



BUSINESS LICENSES

FAQ AND INSTRUCTIONS



Who should obtain a business license?

Any person or company conducting business inside town limits and is generating revenue is required to obtain a business license and pay the required fee. This includes, but is not limited to: Contractors, commercial businesses, businesses obtaining a Building permit; and vendors of the Town of Danville (Consultants, Instructors, Services, etc.)

What classifications are available for business licenses?

- **Danville businesses** are those operating within the town limits in a store front or from their home. Any Danville business that does not have a commercial storefront, office/commercial/industrial location is considered to be Home-based, even if the sales or services are performed outside the residence.
- **Home-based businesses** require a Home Occupation Application to be completed in addition to the business license application.
- **Out-of-town businesses** are required to obtain a business license to cover the duration of the work they are doing in Danville. Out-of-town businesses do not pay employee or late fees.
- **Tax-exempt or Non-profit** organizations/businesses making under \$10,000 can provide proof of their status with an IRS letter granting exempt status or a Schedule C proving income.

What fees are due for a new application?

Licenses are good from July 1st of the current year to June 30th of the following year.

- **Danville and Home-based** businesses, the yearly fee is \$100 and \$4.00 AB1379 State Fee plus \$10 per full-time equivalent employee. Fees are prorated throughout the year at 100% for July-September, 75% for October-December, 50% for January-March, and 25% for April-June, plus the \$4.00 AB1379 fee which is not prorated.
- **Out-of-town** businesses pay the \$100 yearly fee plus the \$4.00 AB1379 fee and are not subject to employee or penalty fees.
- \$25 fee for transfer of ownership, business name or address change, or for a duplicate license certificate.
- Cash payments are not accepted.

When should I expect my license?

Out-of-town and home-based businesses **will not** receive paper licenses in the mail. Only Danville brick & mortar businesses will receive paper licenses within 3-4 weeks of approval.

How do I obtain a copy of my Business License certificate?

Electronic copies will be automatically sent to the email address on file upon renewal.

How do I renew my license?

- Renewals are mailed out yearly from the Town to active licenses in June.
- Danville and Home-based business renewal fees are due by July 1st and are subject to a 25% penalty on August 1st, and if not paid, beginning September 1st additional 1.5% interest. The account is sent to collections on October 1st with 1.5% interest accruing monthly until paid in full.
- Out-of-town businesses with unpaid licenses will be deactivated October 1st.
- All renewal fees and outstanding balances must be **paid in full** in order to obtain your certificate.

How do I close my business license?

If you are closing your business, please notify us in writing or via email. Businesses are not considered closed by the TOWN unless receive an acknowledgement via email or mail.

For more information, please visit our Business Licenses section at www.danville.ca.gov. Renewals can be processed and licenses printed at www.BL.danville.ca.gov. Inquiries can be directed to BL-intown@danville.ca.gov for Danville businesses or to BL-outoftown@danville.ca.gov for out-of-town businesses.