

# Business License FAQS



**City of Crescent City**

377 J Street  
Crescent City, CA 95531  
707-464-7483

*“Where the Redwoods Meet the Sea”*



The purpose of this information is to assist in obtaining a Crescent City Business License.

### ***What is a business license?***

A business license issued by the City of Crescent City is a permit to operate your business within the City limits of Crescent City. This serves as registration of your business and is not regulatory as mandated by Municipal Code 5.04 through 5.20.

### ***What is considered to be a business?***

A profession, trade, occupation, or any other line of work.



### ***Who needs a business license from the City of Crescent City?***

- Anyone who is doing business within the City limits of Crescent City- even if only for one day.
- Anyone living in Crescent City who is doing business from their home.

### ***Where do I go to get my business license process started?***

Online: You can apply for a business license online using the portal located at [www.crescentcity.org](http://www.crescentcity.org). Once you have submitted your online application, it will be reviewed and if all requirements have been met, an invoice will be emailed and mailed to you which can also be paid online using the same online portal.

In Person: Hard copy business license applications can be obtained from the City Hall office (address below) or printed from our website [www.crescentcity.org](http://www.crescentcity.org). The hard copy license applications are filed at City Hall - Water/Sewer Billing Department, 377 J Street.

### ***What do I need to do to get my business license?***

- You will need to complete a Business License Application either online or in hard copy paper form.
- Your business must be licensed to a physical location if operating in the City limits. We cannot issue a business license to a post office box. You may use your home as your business location which will be used for verification purposes only and the location of your business will appear as “not applicable” on your physical license.
- If you are selling firearms, cannabis, second hand items, alcohol, tobacco, your business involves the sale/preparation of food or beverage items, you are a mobile vendor (food truck), or you are operating a taxi service you may be required to provide additional applications, certifications, or permits before a business license will be issued to you. Please contact the business license department for more details about these business types.

# ***What are the business license classifications and how are business license fees calculated?***

## ***Frequent Classifications:***

CLASS A-(\$52.00) Professional services, contractors, etc.

CLASS B- (\$41.50) Retailers whose business is primarily dependent on the sale of alcoholic beverages

CLASS C- (\$31.00) Real property short term rental providers (such as vacation rentals, hotels, motels, etc.)

CLASS D- (\$31.00) Wholesalers, other than as provided above

CLASS E- (\$31.00) Businesses providing services (at least 25% of which are not subject to sales tax)

CLASS F-(\$31.00) Retailers (including restaurants and service stations).

CLASS G- (\$52.00) Taxicabs

CLASS O-(\$15.00) Includes farmer's market vendors and special event booth vendors (positions are not charged to a Class O license)



Fees are based on the classification(s), number of employees, number of days doing business within City limits (for non-resident businesses), and some other miscellaneous charges to businesses such as hotels/motels, etc.

## ***Other Additional Charges May Include:***

POSITIONS – average number of persons employed (full-time equivalency) including the owner

1-2 positions (\$10.50)

3-5 positions (\$41.50)

6-8 positions(\$72.50)

\*If more than 8 positions, contact business license department for more information.

Non-resident Businesses, based on number of days within the City per year

1-20 days (\$26.00)

21-180 days (\$46.50)

+180 days (\$88.00)

SB1186- (\$4.00) State mandated fee on “any applicant for a local business license or equivalent instrument or permit, or renewal thereof”. Charged to EVERY business license including renewals.

**If a business has non-profit status with the State of California or if the business owner is a veteran, fees may be waived however, proof must be provided with application.**

## ***What City department approvals are necessary for me to obtain after I have filed my business license application?***

### ***NON-RESIDENT BUSINESS LICENSE:***

In most cases, if you are a non-resident business, approvals from specific City departments are not necessary.

### ***BUSINESS LICENSE FOR PHYSICAL LOCATION INSIDE CITY LIMITS:***

If your business is a “brick & mortar” building within the City limits in which you have customers or employees you will be required to receive approval from the planning, building, and fire department.

You must first file your application and it is your responsibility to call and schedule any of the necessary inspections with these departments.



#### **PLANNING---(707)441-8855**

Most planning approvals are made internally and do not require inspections, but you may call to inquire if any inspections are necessary and of the status of your application.

#### **BUILDING---(707)464-9506 ext 35**

The building department will require an inspection of your place of business to determine if all building requirements have been met. You may call and schedule this inspection.

