



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

BUSINESS #

**YOUR SOLANA BEACH BUSINESS CERTIFICATE WILL EXPIRE ON
DECEMBER 31, 2025.**

Businesses located in Solana Beach:

If any information in **boxes 1 – 3 has changed, do not** submit this Renewal Form. Instead, you must apply for a new Business Certificate, which requires a new application.

Businesses located outside Solana Beach:

If any 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.

- Please confirm that the information in boxes 1-8 is accurate. If the information is incorrect, please cross it out and enter the correct information. (Minus the boxes instructed above)
- If a box is blank, please provide the correct information.
- If the information in the boxes is correct, **please sign and return the renewal form by 12/31/2025**, with payment.
- **We will not accept any renewals after 01/31/2026.** Any Business Certificate not renewed by January 31, 2026, will be closed. A new Business Certificate application must be submitted to remain Active.

1. <u>Business Name:</u>	2. <u>Business Owner Name:</u>		
3. <u>Business Address:</u>	4. <u>Mailing Address:</u>		
4. <u>Square Feet of Business:</u> (Inside City SB Businesses ONLY. Not required for Home Occupations):	5. <u>* Email Address:</u>		
7. <u>Contact Phone Number:</u>	8. <u>Additional Contact Email:</u> (optional)		
You can now renew online. Go to our website cityofsolanabeach.org and click on Business Certificates. Follow the Online Renewal instructions.	<table border="1"><tr><td>Current renewal fee:</td><td></td></tr></table> PLEASE MAKE CHECK PAYABLE TO: "CITY OF SOLANA BEACH"	Current renewal fee:	
Current renewal fee:			

**** Business Certificates will be emailed once the renewal form is processed.***

The renewal form **MUST be signed** and turned in with payment to be processed. Any payments received without a signed form will be returned.

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:

- Use **Part A**. Find your business's square footage and enter the Total Fee on the renewal page (page 1).

If your business is either a Home Occupation, Kiosk or located outside the City of Solana Beach:

- Use **Part B** or **Part C**. 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:	\$93.00	\$93.00	\$93.00	\$93.00
SB 1186 State Mandatory Fee:	\$4.00	\$4.00	\$4.00	\$4.00
Fire Safety Inspection Fee:	\$140.00	\$279.00	\$419.00	\$907.00
<u>Total Fee</u>	\$237.00	\$376.00	\$516.00	\$1,004.00
B. <u>**Fire Exempt / Home Occupancy / Kiosk – Inside City Business:</u>				
Business Certificate Renewal Fee:	\$62.00			
SB 1186 State Mandatory Fee:	\$4.00			
<u>Total Fee</u>	\$66.00			
C. <u>Outside City Business:</u>				
Business Certificate Renewal Fee:	\$62.00			
SB 1186 State Mandatory Fee:	\$4.00			
<u>Total Fee</u>	\$66.00			

** If you believe your business qualifies to be exempt from the Annual Fire Inspection Fee, complete the Form B application, and submit it with the renewal form. If your application is approved, your information will be updated, and your business certificate will be issued. If denied, you will be invoiced for the Annual Fire Inspection Fee. The renewal and fees must be paid in full before we can issue the renewed business certificate. The Form B application can be found on our website under Business Certificates.

**Business Certificate application forms and a current fee schedule are available at
cityofsolanabeach.org under “Business Certificates” & “City Services.”**