



Steps to Apply for a Business License

To avoid delays in the issuance of your business license, please follow the steps below. Please note: Steps 2 through 5 require various departments/agencies to sign off before the final issuance of the license.

Step 1

Tax Collector's Office - (530) 621-5800 Apply for your business license by completing the steps below and continuing the process online or manually.

- 1) Complete the Business License Application.
- 2) Locate the Fee Parcel Number or FPN (formerly Assessor's Parcel Number or APN):
On the Tax Collector's website (<https://www.edcgov.us/Government/TaxCollector>) click on Pay, Print, and View Your Property Taxes under the Property Tax section. Next, use the drop down arrow under "Search By" and select "Street Address", click on the Search button. The FPN will appear below the search criteria.
- 3) Note: Steps 2 through 5 below, if applicable, may require the applicant to go in person to various departments/agencies for approval.

Step 2

Planning and Building Department - (530) 621-5355 (Placerville) or (530) 573-3300 (South Lake Tahoe)
www.edcgov.us/planning/

All business license applications (except approved home-based business applications) must be approved by the Planning and Building Department.

If you are a home-based business, please complete the Home-Based Business License Checklist and upload it as an attachment, if you are working online, or attach it to your application to be mailed to the Tax Collector.

Step 3

Environmental Management - (530) 621-5300 (Placerville) or (530) 573-3450 (South Lake Tahoe)

The following businesses require Environmental Management Department sign-off and may require a separate Environmental Health permit or registration:



- Restaurants, businesses handling food (including prepackaged foods), and Cottage Food Operations.
- Auto Repair shops, gas stations, pool suppliers, collectors and/or storage of hazardous waste. Please refer to <http://www.edcgov.us/emd>.

Step 4

Sheriff's Department - (530) 621-5703 (Placerville) or (530) 573-3000 (So. Lake Tahoe)

Sign off required for Itinerant Businesses and other Special Business Licenses only.



Step 5

Recorder's Office - (530) 621-5490 (Placerville) or (530) 573-3408 (So. Lake Tahoe)

If not using your last name in the name of your business, it is necessary to file for a fictitious business name.

Step 6

Agriculture Department - (530) 621-5520 (Placerville) or (530) 573-7955 x5520 (So. Lake Tahoe)

Sign off required for hemp growers.

Step 7

Fire District - Sign off required for commercial and industrial businesses.



Step 8

Tax Collector - After completing the online application process, your business will be reviewed and you will receive an email to complete any approvals that are not done electronically and to complete the payment process. Once the payment is completed, your business license will be sent to the email or mailing address on the application within seven working days.

If you have followed these directions, you may be on your way to legally conducting business in El Dorado County!

