

Frequently Asked Questions for Business License Renewals

How do I renew my business license online?

To renew online click on the following link, select 'Renew Business License', login using your account information, and follow the step-by-step instructions.

Click link renew >>> <https://eservices.fairfield.ca.gov/hdlweb>

****If you need your Account Number or Online PIN please contact our offices at 707-428-7461 or bl@fairfield.ca.gov**

****If you need access to a computer, feel free to use the Community Developments Self-Help area on the 2nd Floor of City Hall – 1000 Webster Street, Fairfield, CA 94533.**

Why am I receiving an error message when trying to renew online?

The most common reasons people experience error messages are:

- 1.) Using an outdated browser
- 2.) Entering payment information incorrectly.

****If addressing the two items above does not solve the error, please screenshot the pop-up error message and email the City at bl@fairfield.ca.gov.**

Why can't I renew my business license online?

If you are unable to renew, it may be because your license account does not qualify for online renewals. The following account types cannot renew online and must make payments in person or through regular mail:

- First time renewals
- Licenses that have expired or been inactive for a year or more
- Firearm related businesses
- Solicitor Peddler businesses

How do I renew my business license for the first time?

If this is your first license renewal with the City of Fairfield you must renew in person or through regular mail. You should have received a Renewal Notice and an Amended Sheet. Please complete both of these forms and return them to 1000 Webster Street 2nd Floor, Fairfield, CA 94533.

****If you did not receive the renewal documents, please contact our offices at 707-428-7461 or bl@fairfield.ca.gov.**

How long does it take to receive my new license certificate?

It may take up to 20 business days to receive your new license certificate. Please be sure to provide the most recent mailing address to ensure a timely return.

How do I reinstate an expired license?

License accounts may be reinstated depending on the license type. To reinstate your license come to the Community Development Department on the 2nd Floor of City Hall – 1000 Webster Street, Fairfield, CA 94533.

If your account has expired but your business is still in operation, be prepared to provide Fairfield gross receipts for all of the 'inactive' license account years. Please be advised that there may be previous tax amounts and penalty fees due.

If you are an out-of-city contractor see the next listed Q&A.

What if my business is an out-of-city contractor?

How much is my license renewal?

Your license was issued based on the total valuation of your Fairfield project. If the same job(s) is continuing and the value has increased, please provide the increase amount. Pay taxes on that amount only. If your job is continuing without a value increase, please make the minimum tax amount of \$20.00 + the \$4.00 State CASp fee.

How can I reinstate a license?

If your business has had a license account with the City of Fairfield in the past but has since expired, contact our offices at 707-428-7461 or bl@fairfield.ca.gov to receive paper or online reinstatement information. Note that payments cannot be accepted over the phone.

How do I renew my firearms related business license?

Online renewals are not available to firearm related businesses. You may renew in person or through regular mail. 1000 Webster Street, 2nd Floor, Fairfield, CA 94533.

To renew please be sure to submit all of the following items to our offices.

- Complete and signed Renewal Notice
- Copy of Valid Federal Firearms License
- Copy of Seller's Permit
- Copy of Certificate of Eligibility issued by the Department of Justice

How do I renew my Solicitor-Peddler business license?

Online renewals are not available to solicitor-peddler business. You may renew in person or through regular mail. 1000 Webster Street, 2nd Floor, Fairfield, CA 94533.

To renew please be sure to submit all of the following items to our offices.

- Copy of Solicitor Peddler Permit
- Copy of all employee I.D. cards

Police Solicitor-Peddler Permits are valid for one year and need to be renewed annually. Police issued I.D. cards are valid for three years and need to be renewed upon expiration.

Renewals for your business license and Police approvals can be made at the same time.

Why am I being charged a Flat Rate?

Several business types are taxed on a City adopted Flat Rate fee. If you are any of the following business types you will have to pay the associated Flat Rate renewal fee.

- Day Care / Personal Care Center
- Trucking
- Solicitor-Peddler
- Pawnbroker
- Auctioneer

How much do I pay if I am a Non-Profit or Veteran Exempt?

Non-Profit and Veteran Exempt businesses do not have to pay the City associated license tax. However, they do have to pay the \$4.00 state CASp fee.

How do I close a business license?

If you are no longer doing business in the City of Fairfield, you may close your account online at the following link <https://eservices.fairfield.ca.gov/hdlweb>.

Click on the 'Request to Close a Business' link at the top right and following the step-by-step instructions. If you received a paper renewal in the mail, please sign and date the top right-hand box on your renewal notice and return it to our offices at 1000 Webster Street, 2nd Floor, Fairfield, CA 94533.

How do I transfer ownership of my business license?

If you are no longer the operator/owner of the business, you will need to close out the business license account that is in your name. You may close your account as described in the Q&A above. The new business owner will then have to apply for a new business license in their name. Please note that the City cannot issue a new business license under the new ownership until the previous owner has closed their account.

Didn't see your questions answered here? Feel free to contact our offices at 707-428-7461, bl@fairfield.ca.gov, or 1000 Webster Street, 2nd Floor, Fairfield, CA 94533.