

**FREQUENTLY ASKED  
QUESTIONS:**

***What if I don't obtain a license?***

Conducting business in the City without a license can result in penalties, notices of violation and administrative citations. It is a misdemeanor to violate the City Business License ordinance Title 5.

***Do I need to display my business license?***

Yes, pursuant to 5.04.180 all business licenses must be posted in a visible place upon the premises where such business is carried on. For those businesses without a fixed location, the responsible party must carry the business license with them while conducting business in Delano.

***How often do I need to renew it?***

Pursuant to 5.04.200 all business licenses are renewed annually. Finance will mail out a courtesy notice before the due date (January 1st of each year). However, you are responsible for renewing your license whether or not the renewal notice is received. Pursuant to 5.04.210 a 10% penalty is charged on the last day of each month after the due date, provided it does not exceed 50% of amount due.

***I am moving to a new location in the City***

Pursuant to 5.04.160 a \$5.00 fee is assessed for amending a business license if the business is to be moved.

*The City Council is committed to maintain the City of Delano as a great place by providing a safe family atmosphere, essential public services and policies that promote the highest standards of community life.*

*"GOOD TO GREAT... IT CAN BE  
DONE!"*

***Important Telephone Numbers***

<i>City Manager</i>	<i>661-721-3303</i>
<i>Finance Department</i>	<i>661-721-3310</i>
<i>Community Department</i>	<i>661-721-3340</i>
<i>Engineering Department</i>	<i>661-721-3380</i>
<i>Police Department</i>	<i>661-721-3377</i>

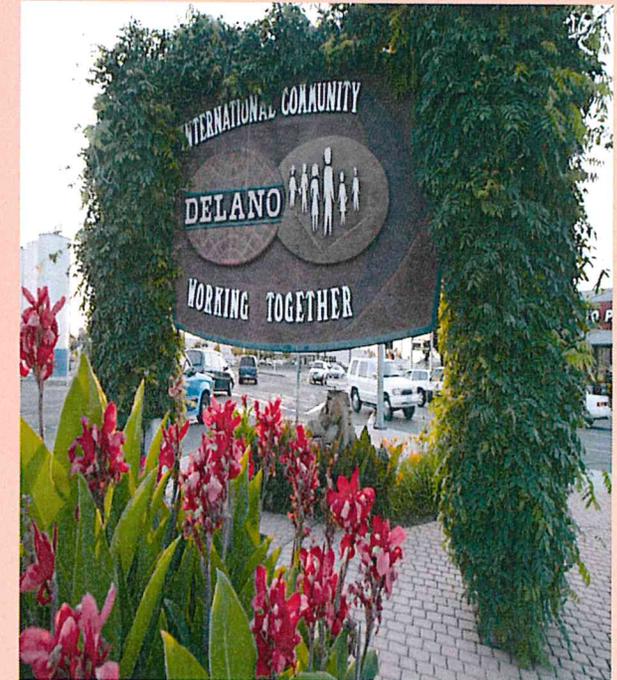
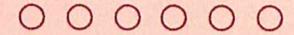
*Office Hours:  
8:00 a.m. to 5:00 p.m.  
Monday to Friday*

**City of Delano  
1015 Eleventh Ave  
Delano, CA 93215**

**Phone (661) 721-3310  
Fax (661) 721-3314  
[www.cityofdelano.org](http://www.cityofdelano.org)**

*City of Delano*

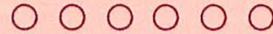
**AN "INTERNATIONAL  
COMMUNITY"**



**HOW TO OBTAIN A  
BUSINESS LICENSE IN  
DELANO**



## BUSINESS LICENSE TITLE 5



## WHAT OTHER THINGS MAY YOU NEED?

“The City of Delano welcomes and values the businesses that have made Delano their home.”

The information guide is intended to assist you in operating your business in the City. It is not all-inclusive and any specific questions should be directed to the Finance Department at 661-721-3310. Pursuant to 5.04.010 the City of Delano business license is not a regulatory license but is a tax to raise revenue for the public need of the people of Delano.

### Who needs a business license?

The City of Delano Municipal Code requires any individual, sole proprietor, partnership, corporation or entity that wishes to conduct business within the City of Delano must secure a business license. A business license is not transferrable between owners; however you may transfer to a new location upon paying a \$5.00 fee to amend your business tax certificate and approval by the City of Delano Planning Division. A business license is required including but is not limited to:

- Any business in a commercial or industrial location.
- Persons who have a home office or use their home as the headquarters of their business.
- Independent contractors such as doctors, real estate brokers, hairdressers, etc.
- Businesses, which are located outside the city, but transact business in the city such as contractors, repair people, gardening.

- Real Estate developer/sub divider
- Mobile vendors who sell merchandise from their vehicles, such as ice cream trucks.
- Temporary businesses such as a one-day or weekend event in the city, or a short-term seasonal business.

### How do I obtain a business license?

You may obtain an application from City Hall, or download one from our website at [www.cityofdelano.org](http://www.cityofdelano.org). Look under Finance Department then Business License.

**\*\* Prior approval from a variety of divisions within the City or County may be required before business license can be issued. \*\***

### What is the fee for a business license?

Pursuant to 5.04.230 & 5.04.260 every person who engages in business at a fixed place of business within the City and those businesses that are located outside the City shall pay a business tax based upon annual gross receipts. You can obtain the gross receipts fee schedule from City Hall or from our website at [www.cityofdelano.org](http://www.cityofdelano.org). Look under Finance Department then Business license. Pursuant to 5.04.240 some business licenses pay a flat rate (solicitors, peddler, etc.) Please contact the Finance Department at (661)721-3310

Pursuant to SB1186 beginning January 1, 2013 an additional \$1 fee will be charged to all local contractors, exempt businesses, and non-profits. Fee will continue in effect for five years to December 31, 2018. For more information please visit [www.dgs.ca.gov](http://www.dgs.ca.gov)

### What other things may I need?

Building and Zoning Divisions Approval Needed required by the Planning Division for businesses in a home, commercial or industrial location.

Conditional Use Permit required by the Planning Division for some businesses such as live entertainment, automotive repair, arcades, or alcohol sales.

Home Occupation Permit required by the Community Development Department for those businesses that are operating from their home.

Fictitious Business name (dba) must be filed if you choose a business name that does not include your own last name. Contact the Kern County Clerk office at (661)868-3588, go online at <http://www.co.kern.ca.us/ctyclerk>

Seller's Permit (Resale #) required by the State Board of Equalization if you sell merchandise. Visit [www.boe.ca.gov](http://www.boe.ca.gov)

Health Permit required for food handling, permanent make-up, tattooing or body piercing. Contact KC Environmental Health Division of the Public Health Services Department at (661)867-9740 or go online <http://www.co.kern.ca.us/eh>

Federal Tax ID# required if you have employees, are incorporated or have a registered partnership. Visit [www.irs.gov](http://www.irs.gov)

Workers Compensation Insurance required if you have employees. Contact your local insurance agent, state fund or visit [www.dir.ca.gov/dwc](http://www.dir.ca.gov/dwc)

Liquor License required by the State Dept. of Alcoholic Beverage Control if you sell or serve alcohol. Visit [www.abc.ca.gov](http://www.abc.ca.gov)

Special Permits required by Police Dept. (Taxi cabs, food vending vehicles, massage therapy, gaming rooms, etc.)