

General Business License Information

General Requirement: Any activity engaged in that provides goods or services to the public within the unincorporated area of the County of Imperial.

Pursuant to statute, “No person, whether individually or as an agent of another, shall engage in any business enterprise in the unincorporated portion of the County of Imperial without having first obtained a license therefore from the County Treasurer-Tax Collector”.

However, as of December 2, 2014 a resolution was passed by the Board of Supervisors that provides for exemptions for certain types of businesses. That resolution exempts businesses engaged in “Agricultural Operations”, landlords who lease their land to others and do not conduct any other business, and some businesses that also operate in one of the incorporated cities within Imperial County and have a current business license from that city. *Special Note:* In the case of temporary or mobile vendors, a business license from another city does not exempt them from this process and an Imperial County General Business License is required. Proof of any of these exemptions shall be required. If you have questions as to whether your particular business qualifies for any exemptions, please contact the Treasurer-Tax Collector’s office at the number shown below.

- Due to Federal laws or statutes, the following exemptions also apply:
 - 1) Businesses that are doing **internet only sales** do not have to have a county business license.
 - 2) Businesses that are only selling products or providing a service to casinos or other **tribal businesses located on tribal land** do not have to have a county business license.
 - 3) Businesses that are **operating on tribal land that is leased from a tribe** in the unincorporated areas of the county do not have to have a county business license.

LICENSE FEES: *For one month, or less:*

- \$50.00 license fee
- \$25.00 county processing fee
- \$72.00 Basic Fire Inspection Fee (where applicable)
- \$ 1.00 statutory State Disability Access and Education Fund fee (in effect until Dec. 31, 2018 under CA AB-897)

For more than one month and up to one full year:

- \$250.00 license fee
- \$ 25.00 county processing fee
- \$ 72.00 Basic Fire Inspection Fee (where applicable)
- \$ 1.00 statutory State Disability Access and Education Fund fee (in effect until Dec. 31, 2018 under CA AB-897)

Non-Profit Organizations: Exempt from License Fee, but required to pay \$25.00 application fee and the state mandated \$1.00 fee, for a total of \$26.00. Applicant must attach valid proof of non-profit status.

Veterans: Fee exemption provided for Veterans as long as the business is owned by the applicant. Must have received an honorable discharge or a release from active duty under honorable conditions. Copy of DD2-14 required. If application shows a business name that is fictitious, must also provide a copy of state resale license (sales tax) permit and a fictitious name statement proving that the veteran is the owner of

that particular business. Exemption applies to the basic fire inspection fee also. However, the state mandated \$1.00 fee must accompany all veteran applications.

In addition to the fees shown above the applicant may be required to pay other applicable fees to the County of Imperial and its departments for inspections, background investigations, services, or such other fees as may normally be required by the department; including but not limited to the fire department, sheriff's office, planning and building department, agricultural commissioner, health department, air pollution control district, or any other agencies of the county.

Other Miscellaneous Licenses

The County of Imperial also issues licenses for the following business types that are not covered under the General Business License rules. Please contact our office for more information regarding these business types.

Swap Meets

Public Amusements (events)

Adult Entertainment Establishments

Treasurer-Tax Collector Licensing Division (760) 482-4478

Applications accepted in person or by mail. Payment must be remitted to the Imperial County Treasurer-Tax Collector, along with the completed application and all necessary documentation.

Updated 1/8/2015

BUSINESS LICENSE PROCESS RECOMMENDATIONS

The Treasurer/Tax Collector's office recommends that you inquire with any applicable agencies listed below before you complete a Business License application. We want you to become aware of any other documents that may be needed, or requirements that may have to be met with these agencies. Once we issue a license to you, the license fee is "non-refundable".

Imp. Co. Planning and Building Department
801 W. Main Street
El Centro, CA 92243
Phone(760) 482-4236

* To ensure compliance with all building code requirements

Imp. Co. Environmental Health Services
797 Main Street, Suite B
El Centro, CA 92243
Phone (760) 336-8530

* To ensure compliance with all health & safety codes

Imp. Co. Dept. of Public Works
155 So. 11th Street
El Centro, CA 92243
Phone (760) 482-4462

* To ensure compliance with any codes that relate to traffic, roads or right-of-ways

Imperial County Fire Dept.
2514 La Brucherie Road
Imperial, CA 92251
Phone (760) 355-1191 x 115

* To schedule your fire code inspection

You may also need to contact the following agencies if your business would fall under their regulatory jurisdiction:

Imp. Co. Air Pollution Control
852 Broadway
El Centro, CA 92243
Phone (760) 482-4606

* To ensure compliance with all air pollution control regulations

Imperial Co. Ag Commissioner
852 Broadway
El Centro, CA 92243
Phone (760) 482-4314

* If you have questions as to whether or not you are eligible for any Ag related fee exemptions

Imperial County Assessor
940 W. Main Street #115
El Centro, CA 92243
Phone (760) 482-4571

* If you have questions regarding submission of their business questionnaire form

Bureau of Land Management
1661 S. 4th Street
El Centro, CA 92243
Phone (760) 337-4441 or 4400

* If you plan to conduct business on
BLM land within the county

State Board of Equalization
1550 W. Main Street
El Centro, CA 92243
Phone (760) 352-3431

* If you have not already obtained a
State of California resale permit
(sales tax should be reported for
Imperial County)

Jurisdictional Boundary Information

Business conducted ONLY within the city limits of any of the following incorporated cities does not require a County Business License. However, if you conduct a temporary or mobile business outside the city limits and cross the jurisdictional boundaries of the unincorporated area of the County of Imperial, you must obtain our license.

City of Brawley
City of Calipatria
City of Calexico
City of El Centro
City of Holtville
City of Imperial
City of Westmorland