

Business License Process

•Verify that the use you intend for your business is allowed in the Zoning District where your business is located.

•Ensure that you have obtained all other licenses or permits necessary to conduct your business. Examples of other licenses that may apply to your business are; Fictitious Business Name, Health permits, Sellers permit, etc.

•Submit your completed Business License application to 2131 Pear St. Pinole, CA 94564.

•Building and Fire Safety Inspections are required for all commercial locations before the Business License will be issued. Please contact the appropriate department to schedule the inspections.

•The Finance department will issue your license once all the above requirements have been met.

•All business licenses are issued on a calendar year basis and expire December 31st of every year. It is the owner's responsibility to renew before January 31st in order to avoid any penalties.

City of Pinole



Business License Information

What is a business license? A Business License is an annual tax you pay each calendar year for conducting business within the City of Pinole.

Who is required to have a business license? Any person who conducts business or whose business location is in the City of Pinole. Businesses located outside City limits, including licensed contractors, that conduct business in Pinole are also required to have an active license.

Do I need a business license if I work out of my home? Yes. Businesses that operate from home are also required to obtain a Business License. Any Pinole based business that does not have a commercial storefront, office or commercial location is considered a home-based business even if the sales or services are performed outside the residence. A Home Occupation Use permit application must be submitted along with your business license application. The cost of the Home Occupation Use Permit application is \$100.00 (one-time fee).

Will I be notified when it's time to renew my license? Business licenses are issued on a calendar year basis with all licenses expiring on December 31st of every year. The City of Pinole will make every effort to mail each active business a renewal form. However, it is the business owner's responsibility to renew their license by January 31st of every year in order to avoid any penalties.

Can I apply for a Business License exemption? Business license exemptions are granted to organizations with tax exempt status under the IRS code Sec. 501 (c) and to businesses that are exempt by virtue of the constitution or applicable statutes of the United States or the State of CA. The Pinole Municipal Code grants

exemptions to certain non-profit activities and disabled or handicapped persons (see PMC Sec. 5.12.020 & 5.12.030). The application for exemption must be submitted along with your business license application.

Are there any inspection requirements? Building and Fire safety inspections are required for all commercial locations before your Business License will be issued.

Do I need to notify the City if I relocate my business? Business licenses are non-transferrable to a new location. Please notify the Business Licensing department of the new location. Zoning verification and Building and Fire Safety inspections are required for all commercial locations before the business license will be issued for the business to operate at the new location.

Do I need to notify the City if I close my business, relocate out of Pinole or transfer ownership? Yes. Written notification is required in order to close your license and avoid any further tax collection efforts. Mail your notification along with a copy of your business license to 2131 Pear St. Pinole, CA 94564.

Business Resources

Building Safety Inspections
Pinole Development Services Department
510-724-9018

City of Pinole Business Licensing
510-724-9008
<http://www.ci.pinole.ca.us>

Fire Safety Inspections
Pinole Fire Department
510-724-8973

Pinole Police Department
Peddler/Solicitor's permit 510-724-8950
Massage Bus. Registration 510-724-8950

Alcohol Beverage License
Department of Alcohol Beverage Control
510-622-4970
<http://www.abc.ca.gov>

Barber & Cosmetology License
Board of Barbering & Cosmetology
800-952-5210
<http://www.barbercosmo.ca.gov>

Childcare License/Community Care License
510-622-2602
<http://www.cclid.ca.gov>

Contractor's State Licensing Board
800-321-2752
<http://www.cslb.ca.gov>

County Health Department-Environmental Health
925-692-2500
<http://www.cchealth.org/eh/>

Employer Registration- EDD
888-745-3886
<http://www.edd.ca.gov>

Fictitious Business Name-County Clerk's Office
925-335-7900
<http://ccclerkrec.us/clerk/>

Massage Therapist Certification
CA Massage Therapy Council
916-669-5336
<http://www.camtc.org>

Pinole Chamber of Commerce
510-724-4484

Seller's Permit/Sales & Use Tax - BOE
510-622-4100
<http://www.boe.ca.gov>