



CITY OF RIALTO BUSINESS LICENSE RENEWAL

FREQUENTLY ASKED QUESTIONS (FAQ'S):

1. **When are the renewals mailed out?**
2. **Can I renew my Business License online?**
3. **How do I renew my Business License?**
4. **What are the renewal fees?**
5. **What types of payment methods are accepted?**
6. **What are the late payment penalties?**
7. **How long will it take to process my renewal payment by mail/person?**
8. **When will I receive my license certificate?**
9. **Can I transfer my license to a new owner?**
10. **I am no longer in business, how do I close my business?**

1. **When are renewals mailed out?**

Renewals are mailed out at the end of the year. All Business Licenses expire on December 31st. Contractor's license expires 12 months from the original paid date. If you haven't received your renewal, please email citybl@rialtoqa.gov or contact our office at (909) 820-2517.

2. **Can I renew my business online?**

No. However, the Business License Renewal Application can be completed online at www.rialtoqa.gov and emailed to citybl@rialtoqa.gov. Should you wish to pay by phone, please indicate your contact information within the email, and our cashing division will contact you.

3. **How do I renew my Business License?**

The Renewal form can be completed on our website at www.rialtoqa.gov, under the Business Licensing Division, select Business License Renewal.

Option 1: Complete the application, print and mail in application with payment.

Option 2: Complete the application online, and email to citybl@rialtoqa.gov. (*Payment by phone*)

Option 3: Complete the application and submit in person with payment.

4. **What are the renewal fees?**

1.) Administration fee; For Home Occupancy **\$25.90**, For all other businesses **\$32.40**

2.) State fee; As of January 1, 2018, **\$4.00**

3.) Business License Tax; Fees based on Business Classification

See Fee list here: [Business Classifications](#)

5. What types of payment methods are accepted?

Visa, MasterCard, American Express-all card payments incur a 2% fee.

Cash and Check payments accepted. Payments can be made in person, by phone or mail.

Please note: Returned checks incur a \$25 non-sufficient fee (NSF): requiring future payments to be made with Cash, Cashier's check, or Credit card.

6. What are the late payment penalties?

25% if paid/posted AFTER January 31 st
35% if paid/posted AFTER February 28 th
50% if paid/posted AFTER March 31 st
Out of City contractors do not incur late penalties.

7. How long will it take to process my renewal payment by mail/person?

During our busy renewal season, payments by mail may take 3-4 weeks to post.

1 hour wait time for payments made in person can be expected.

8. When will I receive my Business License Certificate?

Issuance of the certificates may be issued 3-4 weeks after payment has been processed. Certificates will be sent out by email or by mail.

9. Can I transfer my license to a new owner?

No. Business licenses are non-transferable. The new owner needs to obtain a new Business License.

10. I am no longer in business, how do I close my business?

If the business has closed, please indicate on the Renewal form and email to citybl@rialtoqa.gov or, mail back to our office at 150 S. Palm Avenue, Rialto CA, 92376.

You may obtain the [Business License Closed](#) form from our website at www.rialtoqa.gov, under the Business Licensing Division.