



City of Desert Hot Springs

11999 Palm Drive, Desert Hot Springs, CA 92240
www.cityofdhs.org • 760-329-6411 • Fax: 760-288-0639

BUSINESS LICENSE APPLICATION

This fillable application can be found on:
<http://www.cityofdhs.org/Planning-Documents>

BUSINESS LICENSE: Per Ordinance No. 5.04.190, with the exception of wholesalers, business license fees shall be double for any business not maintaining a fixed place within the City of Desert Hot Springs.

Please select the type of Business

<input type="checkbox"/> Home Occupation	<input type="checkbox"/> Commercial Business (Non - Cannabis)	<input type="checkbox"/> Out of Town Business
<input type="checkbox"/> Rental Units	<input type="checkbox"/> Cannabis Business	<input type="checkbox"/> Street Vendor

Check Box if applicable:

Change of Address - \$17.00 Change of Business Name - \$17.00 Renewal

Description of Business					
Business Name					
Business Location City, State, Zip Code					
Business Phone			Business Fax		
E-Mail Address					
State License No.		State License Type		Expiration Date	
Resale No.		Federal I.D. No.			
Ownership	<input type="checkbox"/> Corporation	<input type="checkbox"/> Ltd. Liability Corp.	<input type="checkbox"/> Partnership		
	<input type="checkbox"/> Sole Proprietor	<input type="checkbox"/> Trust			
Number of Employees (including owners/Managers)					

Owner, Partner or Corporate Officer Information (Use additional sheets if necessary):			
Owner Name			
Home Address			
City, State, Zip Code			
Phone		Mobile Phone	
Driver's License Number			

Emergency Contact:			
Name		Title	
Phone		Email Address	

For Rental Units Only:

No. of Units _____

Commercial Residential Vacation Hotel/Motel

The City of Desert Hot Springs Business license is available for online submittal and renewal at deserthotspringsca.viewpointcloud.com. *The online application has a reduced application fee for new business license applications. After completion of the online application, staff will review, then the system will calculate your fees and send you a notification. You may pay online with a credit card or mail a check with the business license number in the notes for payment.

For completion of this paper application, please complete the following, calculating the amount due by using the Fee Summary on the next page. If you have any questions about calculating the fee, please call us for clarification.

License Fee	\$	Per Municipal Code 5.04.040; It is unlawful for any person to transact and carry on any business, trade, profession, calling or occupation in the City without first having procured a City Business License. No business shall be conducted until all required inspections have been approved. PER ORDINANCE NO. 5.04.190, WITH THE EXCEPTION OF WHOLESALERS, BUSINESS LICENSE FEES SHALL BE DOUBLE FOR ANY BUSINESS NOT MAINTAINING A FIXED PLACE WITHIN THE CITY OF DESERT HOT SPRINGS. 30 days from date of Business License expiration a 10% Per Month Late Fee will be accessed for each month late. The 10% late fee is multiplied by your license fee (varies by business type) This fee is added to your total renewal amount due and must be satisfied prior to license issuance.
Employee Fee (If Type X)	\$	
Application Fee	\$50.00* (New)/ \$30.00 (Renewal)	
State Disability	\$4.00	
Vehicle Fee	\$	
Additional Fee	\$	
Penalty	\$	
TOTAL	\$	

"I declare under penalty of perjury, that the information in this application is true and correct."

Signature _____ Title _____ Date _____

***If submitting as a new application, please include a copy of your photo ID with this application.**

