



DANVILLE BUSINESS

BUSINESS LICENSE RENEWAL INSTRUCTIONS



FISCAL YEAR JULY 1, 2017 – JUNE 30, 2018

Online Credit Card Payments: Available year round. Renew your Business License online at www.BL.danville.ca.gov using our new Citizen Access Portal (CAP). This will allow access to your business license for renewing online, paying with a credit card, and printing an active Business License certificate.

For detailed instructions, visit the above website.

Home Based Businesses: You can now print your Business License using the CAP. The Town will not be providing printed Business License certificates for home based businesses.

Danville Brick & Mortar Businesses: Upon completing the online renewal process, please allow up to 3-4 weeks to receive your new Business License Certificate in the mail.

Tax Exempt businesses: Presently, our system is unable to allow renewals for tax exempt businesses. Your renewal form will need to be returned by mail/in person in order to be processed. If you are no longer in need of a license, please send it back indicating the date closed. If your business meets exempt criteria (gross income less than \$10,000 per year), please provide us a copy of your Schedule C or other appropriate tax form. Failure to do so, will result in full fees being due.

Mail-in Check Payments: Cash payments are no longer accepted. Please make checks payable to the Town of Danville and mail to: Attn: Business License 510 La Gonda Way, Danville, CA 94526

Annual Fee Calculation: All Danville businesses are charged a flat fee of \$100, plus a \$10 fee for each full time equivalent (FTE) employee, and a \$1 fee is charged to comply with Senate Bill No. 1186. Additional information about fee calculations can be found at www.dgs.ca.gov/dsa/home.aspx. Enter the number of FTEs on the blank line and calculate your business license fee for July 1, 2017 through June 30, 2018.

To convert part-time employees to the number of full-time equivalent employees, calculate the total number of hours worked in a year by each part-time employee and divide by 2,080 (hours). Round to the nearest whole number = 1 FTE

If your renewal form shows an amount in the Previous Balance field, your account has already been invoiced in CAP due to a Credit or Balance Due, please contact our office to add in your employee fees before paying your renewal in CAP.

Please view the document available on CAP and the Danville website, [How To Renew Your Business License](#) for detailed instructions if you will be paying online.

Fee and Payment Schedule:

July 1:	Payment Due (\$101 plus \$10 for each FTE employee)
August 1:	Additional 25% penalty added (must be postmarked by July 31 to avoid penalties)
September 1:	25% penalty, plus 1.5% interest each month thereafter until all fees, penalties and interest are paid
October 1:	Unpaid licenses will be sent to collections

No Longer Doing Business: If you are no longer doing business in Danville, please fill out the box in the upper right section of the Renewal Notice and return it to the Town, so that you will not be held liable for renewal license fees and delinquency charges.

Business License Certificate: All renewal fees and outstanding balances shall be paid in full to receive a Business License. For a Danville business with a physical store front, please allow 3-4 weeks to receive your Business License certificate. Home Occupation businesses will no longer receive a Business License certificate in the mail.

All Business License certificates are available 24/7 in the new CAP online system for registered users to view and print, after payment has been processed.

Although we do our best to remind businesses to renew their license annually, it is important to note that as a business owner, you are responsible to renew your business license before July 1 of each year to avoid late fees and penalties, or being sent to collections.

To obtain additional business license information, please visit our website www.danville.ca.gov or contact the Business License Division at BL-intown@danville.ca.gov