CITY OF SAN JOAQUIN
BUSINESS LICENSE DEPARTMENT

FOR BUSINESSES ON A FIX LOCATION WITHIN CITY LIMITS:

___ COMPLETE Business License Application (all areas of application must be completed)

The following is a requirement and must be on application:

FEDERAL TAX ID / SOCIAL SECURITY NUMBER, and
CURRENT DRIVER LICENSE / ID NUMBER, and
PO BOX (Mailing Address)

___ Planning Approval Letter

___ Fees Paid (Check payable to City of San Joaquin) (Fee non-refundable)

___ Copy of Fictitious Business Name (known as DBA)

___ Copy of Signed Lease of Building

___ Copy of Liability Insurance

___ Copy of Workers' Compensation

___ Copy of County's Health Permit (if applicable)

___ Copy of ABC Approval Letter (sale of alcohol/beer/wine) (if applicable)

FOR PROPERTY RENTALS IN SAN JOAQUIN:

___ COMPLETE Business License Application (all areas of application must be completed)

The following is a requirement and must be on application:

FEDERAL TAX ID / SOCIAL SECURITY NUMBER, and
CURRENT DRIVER LICENSE / ID NUMBER, and
PO BOX (Mailing Address)

___ Fees Paid (Check payable to City of San Joaquin)

___ Copy of Ownership such as Grant Deed or Closing Escrow Document

FOR BUSINESSES/VENDORS WITHOUT A FIX LOCATION:

___ COMPLETE Business License Application (all areas of application must be completed)

The following is a requirement and must be on application:

FEDERAL TAX ID / SOCIAL SECURITY NUMBER, and
CURRENT DRIVER LICENSE / ID NUMBER, and
PO BOX (Mailing Address)

___ Fees Paid (Check payable to City of San Joaquin)

___ Copy of Fictitious Business Name (known as DBA)

___ Copy of Liability Insurance

___ Copy of Workers' Compensation

___ Copy of County's Health Permit (if applicable)

___ Copy of Contractor's License (if applicable)