



OUT OF TOWN 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 <http://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.

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 businesses are charged a flat fee of \$100 and a \$1 fee to comply with Senate Bill No. 1186. Additional information about fee calculations can be found at www.dgs.ca.gov/dsa/home.aspx.

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 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 (\$101.00)

August 1: Unpaid licenses will be deactivated. Full payment is due in order to be reactivated.

Business License Certificate: Out of Town businesses will no longer receive a Business License certificate in the mail. All Business License certificates are available to print 24/7 in the new CAP online system for registered users after payment has been processed.

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