



CITY OF SOLANA BEACH

635 S. HIGHWAY 101
SOLANA BEACH, CA 92075
(858) 720-2440
www.cityofsolanabeach.org

Business Certificate Frequently Asked Questions

Q. Why do I need a Business Certificate?

A. The Solana Beach Municipal Code, Section 4.02.030 states:

“It is unlawful for any person to transact and carry on any business, trade, profession, calling or occupation operating from a fixed location within the city without first having procured a certificate from the city to do so, or without complying with any and all applicable provisions of this chapter.”

Q. What is the fee for a new Business Certificate?

A. Depending on the location and size of your business the fees are as follows:

Home Based/Outside City - \$110

Other: 0-1,000 sq ft- \$150

1,001-3,500 sq ft- \$170

3,501-10,000 sq ft- \$265

10,001 sq ft and over- \$570

Q. Does the City accept credit cards?

A. Not at this time. Current acceptable forms of payment are cash or check (payable to “City of Solana Beach”) only.

Q. How long does it take to get a Business Certificate?

A. The City makes every attempt to issue a Business Certificate within 20 business days of receipt of the application.

Q. How long is the certificate good for?

A. Business Certificates expire at the end of each calendar year. Business Certificates issued after September 30th of each year are valid through the subsequent calendar year.

Q. How much does it cost to renew a Business Certificate?

A. The current renewal fees are as follows.

Home Based/Outside City -\$17

Other: 0-1,000 sq ft-\$55

1,000-3,500 sq ft- \$75

3,501-10,000 sq ft-\$170

10,001 sq ft and over -\$475

Q. Is there a late fee if I do not renew on time?

A. The current late fees are as follows.

Late Fee: 31-90 Days late = \$17 plus renewal fee

91+ days = Per SBMC 4.02.230

Q. Is a Business Certificate all I need to operate a business in Solana Beach?

A. Depending on your type of business, you may be required to obtain other permits from the City as well as from other government agencies. Please refer to the additional permits/requirements section of the Business Certificate application.

Q. What happens if I lose my Business Certificate?

A. As per SBMC 4.02.130, "A duplicate certificate may be issued by the city to replace any certificate previously issued under this chapter which has been lost or destroyed, upon the certificate holder filing a sworn statement attesting to such fact and, at the time of filing such statement, paying a duplicate certificate fee equal to the fee established for a certificate renewal."

Q. Where can I find more information regarding Solana Beach Business Certificates?

A. You may contact the Solana Beach Community Development Department at (858) 720-2440 or by visiting the City's website at the following link. www.cityofsolanabeach.org/csite/cms/164.htm. Information about the City's Business Certificate Ordinance can be found in the Solana Beach Municipal Code located at www.codepublishing.com/ca/SolanaBeach.html.