

BUSINESS LICENSE RENEWAL REQUIREMENTS

City of Yreka business licenses expire annually on December 31. Renewal packets and payment of annual fees are due January 1. The annual renewal fee for business licenses are calculated based on the [business' classification](#): inside City limits, outside City limits, and Gross Receipts. There is an additional California State mandated fee of \$4.00 added to each business license renewal fee to support the CASp Program. Please see business license [fee schedule](#) for further breakdown of annual license fees.

Business licenses are deemed delinquent if renewal packets and payments are not remitted prior to April 1. All delinquent business licenses have a penalty added to the annual renewal fee; the penalty is 10% of the annual renewal fee not including the CASp fee (i.e. annual license fee of \$30.00 + \$4.00 CASp fee + 10% penalty fee of \$3.00 = \$37.00).

The following documents are required in order to renew your business license:

- Proof of business location and postal address
 - The City of Yreka will accept the following documents as proof of address
 - Current Utility Bill
 - Current lease/rental agreement or mortgage
 - Official tax paperwork
- Proof of previous years' Gross Receipts (for businesses under the Gross Receipt Category)
 - The City of Yreka will accept the following documents as proof of address
 - Previous years' Profit and Loss Statement
 - Previous years' Tax Return
- Proof of active California Seller's Permit (for businesses selling goods, not services)
- Business License renewal [application](#)
- City of Yreka Annual [Recycling Survey](#)
- City of Yreka Annual [Stormwater Survey](#)

Supplemental documentation is required for those meeting the criteria listed below:

- Any business involved with preparation or selling of food or beverages must provide the following
 - Copy of Siskiyou County Health Department Food Permit
 - City of Yreka [FOG Permit Application](#)
- Any Corporation, LLC, or Partnership must provide a list of principal parties
- Any business requiring California State licensing or permitting must provide a copy of the license or permit (this is not a comprehensive list, please visit www.dca.ca.gov for a full list of California State Licensing and Permitting)
 - Resale Certification
 - Auto Repair Shop
 - Cosmetology
 - Elevator Repair
 - Engineering
 - Esthetician
 - Health Facility
 - Manicurist
 - Pest Control
- All Contractors must provide proof of California State Contractor's License and Worker's Compensation Insurance

Return completed forms to City of Yreka, 701 Fourth Street, Yreka, CA 96097, or via email to felicia@ci.yreka.ca.us. If you are no longer in business please let us know as soon as possible so we can update our records.