#### **FIRE---(707)464-2421**

The fire department will require an inspection of your place of business when the location is ready for normal business operation to begin. You may call to schedule your inspection once your location is business ready.

### ***How do I pay my first business license fees?***

Upon completion of the business license application process (including any necessary approvals and submission of any required certificates) you will receive an invoice for any appropriate fees. Fees are prorated quarterly. If your start date is mid fiscal year your initial fees will be prorated accordingly. You will not receive your business license until such fees are paid in full.

Pay Online: Business license portal at [www.crescentcity.org](http://www.crescentcity.org)

In Person: City Hall - Water/Sewer Billing Department, 377 J Street

By Mail: Checks should be made payable to City of Crescent City.

City of Crescent City

Attn: Business License Dept

377 J Street

Crescent City, CA 95531

***What happens if I do not pay my business license fees?***

Any invoice that is not paid by the due date is subject to a 10% penalty each month for up to 50% of the total of the business license fees owed. Following the penalties if such fees are still delinquent you may be subject to an administrative citation and/or legal action. It is **important** that you keep in contact with our office if there are any changes which prevent you from paying.

***How do I renew my license each year?***

Business licenses are renewed annually and expire June 30th each year. Your expiration date is located on your business license. You will automatically receive a renewal invoice in the mail before your expiration date (usually mailed around June 1<sup>st</sup> each year). Please do not attempt to renew until the notices have been mailed to avoid confusion

To renew: Go online to [www.crescentcity.org](http://www.crescentcity.org)

Mail check or deliver payment to:

City of Crescent City

Attn: Business License Dept

377 J Street

Crescent City, CA 95531

Following full payment of that invoice you will receive your new license in the mail.

Do not ignore this invoice if you have ceased business and/or do not plan to renew for the upcoming fiscal year.

***What kind of changes do I need to notify the City of?***

If there are any changes to your business such as:

- Location of Business
- Number of Employees/Days operating in City limits per Year (for non-resident)
- Business Owner
- Business Name
- Mailing Address/ Contact Information
- Cease/Discontinue Business

It is your responsibility to notify the City of Crescent City's Business License Department of any such change as soon as possible.

***Where can I find more information about the City's business license requirements and fees?***

- Crescent City Municipal Code Chapter 5.04 through 5.20
- City of Crescent City Current Fee Schedule

These resources can be found on our website at [crescentcity.org](http://crescentcity.org) or you can call for more information at (707)464-7483 ext. 25.

## **Resources**

### ***Questions about filing your Business License Application & Approvals Needed:***

City of Crescent City  
Business License Department  
377 J Street  
Crescent City, CA 95531  
(707)464-7483 ext. 25  
Email: [dswarts@crescentcity.org](mailto:dswarts@crescentcity.org)

### ***To file your business license application or search for existing business licenses:***

Go to [www.crescentcity.org](http://www.crescentcity.org)



### ***For help starting your business (by appointment):***

Northcoast Small Business Development Center  
876 7<sup>th</sup> Street  
Arcata, CA 95521  
(707)445-9720  
Email: [admin@northcoastsbdc.org](mailto:admin@northcoastsbdc.org)  
[www.northcoastsbdc.org](http://www.northcoastsbdc.org)

### ***Questions about filing your Fictitious Business Name Statement:***

County of Del Norte –Clerk/Recorder’s Office  
981 H Street, Suite 160  
Crescent City, CA 95531  
(707) 464-7216  
[www.co.del-norte.ca.us](http://www.co.del-norte.ca.us)

### ***Questions about health permits (for food preparation/sale):***

Del Norte County Community Development Department  
Environmental Health Division  
981 H Street, Suite 110  
Crescent City, CA 95531  
(707)465-0426  
[www.co.del-norte.ca.us](http://www.co.del-norte.ca.us)

### ***Questions about obtaining a seller’s permit:***

California Department of Tax & Fee Administration  
PO Box 942879  
Sacramento, CA 94279  
(800)400-7115  
[www.cdtfa.ca.gov/contact.htm](http://www.cdtfa.ca.gov/contact.htm)

### ***Questions about obtaining a contractor’s license:***

Contractors State License Board  
PO Box 26000  
Sacramento, CA 95826  
(800)321-2752  
[www.cslb.ca.gov](http://www.cslb.ca.gov)



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