



EL DORADO COUNTY

TREASURER – TAX COLLECTOR
K. E. COLEMAN, MBA | M.ACC.
360 Fair Lane, Placerville, CA 95667
(530) 621-5800 | taxcollector@edcgov.us

BUSINESS LICENSE APPLICATION
ORDINANCE 5.08.010

BUSINESS LICENSE # _____ TOT # _____

Business Type Code(s) _____ (Tax Collector's Use Only)

Business Name (DBA) _____ Phone # _____

Individual/Corporation/Partnership Name (If different from above) _____

Mailing Address _____
(Street or P.O. Box #) (City, State) (Zip Code)

Business Street Location _____

Business Street Location is in: Residential Zone Commercial/Industrial Zone

Business Website Address _____ Business Email _____

Business Description(s) (If more than one, list each) _____

Business Owner's Names, Titles, Addresses, Phone #, & Email: (List all owners/partners/officers; if more space is needed, attach list)

NAME	TITLE	PHONE #	EMAIL	ADDRESS

Assessor's Parcel # _____ Contractor's License # _____
(Obtain from Assessor's Office) (Required by State Law)

If owner does not operate Business, please state name, address, phone number, & email of operator or managing agent who operates business:

Business Name of Operator/Agent _____	Contact Person's Name/Title _____
Mailing Address (Street, City, State Zip) _____	Phone _____ Email _____

If this application is for a short term rental, please complete the following:

Date property became a short term rental _____ Number of units: Home Rooms # _____ Other _____

Company or Individual who will file Quarterly Transient Occupancy Tax Return:

Business Name of Filer/Agent _____	Contact Person's Name/Title _____
Mailing Address (Street, City, State Zip) _____	Phone _____ Email _____

Clearance (if applicable):

PLANNING	BUILDING	ENVIRON. HEALTH	FIRE DISTRICT	SHERIFF

Comments _____ (County use only)

Print Applicant's Name _____ Title _____

Applicant's Signature _____ Date _____ Phone # _____

MAKE CHECKS PAYABLE TO:

K. E. Coleman, MBA
Treasurer-Tax Collector
360 Fair Lane, Placerville, CA 95667-4197

EL DORADO COUNTY BUSINESS LICENSE INFORMATION

El Dorado Ordinance 5.04

WHO IS REQUIRED TO HAVE AN EL DORADO COUNTY BUSINESS LICENSE? *EDC §5.08.060*

It is unlawful for any person to transact any kind of business in the unincorporated territory of the County without possessing an unexpired and unrevoked County business license unless the business is exempt from the license requirements.

ANNUAL BUSINESS LICENSE RENEWAL *EDC §5.08.100*

Business licenses must be renewed annually. A renewal notice will be mailed to you in the month prior to your renewal date.

FEES *EDC §5.16*

Effective January 1, 2018, the annual general business license fee is \$46.00. This includes a \$4.00 state imposed fee. For certain businesses such as secondhand dealers, pawnbrokers, fortunetelling, and carnivals, the annual license fee is \$140.00 plus the \$4.00 state fee. For Christmas tree lots the annual license fee is \$20.00 plus the \$4.00 state fee.

CONTRACTORS *BPC Div. 3 Chp 9*

A State Contractor's License is required. The name on the business license application must match exactly the name on the State Contractor's License. This information will be verified by Tax Collector personnel.

SHORT TERM RENTALS – VACATION HOME RENTALS *EDC §5.08.070*

Short term rentals are required to obtain a business license and a Transient Occupancy Registration Certificate. A separate business license and Transient Occupancy Registration Certificate is required for each short term rental location.

EXEMPTIONS *EDC §5.08.070*

The following businesses are exempt:

- A. Agriculture. Includes the sale of agricultural products upon the premises where produced. (Exemption does not apply if agricultural products are but an ingredient of the final product.)
- B. Employment. A person who works for another at an agreed rate of compensation.
- C. Insurance, farmers, charities, religious, fraternal, service and nonprofit organizations.

MULTIPLE BUSINESSES *EDC §5.08.010*

A separate license and application is required for each physical business location. Only one license is required if a combination of two or more kinds of businesses are operated at the same fixed place of business by the same person. A separate business license is required for each individual engaged in any itinerant business. (If two or more individuals are employed by the same person or are associated together in the same business, a business license is required for each individual.)

FIREARMS LICENSE *BPC Div. 3 Chp 11.6 Article 6*

Applications to sell firearms must be accompanied by copies of all of the following: a) valid Federal Firearms License, b) valid California seller's permit, and c) certificate of eligibility from the Department of Justice.

NOTE 1: The approved application is not a license to conduct business activities. Once issued, the business license must be exhibited in a conspicuous place. Each solicitor must have an individual license in her/his possession at all times.

NOTE 2: Businesses located in the City of Placerville [(530) 642-5223] and/or the City of South Lake Tahoe (530) 542-6012 are required to obtain a separate business license for those jurisdictions, and are not required to obtain a County license unless they provide services, solicit or deliver merchandise in the unincorporated area of the County.