



CITY OF EL CAJON

Business License Renewal Frequently Asked Questions

❖ How can I renew my license?

- A. **Online Renewal:** You can now renew online at www.cityofelcajon.us/dept/finance/licenses.html. Click on the link ONLINE BUSINESS LICENSE. You will need your renewal notice which contains your account number and PIN number. Please update your business information when completing your license renewal. You can pay by check or credit card (Visa and MasterCard only).

Please note that you will not be able to renew your business license online if there is a change in ownership or if your business is classified as a special operation license.

- B. **By mail :** You can mail the renewal notice with a check or money order payable to “City of El Cajon” to City of El Cajon - BUSINESS LICENSE, P.O. Box 511378, Los Angeles, CA 90051-7933. 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.

- C. **In person:** You can make your payment at the City Hall located at 200 Civic Center Way, El Cajon, CA 92020. We accept payments in cash, check or credit card (Visa and MasterCard only). Hours are 7:30AM to 5:30PM, Monday through Thursday; and 8:00AM to 5:00PM on alternate Fridays. During the renewal period, El Cajon City Hall is closed on: alternate Fridays & day after Thanksgiving; extended holiday closure for period beginning Christmas Eve (December 24) through New Year’s Day (January 1); and Martin Luther King Jr. Day (Monday).

❖ When will I get my license?

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.

❖ What if I changed the name of my business?

If you are renewing online, enter the new name of your business. If you are renewing by mail, cross out the old business name and print the new name next to it. This is the name that will print on your license certificate.

❖ What if I have moved to a different El Cajon location?

If you are renewing online, enter the new business address. If renewing by mail, 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”**. 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.

❖ What if I am the new owner?

You must complete a new application. Business licenses are not transferable. You can apply online or download the applications at www.cityofelcajon.us/dept/finance/licenses.html. New ownership includes businesses whose Federal ID number and/or corporate entity number have changed.

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

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



CITY OF EL CAJON

Business License Renewal Frequently Asked Questions

- ❖ **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?**

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.
- ❖ **What is the Business Tax?**

This amount is stated on Section D of the renewal application. It will include a flat rate plus a variable rate based on the number of employees, vehicles, mobile home spaces, rental units or signs depending on the rate type.
- ❖ **What are Amusement Device/Pool Tables Taxes?**

This is the tax based on the number of amusement devices and/or pool tables at the business location. This tax applies to all such devices and/or tables at the business location, whether or not owned by the business.
- ❖ **What is the State Application Fee?**

Effective January 1, 2013, California Government Code 4467 mandates the City to collect a \$1.00 fee on all applicants for a business license or equivalent instrument or permit. The State Application Fee is \$4.00 beginning January, 2018 through December 31, 2023 and reverts to \$1.00 beginning January 1, 2024. The purpose of the fee is to increase 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.
- ❖ **When is the business license renewal late?**

Business licenses must be renewed by January 31st. If unpaid, there is a 10% penalty of the business tax due 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.
- ❖ **What if I did not receive a renewal notice?**

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.
- ❖ **What if I closed my business?**

To close your business, you can go online to www.cityofelcajon.us/dept/finance/licenses.html and click on the link ONLINE BUSINESS LICENSE. You can also close your business by completing the box on the upper right hand of the renewal notice form and mail the form to City of El Cajon Finance Department, 200 Civic Center Way, El Cajon, CA 92020. Please note that if the business operates at any time on or after January 1st, the business tax for that calendar year is still due, even if the business closes. Phone notification of business closing will not be processed. Business closing must be in writing.
- ❖ **If I need a new application, can I get one on the Internet?**

Yes, you can apply online or download the applications and instructions on the City of El Cajon's website at: www.cityofelcajon.us/dept/finance/licenses.html. Please note that special operation licenses (e.g. cabarets, secondhand stores) will need additional forms that are only available in our office.
- ❖ **I have additional questions, whom do I call?**

Please call customer service at (619) 441-1668 and select Option 1 Monday – Thursday 7:30AM-5:30PM and 8AM-5PM on alternate Fridays. El Cajon City Hall is closed on: alternate Fridays & day after Thanksgiving, extended holiday closure for period beginning Christmas Eve (December 24), New Year's Day (January 1), and Martin Luther King Jr. Day: (Monday).