



CITY OF SOLANA BEACH
BUSINESS CERTIFICATE RENEWAL NOTICE
 635 S. HIGHWAY 101, SOLANA BEACH, CA 92075
 (858) 720-2460
 www.cityofsolanabeach.org

BUSINESS #

**YOUR SOLANA BEACH BUSINESS CERTIFICATE WILL EXPIRE ON
 DECEMBER 31, 2023.**

Inside Solana Beach City Businesses

If any of the information in boxes 1-4 has changed, do not submit this Renewal Form. Instead, you must apply for a new Business Certificate which requires a new application.

Outside Solana Beach City Businesses

If any of the information in boxes 1-2 has changed, do not submit this Renewal Form. Instead, you must apply for a new Business Certificate which requires a new application.

1. <u>Business Name:</u>	2. <u>Business Owner Name:</u>
3. <u>Business Description:</u>	4. <u>Business Address:</u>

- If the information in boxes 1-4 above has not changed, **please complete, and submit this renewal by 12/31/2023** to avoid late payment penalties.
- **We will not accept any renewals after 03/31/2024.** Any Business Certificates that have not been renewed by 03/31/2024 will be closed automatically.

Please confirm that the information in boxes 5-9 is accurate. If the information is incorrect, please cross it out and enter in the correct information. If a box is blank, please provide the correct information.
Business Certificates will be emailed once the renewal form is processed.

5. <u>Mailing Address:</u>	6. <u>Home Occupation/Inside City/Outside City:</u> Inside City Home Occupation Outside City Kiosk		
7. <u>Email Address for Renewal/Other Correspondence:</u>	8. <u>Contact Number:</u>		
9. <u>Square Feet of Business</u> (info not required for Home Occupations or businesses outside of the City of Solana Beach):	<table border="1"> <tr> <td>Current renewal fee:</td> <td></td> </tr> </table> <p>PLEASE MAKE CHECK PAYABLE TO: "CITY OF SOLANA BEACH"</p>	Current renewal fee:	
Current renewal fee:			

Form MUST be signed and turned in with payment in order to be processed. Any payments received without a signed form will be returned and may incur a late fee.

SIGNATURE _____ DATE _____

I declare, under penalty of perjury, that the above information is current and correct. I understand that the statement of square footage may be subject to verification. I further understand that additional regulations and fees may apply to my business or location.

FEE SUMMARY

If your business is located inside the City of Solana Beach and is not a Home Occupation or Kiosk use Part A. Find your business's square footage and enter the Total Fee on the renewal page (page 1). For Part B and Part C, there is no square footage required. Please enter the Total Fee on the renewal page.

Business Location	Business 0 – 1,000 sq ft	Business 1,001 – 3,500 sq ft	Business 3,501 – 10,000 sq ft	Business 10,001 sq ft & above
A. <u>Inside City Business:</u>				
Business Certificate Renewal Fee:	\$50.00	\$50.00	\$50.00	\$50.00
SB 1186 State Mandatory Fee:	\$4.00	\$4.00	\$4.00	\$4.00
Fire Safety Inspection Fee:	\$109.00	\$215.00	\$286.00	\$856.00
<u>Total Fee</u>	\$163.00	\$269.00	\$340.00	\$910.00
B. <u>*Fire Exempt / Home Occupancy / Kiosk – Inside City Business:</u>				
Business Certificate Renewal Fee:	\$50.00			
SB 1186 State Mandatory Fee:	\$4.00			
<u>Total Fee</u>	\$54.00			
C. <u>Outside City Business:</u>				
Business Certificate Renewal Fee:	\$50.00			
SB 1186 State Mandatory Fee:	\$4.00			
<u>Total Fee</u>	\$54.00			
<u>ADDITIONAL FEES:</u>				
** Additional Late Fee if not renewed before 01/31/2024	\$50.00			

* If the Annual Fire Inspection Fee Exempt Form B was not turned in when applying for your business certificate and you think your business could be exempt, you must complete Form B and submit it with the renewal form. If the application is approved, your information will be updated, and your business certificate will be issued. If it is reviewed and denied, you will be invoiced for the Fire Inspection. All payments must be paid in full before the business certificate can be issued. Form B can be found on our website under Business Certificates.

** Businesses that submit renewals 90+ days late (not received by 03/31/2024) or have not submitted a 2024 renewal form, but continued to do business within Solana Beach are required to submit a new business certificate application and fee as well as a \$112.00 late fee. Please refer to Sections 4.02.210 and 4.02.230 of the Solana Beach Municipal Code (SBMC).