



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).
- Use **Part B** if your business has been approved as being exempt from paying the Annual Fire Safety Inspection Fee.

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

- Use **Part C** or **Part D**. 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>Inside City Business: Fire Fee Exempt</u>				
Business Certificate Renewal Fee:	\$93.00			
SB 1186 State Mandatory Fee:	\$4.00			
<u>Total Fee</u>	\$97.00			
C. <u>Inside City Business:</u> <u>Home Occupancy /Kiosk</u>				
Business Certificate Renewal Fee:	\$62.00			
SB 1186 State Mandatory Fee:	\$4.00			
<u>Total Fee</u>	\$66.00			
D. <u>Outside City Business:</u>				
Business Certificate Renewal Fee:	\$62.00			
SB 1186 State Mandatory Fee:	\$4.00			
<u>Total Fee</u>	\$66.00			

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