



City of Desert Hot Springs

11999 Palm Drive, Desert Hot Springs, CA 92240
www.cityofdhs.org • 760-329-6411 • Fax: 760-288-0639

BUSINESS LICENSE APPLICATION

This fillable application can be found on:

<http://www.cityofdhs.org/Planning-Documents>

BUSINESS LICENSE: Per Ordinance No. 5.04.190, with the exception of wholesalers, business license fees shall be double for any business not maintaining a fixed place within the City of Desert Hot Springs.

Please select the type of Business

☐ Home Occupation	☐ Commercial Business (Non - Cannabis)	☐ Out of Town Business
☐ Rental Units	☐ Cannabis Business	☐ Street Vendor

Check Box if applicable:

☐ Change of Address - \$17.00 ☐ Change of Business Name - \$17.00 ☐ Renewal

Description of Business					
Business Name					
Business Location City, State, Zip Code					
Business Phone		Business Fax			
E-Mail Address					
State License No.		State License Type		Expiration Date	
Resale No.		Federal I.D. No.			
Ownership	☐ Corporation ☐ Ltd. Liability Corp. ☐ Partnership ☐ Sole Proprietor ☐ Trust				
Number of Employees (including owners/Managers)					

Owner, Partner or Corporate Officer Information (Use additional sheets if necessary):		
Owner Name		
Home Address		
City, State, Zip Code		
Phone	Mobile Phone	
Driver's License Number		

Emergency Contact:		
Name		Title
Phone		Email Address

For Rental Units Only:

No. of Units _____

☐ Commercial ☐ Residential ☐ Vacation ☐ Hotel/Motel

The City of Desert Hot Springs Business license is available for online submittal and renewal at deserthotspringsca.viewpointcloud.com. *The online application has a reduced application fee for new business license applications. After completion of the online application, staff will review, then the system will calculate your fees and send you a notification. You may pay online with a credit card or mail a check with the business license number in the notes for payment.

For completion of this paper application, please complete the following, calculating the amount due by using the Fee Summary on the next page. If you have any questions about calculating the fee, please call us for clarification.

License Fee	\$	Per Municipal Code 5.04.040; It is unlawful for any person to transact and carry on any business, trade, profession, calling or occupation in the City without first having procured a City Business License. No business shall be conducted until all required inspections have been approved.
Employee Fee (If Type X)	\$	
Application Fee	\$52.94* (New)/ \$31.77 (Renewal)	
State Disability	\$4.00	
Vehicle Fee	\$	
Additional Fee	\$	
Penalty	\$	PER ORDINANCE NO. 5.04.190, WITH THE EXCEPTION OF WHOLESALERS, BUSINESS LICENSE FEES SHALL BE DOUBLE FOR ANY BUSINESS NOT MAINTAINING A FIXED PLACE WITHIN THE CITY OF DESERT HOT SPRINGS.
TOTAL	\$	
		30 days from date of Business License expiration a 10% Per Month Late Fee will be accessed for each month late. The 10% late fee is multiplied by your license fee (varies by business type) This fee is added to your total renewal amount due and must be satisfied prior to license issuance.

"I declare under penalty of perjury, that the information in this application is true and correct."

Signature _____ Title _____ Date _____

***If submitting as a new application, please include a copy of your photo ID with this application.**

CITY OF DESERT HOT SPRINGS BUSINESS LICENSE FEE SUMMARY

BUSINESS LICENSES ARE ISSUED ANNUALLY.

