



Business License Renewal Checklist

Your business is important to our community. To continue operating and providing your wonderful services to the community, we have put together the following checklist that should be addressed before obtaining a renewed business license. Any missing documents may delay the receipt of the business license. The City requires a copy of all current permit(s), license(s), insurance, etc. Please provide as it applies to your business:

Business License Renewal Form

The purpose of this form is for our office to have current mailing address, owner information, tax IDs. Etc. For an application visit our website:

<https://www.coalinga.com/312/Licenses-Permits-Taxes>

Gross Receipt Businesses - Only

For a Gross Receipt form, visit our website or contact the City of Coalinga Financial Services Department at finance@coalinga.com or call (559) 935-1533.

Health Department Inspection Report/License

The Fresno County Department of Public Health (FCDPH) Environmental Health Division (EH) is mandated by State and Federal law to perform inspections that protect public health

<http://www.fresnohealthinspections.org/>

State/ Government Issued Licenses

Visit the Contractors State License Board / Board of Cosmetology/Bureau of Automotive repairs/ Federal Firearms License/Alcoholic Beverage Control etc for more information on obtaining a current license as it applies to your business.

<https://www.cslb.ca.gov/>

<https://www.barbercosmo.ca.gov/>

<https://www.bar.ca.gov/licensing-ard/apply>

<https://www.atf.gov/firearms/federal-firearms-licenses>

<https://www.abc.ca.gov/>

<https://www.dre.ca.gov/>

Fictitious Name Statement/ Articles of Organization

For information on how to file, contact the Fresno County Clerk Office. www.fresnocountyclerk.com/

For State Articles of Organization visit <https://bizfileonline.sos.ca.gov/>

Worker's Compensation Insurance Certificate

Failure to secure worker's compensation coverage is unlawful and shall be subject an employer to criminal penalties and civil fines up to \$100,000

Seller's Permit

The State of California requires a Seller's Permit if you:

- a. Are engaged in business in California and
- b. Intend to sell or lease tangible personal property that would ordinarily be subject to sales tax if sold at retail.

Contact the State of California Department of Tax and Fee Administration at

<https://www.cdfta.ca.gov/services/>

Outstanding Fees

All outstanding fees must be paid and cleared before a business license can be issued. To obtain a statement or history of outstanding fees owed, contact the City of Coalinga Financial Services Department at finance@coalinga.com or call (559) 935-1533.

We look forward to your continued services and interest in the City of Coalinga.