



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, 2024.**

Inside Solana Beach City Businesses

If any 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 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, sign, and return this renewal by 01/31/2025.**
- Please confirm that the information in boxes 5-9 is accurate. If the information is incorrect, please cross it out and enter the correct information.
- If a box is blank, please provide the correct information.
- **We will not accept any renewals after 01/31/2025.** Any Business Certificate not renewed by 01/31/2025 will be closed and to continue doing business in Solana Beach, a new application must be submitted.

5. <u>Mailing Address:</u>	6. <u>Home Occupation/Inside City/Outside City:</u> <input type="checkbox"/> Inside City <input type="checkbox"/> Home Occupation <input type="checkbox"/> Outside City <input type="checkbox"/> Kiosk		
7. * <u>Email Address:</u>	8. <u>Contact Number:</u>		
9. <u>Square Feet of Business:</u> (NOT required for Home Occupancy 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:			

* **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:	\$51.00	\$51.00	\$51.00	\$51.00
SB 1186 State Mandatory Fee:	\$4.00	\$4.00	\$4.00	\$4.00
Fire Safety Inspection Fee:	\$112.00	\$220.00	\$293.00	\$877.00
<u>Total Fee</u>	\$167.00	\$275.00	\$348.00	\$932.00
B. <u>**Fire Exempt / Home Occupancy / Kiosk – Inside City Business:</u>				
Business Certificate Renewal Fee:	\$51.00			
SB 1186 State Mandatory Fee:	\$4.00			
<u>Total Fee</u>	\$55.00			
C. <u>Outside City Business:</u>				
Business Certificate Renewal Fee:	\$51.00			
SB 1186 State Mandatory Fee:	\$4.00			
<u>Total Fee</u>	\$55.00			

** 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 "City Services."**