



Business License Renewal - Frequently Asked Questions

1. Q. May I pay online or by telephone with credit card?

- A. No. Presently, making payments online or by telephone is not available.
- B. **DO NOT MAIL YOUR PAYMENT WITH YOUR SEWER BILL**
- C. **DO NOT HAVE A CHECK SENT ELECTRONICALLY THROUGH YOUR BANK!! YOU MUST INCLUDE YOUR SIGNED RENEWAL FORM WITH PAYMENT.**

2. Q. How may I pay?

- A. ***By mail:*** Presently we only accept checks or money orders by mail. Make payable to "City of El Cajon". Make sure to reference your business license number on the check. **The payment and renewal form must be returned together in the same envelope. Do not have an electronic payment mailed separately from your bank as it cannot be processed without the renewal form. Do not mail with your sewer payment as they go to a different location and your license will not be processed and will become delinquent.**
- B. ***In person:*** City of El Cajon Finance Department, located on the 5th floor of City Hall at 200 Civic Center Way. We accept payments in check, cash, or credit card (VISA and Master Card only). Hours are 7:30AM to 5:30PM, Monday through Thursday; and 8:00AM to 5:00PM on alternate Fridays. Please note City Hall is closed alternate Fridays and during period of 12/24/2015 – 1/3/2016. We are also closed Friday, November 27, 2015 and Monday, January 18, 2016 for Martin Luther King Jr. Day.

3. Q. When will I get my license?

- A. Generally, licenses for are mailed within 4-6 weeks of receipt. If you need a copy of your license you should renew promptly as license renewals are processed the order they are received. We cannot process individual requests to expedite acquiring a copy.

4. Q. What if I changed the name of my business?

- A. Cross out the old business name and print the new name beside it.

5. Q. What if I have moved to a different El Cajon location?

- A. Cross out the old business address and write the new address next to where it says "Business Name and Location". **You may not change the business address to a post office box or mailbox address.** In addition, you must **complete the "Description of Business" area** in the middle of the application. The Planning Division must approve all renewal applications with a new location inside the El Cajon city limits. Please allow additional time for this process. Note that this does not apply to special operation licenses (e.g. cabarets) that move to a new location. Special operation licenses must complete a new application and obtain Police, Community Development, and City Manager approval prior to issuance. Investigation fees must be paid and new forms must be completed.

6. Q. What if I am the new owner?

- A. You must complete a new application. Business licenses are not transferable. On-line applications are available at **www.cityofelcajon.us/dept/finance_licenses.html**. New ownerships include businesses whose Federal ID number and/or corporate entity have changed.

7. Q. What if I am the current owner on the renewal form, but am adding a partner or spouse to the ownership?

- A. Add the applicable name in the area listed as "Owners, Partners or Corporate Officers". The original owner must sign the application.



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- 8. Q. What if I am one of the current owners on the renewal form, but one of the other individuals listed (partner or spouse) is no longer in the ownership?**
- A. If possible, have that partner or spouse write a short note stating they are no longer associated with the business, including the license number and effective date. If circumstances do not allow this, the current owner must cross out the deleted owner's name on the renewal form (if listed) and attach a similar note. In case of partnerships, if the status of more than one partner changes, a new application must be completed.
- 9. Q. What is the Business Tax?**
- A. This amount is stated on your renewal application. It will include a flat rate plus a variable rate based on the number of employees, vehicles, mobile home spaces, or signs depending on the rate type.
- 10. Q. What is the State Application Fee of \$1.00?**
- A. On September 19, 2012, Governor Brown signed into law SB1186, which adds a state fee of \$1.00 on any applicant for a local business license or equivalent instrument or permit, or renewal thereof, for purposes of increasing disability access and compliance with construction-related accessibility requirements and developing educational resources for business to facilitate compliance with federal and state disability laws, as specified.
- 11. Q. What are Pool Table / Amusement Device Taxes?**
- A. This is the tax based on the number of pool tables and/or amusement devices at the business location. This tax applies to all such tables and/or devices at the business location, whether or not owned by the business.
- 12. Q. When is the business license renewal late?**
- A. Business licenses must be renewed prior to January 31st. If unpaid, a penalty is incurred beginning on February 1st. Since our office will be closed January 31, 2016, you may pay in person on Monday February 2, 2015 and avoid late penalty.
- 13. Q. How much is the late penalty?**
- A. The late penalty is 10% of the business tax due for each month or fraction thereof beginning on February 1st. The penalty is 10% through February, 20% from March 1 to March 31, and so on through December (Maximum 110% penalty). The state application fee is not factored into penalties.
- 14. Q. What if I did not receive a renewal notice?**
- A. Renewal notices are mailed as a courtesy. It is the business owner's responsibility to renew the license whether or not a notice is received.
- 15. Q. What if I closed my business?**
- A. Put the closing date and the owner's signature in the appropriate box on the renewal form and return. Please note that if the business operates at anytime on or after January 1st, the business tax for that calendar year is still due, even if the business closes. Do not phone in closing date. Must be in writing.
- 16. Q. If I need a new application, can I get one on the Internet?**
- A. Yes, applications and instructions are available on the City of El Cajon's website at: www.cityofelcajon.us/dept/finance_licenses.html. This is a fill-in form or may be printed and completed by hand. Please reference your previous business license number in the "Remarks" section. Application must be mailed in or brought in person. Applications are not accepted by e-mail or fax. Please note that special operation licenses (e.g. cabarets, secondhand stores) will need additional forms that are only available in our office.
- 17. Q. I have additional questions, whom do I call?**
- A. Please call customer service at (619) 441-1668 and select Option 1 Monday – Thursday 7:30AM-5:30PM and 8AM-5PM on alternate Fridays. City Hall is closed alternate Fridays and during period of 12/24/2015 – 1/3/2016. We are also closed Friday, November 27, 2015 and Monday, January 18, 2016 for Martin Luther King Jr. Day.