

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)*