.



Is there adequate on-site parking at your business location? Call a Planner at (510) 215-3030.



All commercial businesses require an inspection of the building/unit by the Contra Costa Fire Protection District and City of San Pablo prior to issuance of a business license.



If you plan to conduct your business out of your home, a Home Occupation Permit is required. Inspections are not required.



Bring your completed Business License Application, your business license fees, and all necessary licenses/permits (i.e. Seller's Permit, Alcohol License, Health Permit, etc.) to the Development Services Department (Building 3) at City Hall.



After all paperwork and fees have been received, and inspections have been completed, staff at the Development Services Department in City Hall will issue you your business license. Business licenses are valid for one year. It is your responsibility to renew the business license on time.



City of San Pablo
Development Services Department
13831 San Pablo Avenue, Bldg. 3
San Pablo, CA 94806



CITY OF SAN PABLO

City of New Directions

BUSINESS LICENSE

CITY OF SAN PABLO
Development Services
Department

Open: 7:30am-6pm
Monday-Thursday
(Closed Friday)

(510) 215-3030
www.sanpabloca.gov

PLACE
STAMP
HERE

Why a Business License in San Pablo?

Business licenses are one of the documents that shows your business can operate in San Pablo.

Where do I get an application?

An application can be obtained from the City of San Pablo's Development Services Department located at 13831 San Pablo Avenue, Building 3. Alternatively, you may go to the City's website, www.sanpabloca.gov, and look under Departments, then Development Services for a Business License Form.

Before leasing or purchasing property from which your business will be conducted, verify that the use is allowed in the zoning district by contacting our Planning Department at (510) 215-3030.



Do other types of forms need to be provided with my application?

This depends on the business. New businesses within Contra Costa County need to provide proof of a fictitious business name statement. If any goods are exchanged (clothes, food, equipment, etc...), then a Sellers Permit from the State Board of Equalization must be provided.

Certain uses are regulated by the State of California to ensure that the public and consumer are being protected from fraudulent businesses. The following businesses/professions are an example of those that would need to provide proof of certification:

- Contractors
- Law Firms*
- Certified Public Accountants*
- Architects*
- Senior Care Facilities
- Medical Professionals* (Physician, Dentist, Optometrist, Chiropractor etc.)
- Auto Repair (Bureau of Auto Repair, Bay Area Air Quality Management District– oil change/fluids)
- Tobacco Retailers* (Tobacco Resale License) *Additional Fees Apply.*
- Cash for Gold (Secondhand Dealer's License, application from San Pablo PD)
- Liquor Sales* (Alcohol Bev. Control)
- Car Sales (DMV Reseller's License)
- Beauty Salon (Cosmetology License)
- Restaurants (Health Dept. Certification)
- Paint Stores (Fire Dept. Certification)

What if I am starting a home based business?

For home based businesses, a one time fee of \$85.00 will apply. A Home Occupation Form will also need to be completed and signed confirming that the applicant understands the conditions of their approval as outlined on the form.

* **Additional Fees Apply.**

How much will my business license cost?

There is a **basic annual fee** of \$137.80 for the first employee, and \$26.50 for each of the next twenty four employees, and \$18.02 for each additional employee. In the case of part-time employees, each two part-time workers will constitute one full-time employee.

Certain **professional businesses** (Accountant, Architect, Attorney, Auditor, Chiropractor, Dentist, Engineer, Optician, Optometrist, Physician, Real Estate Broker, Veterinarian) pay an additional \$85.86 to the basic fee and the employee fee. Contractor and Subcontractors pay the basic fee; however, they may elect to pay quarterly at the rate of \$85.86 per quarter plus \$8.48 for each employee on the job, only if the business address is outside of the city limits.

For exact Business License fees, please contact the Development Services Department, Business License Service at (510) 215-3030.

Important Contacts:

Contra Costa County Clerk
(925) 335-7900 www.co.contra-costa.ca.us

Board of Equalization
(510) 622-4100 www.boe.ca.gov

City of San Pablo, Development Services
(510) 215-3030 www.sanpabloca.gov

San Pablo Economic Development Corporation
(510) 215-3200 www.sanpabloedc.org

Contra Costa Fire Protection District
(925) 941-3300 www.cccfd.org

Contra Costa Health Department
(925) 646-5225 www.cccoeh.org

On September 19, 2012, Governor Brown signed SB 1186 into law adding a state fee of \$1 to any applicant for a local business license or similar instrument or permit, or renewal thereof. The purpose is to increase disability access and compliance with construction-related accessibility requirements and to develop educational resources for businesses in order to facilitate compliance with federal and state disability laws, as specified.