



Cathedral City

68700 Avenida Lalo Guerrero
Cathedral City, CA 92234-7131
(760) 770-0353

BUSINESS LICENSE APPLICATION PROCEDURES

INSTRUCTIONS FOR BUSINESSES LOCATED INSIDE THE CITY

Your application for the Business License may need to include some or all the following information:

- Retail Businesses must obtain a Seller's Permit from the State Board of Equalization. The permit must show the correct street address of the business. A copy of the permit must be attached to the Business License Application.
- Any business name that includes anything other than the owner's last name is required to register a fictitious name statement with the Riverside County Clerk. You will be required to publish the name in the local newspaper. Copies of the fictitious name statement and receipt from a newspaper must be attached to the Business License Application.
- Businesses that are corporations, including LLCs, must attach copies of the first three pages of their Articles of Incorporation to the Business License Application.
- State Licensed Contractors. Your Business License Application must include a copy of the current California State Contractor's license. The Business License will be issued in the name and type of ownership shown on the license. Contractor fee calculations are under Class E of the Fee Schedule Summary on the back of the Business License Application.
- Businesses who are regulated by agencies such as the health department will need to submit further documentation with their application (e.g., ABC license, health department inspection). These businesses include restaurants, bars, convenient stores, etc.
- ALL FEE CALCULATIONS ARE LISTED ON THE BACK OF THE FIRST PAGE OF THE BUSINESS LICENSE APPLICATION.

State Board of Equalization
35900 Bob Hope Drive, #280
Rancho Mirage, CA 92270
(760) 770-4828
www.boe.ca.gov

Riverside County Clerk
38686 El Cerrito Road
Palm Desert, CA 92211
760-863-7490
www.riversideacr.com

INSTRUCTIONS FOR BUSINESSES LOCATED OUTSIDE THE CITY

- All businesses are required to supply the vehicle license plate numbers for vehicles used to do business within the Cathedral City limits.
- All fees are listed on the back of the Business License Application. If you are in Categories F or G, please note that Category G is for Real Estate Brokers and Sales Agents only, all others must use Category F to calculate the business license fee.
- STATE LICENSED CONTRACTORS. Your application for a Business License must include a copy of your current California State Contractor's License. The Business License will be issued in the name and type of ownership shown on the State License. Contractor fee calculations are under Class E of the Fee Schedule Summary on the back of the Business License Application.

SOME THINGS TO KEEP IN MIND

- ALL BUSINESS APPLICATIONS SUBJECT TO A \$20.00 PROCESSING FEE.
- NO BUSINESS LICENSE CAN BE TRANSFERRED TO A NEW OWNER.
- ANY CHANGE IN THE BUSINESS REQUIRES WRITTEN NOTIFICATION, A \$5.00 FEE FOR PROCESSING THE CHANGE, AND A \$4.00 STATE CASp FEE.
- LICENSES ARE RENEWED ANNUALLY. EVEN IF YOU DO NOT RECEIVE A RENEWAL NOTICE, IT IS YOUR RESPONSIBILITY TO ENSURE TIMELY RENEWAL.
- YOUR APPLICATION WILL BE RETURNED TO YOU UNPROCESSED IF IT IS INCOMPLETE AND/OR IF PROPER DOCUMENTATION IS NOT ATTACHED.
- CONTRACTOR'S LICENSE. THE BUSINESS LICENSE WILL BE ISSUED IN THE NAME AND TYPE OF OWNERSHIP SHOWN ON THE LICENSE. CONTRACTOR FEE CALCULATIONS ARE UNDER CLASS E OF THE FEE SCHEDULE SUMMARY ON THE BACK OF THE BUSINESS LICENSE APPLICATION.