PER ORDINANCE NO. 5.04.190, WITH EXCEPTION OF WHOLESALERS, BUSINESS LICENSE FEES SHALL BE DOUBLE FOR ANY BUSINESS NOT MAINTAINING A FIXED PLACE WITHIN THE CITY OF DESERT HOT SPRINGS.		III – Special Events - \$120.00 PER DAY: Car Shows Festival Parade Carnival / Circus Medicine Show Street Fair Farmer's Market Music/Entertainment		X – The license fee is BASED ON THE NUMBER OF EMPLOYEES for the following businesses ONLY:	
Transfer Fee \$33.00 Change of Mailing Address \$17.00 Change of Business Name \$17.00		IV – Amusement Machines - \$33.00 per year per machine located at any premises: Bowling Pool Tables Music Boxes Shuffleboard Pinball Video Machine		1 to 2 Employees \$60.00 3 to 6 Employees \$120.00 7 to 10 Employees \$180.00 11 to 14 Employees \$240.00 15 to 20 Employees \$300.00 21 to 30 Employees \$360.00 31 to 40 Employees \$420.00 41 to 50 Employees \$480.00 Over 50 Employees \$480.00 plus \$6.50 per employee over 50	
I – The license fee is \$60.00 per year for the following businesses: Art Gallery Awning/Tent Shop Bicycle Stand/Supplies Bingo Blacksmith/Forge Shop Boats, Storage and/or Repair Business Services Candy Shop & Manufacturing (Retail/Wholesale) Carpet, Rug, Floor Cleaning Service & Plant Chemical Service Cigar & Tobacco Stands & Shops Creamery Computer Service Distributorship Dancing Schools Day Care Center (Requires CUP) Dress Making Shop Entertainment Services (Clowns) Equipment Rental General Building-Maintenance Repair Gift/Art/Curio Shop Golf or Archery Range Handyman Harness, Saddle or Tack Shop Hat Shop/Blocking & Cleaning/Sales Health & Allied Service – not classified Hobby Shops Intercity/Highway Passenger Transportation Janitorial Shop – Service Jewelry Shop/Sales/Repairs Janitorial Fabric/Craft Home Occupations Knit Shop Laundromat, Cleaning Locksmith Luggage Shop Manufacturing Masseurs/Massage Therapists (Need permit with B/L) Millinery Shop Motorcycle Shop Movie Studio Museums Music Dealer/Instruction/Musical Composition Newspaper Distributors Package & Shipping Service Personal Services Pest Control Pet Shop & Animal Grooming Photo & Camera Shop Pool Service Popcorn & Nut Store Pottery Shop Public Swimming Pool Purses & Handbags Repair Service (other than Contractor) Rock & Gem Shop Shoe Repair Shop/Shoe Shine Stand Sign Painting & Printing (other than Contractor) Tailor Shop Spa Services Tours Transportation Tree Trimming Water Purification & Conditioning Window Cleaning or Window Tinting		V – The license fee is \$64.00 per year for the following businesses: Boiler/Hot Water/Steam Filter C-4 Cabinet/Mill Work/Carpentry C-5/C-6 Drywall C-9 Electrical (Signs) C-45 Elevator Installation C-11 Excavating/Paving/Grading C-12 Trenching/Surfacing Fences C-13 Fire Protection C-16 Flooring (Wood) Floor Covering C-15 Glazing C-17 Insulation C-2 Landscaping C-27 Lathing C-26 Low Voltage Communications Systems C-7 Masonry C-29 Ornamental Metals C-23 Parking/Highway Improvements C-32 Painting/Decorating C-33 Pipeline C-34 Prefabricated Wood Bldg./Manufactured House C-47 Refrigeration C-38 Sewage/Sewage Disposal C-42 Drain/Cement Pipe Laying C-43 Sheet Metal C-50 Steel Reinforcement C-45 Signs C-54 Tile (Ceramic or Mosaic) C-55 Water Conditioning C-60 Welding C-57 Well Drilling C-61 Limited Specialists (unless elsewhere classified)		Alarm Company Liquor Store Advertising Lumberyard Answering Service Mail Order Antique Shop Management/Consulting/ Animal Hospital Public Relations Svc Automobile Dealers Manicurist Auto Supplies / Equipment Messenger Service Auto/Car Wash Rack Mobile Home Sales Bakery Mobile Repair Barber Shop Mortgage Company Beauty Shop Mortuary Brickyard Book/Stationery Store Newspaper Bookkeeper Paint/Glass Shop Bowling Alley Private Detective Brokerage/Commodity Real Estate Broker Building Supplies (Plus \$6.50 per real estate sales person. Cannabis (Retail/Distribution/ Cultivation) Cash Register/Office Machine See real estate Sales & Service signs for additional fees) Cocktail Lounge Coffee Shop Registered Nurse / LVN / Clothing Family Practitioner Collection Agency Reflexology Convenience Store Rest Homes Department Store Restaurant Developers (Real Estate) Retail (Misc.) Draperies Rock/Sand/Gravel/ Dry Goods Cement/Redi-Mix Drug Store School of Massage Employment Agency Secretarial Service Escrow Company Security Doors, Railings Equipment / Supplies for Metal Service Establishment Sewing Machine Sales/ Florist / Garden Shop Service Food Store (7-11) Misc. Shoe Store Furniture Store (New) Sporting Goods Gardening Street Sweeping Glass Products Television Grocery Theatre Hardware Thrift Store Health Club/Spa Services Towing Service Ice Cream Parlor Toy Store Insurance Broker Travel Agency Internet Sales Upholstery Shop Jewelry Store Video Production/Store Junk Dealers Warehouse Land Dev. Company Wrecking Yard	
II – Professionals - \$95.00 per year: Accountants Dentist Acupressure Doctors Acupuncture Engineers Architects/Designers Optometrists Attorneys at Law Podiatrists Blueprint/Map Making Veterinarians Chiropractor		VI –The license fee is \$95.00 per year for the following businesses: Cement & Concrete C-8 Electrical (General) C-10 Heating & Air Conditioning C-20 House & Building Moving / Demo C-21 Plastering C-35 Plumbing C-36 Roofing C-39 Roofing (Metal) C-14 Steel Structural C-51 Solar C-46 Swimming Pool Construction C-53		XI – Real Estate Signs: \$30.00 per year or \$4.00 per sign	
		VII – The license fee is \$160.00 per year for the following businesses: General Engineering Contractor A General Building Contractor B IN THE EVENT OF TWO OR MORE LICENSES ISSUED TO ONE APPLICANT, THE FEE SHALL BE \$170.00 FOR ALL		XII – Ambulance Services: \$120.00 per year	
		VIII – The license fee based on number of rooms, units or spaces: 1 to 6 \$35.00 7 to 12 \$60.00 13 or more \$60.00 plus \$5.50 for each room, unit, space over 12 Apartments Motels Hotels Vacation Rentals Recreational/Temporary Trailer Parks Mobile Home Parks Residential Rental Commercial Rental		XIII – Dance Permits: \$120.00 per year or \$19.00 per day	
		IX – Delivery Vehicles - \$100.00 per year Auto Parts/Supplies Household Product Dist. Bakery Ice Cream Trucks Building Supplies Laundry Catering Milk Delivery Trucks Cosmetic Product Dist. Peddlers/Solicitors Dairy Wholesale Propane Dry Goods Trucking (Except Local) Food & Beverage Water Gasoline Delivery Trucks		XIV – Taxi Cab Service: \$200.00 per year 	

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