

Important Notice



The City of Del Mar has established various zoning regulations that control the location and operation of commercial activities.

We strongly recommend consulting with the Planning staff before signing lease agreements or purchasing commercial property. For more information: Planning Staff (858) 755-9313.

Did you know???

Business licenses are calendar year permits and must be renewed by January 1st of each year. While the Finance Department makes every effort to send renewal notices, the business owner is responsible for timely payment.

Licenses are not transferable. If you sell your business, it is your responsibility to notify this office in writing so that your license may be closed. The new owner must apply for a new license in his or her name.

Licenses are approved for a specific location. If you move, notify this office in writing. Your license will need to be approved for the new location. Be sure your new location allows the use.

The above information gives you general information on obtaining a business license in the City of Del Mar. Should you require additional information, please call (858) 755-9354.

FIRE DEPARTMENT

2200 Jimmy Durante Boulevard
Del Mar, CA 92014
Fire Administration
Fire Prevention

(858) 755-1522
(858) 755-1522

SHERIFF'S DEPARTMENT

175 North El Camino Real
Encinitas, CA 92024-2899
Service (Non-Emergency)

(760) 966-3500

ADMINISTRATIVE OFFICES

1050 Camino Del Mar
Del Mar, CA 92014-2698

Business License
City Council
City Manager
City Clerk
Finance
Personnel
Purchasing
Water Billing

(858) 755-9354
(858) 755-9313
(858) 755-9313
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PLANNING & COMMUNITY DEVELOPMENT

1050 Camino Del Mar
Del Mar, CA 92014-2698

Administration
Planning (Zoning)
Code Enforcement Officer

(858) 755-9313
(858) 755-9313
(858) 755-9313

PUBLIC WORKS

2240 Jimmy Durante Boulevard
Del Mar, CA 92014

Administration
Utilities
Street Maintenance
Sewer & Water Maintenance
Emergency # (after 4p.m. & Weekends)

(858) 755-3294
(858) 755-3294
(858) 755-3294
(858) 755-3294
(858) 756-1126

PARKING CITATION PROCESSING CENTER

(800) 535-2421

GOVERNMENT INFORMATION

Waste Management
Channel 24/130 (DMTV)
Del Mar Fairgrounds
Chamber of Commerce
Library
Post Office

(888) 929-9411
(858) 481-2882
(858) 755-1161
(858) 755-4844
(858) 755-1666
(800) 275-8777

DEL MAR VILLAGE ASSOCIATION

P.O. Box 592
Del Mar, CA 92014
info@delmarmainstreet.com

(858) 755-1179

Conducting a Business in the City of Del Mar



DEL MAR



City of Del Mar
1050 Camino del Mar
Del Mar, CA 92014-2698



Tel: (858) 755-9354
Fax: (858) 755-2794

General Information



All businesses operating in the City of Del Mar are required to have a business license. This includes businesses that operate from the home.

There are a few reasons why Del Mar requires businesses to obtain a City license:

1. Taxation for the privilege of doing business in the city.
2. To ensure that businesses operate in a manner consistent with city regulations and zoning regulations.
3. To obtain contact information for public health and safety emergencies.

Each license is approved by the Finance, Planning, and Fire Departments. The normal length of time for processing a license is approximately 30 days.

You need a business license for Del Mar if you...

- Have a commercial location in Del Mar
- Have more than one location in Del Mar
- Have a home-based business located in Del Mar
- Have a business P. O. Box in Del Mar
- Are located outside the City of Del Mar, but do business within the City limits.

Filling out the form

There are 2 main categories for Licenses

1. Gross Receipt Licenses
2. Flat Fee Licenses

Generally, businesses involving a product fall into the Gross Receipt category and businesses providing a service fall in the Flat Fee category.

The application form provides a list of different types of businesses. Find the category that pertains to your business to identify your rate for fees. Gross Receipt licenses are paid by the total amount of receipts estimated for the coming calendar year. A minimum of \$30 is required for licenses in the Gross Receipt category. Fees must be paid in advance and are non-refundable. Checks should be made payable to the City of Del Mar.

State Estimated Gross Receipts to avoid delays in processing!

Business Description

Be specific in the description of the type of business. For example, if you are a consultant, list the field of expertise. If you own a mail order firm, list the type of products sold.

Business Start Date

This date is the actual date you expect to start doing business within the city limits of Del Mar.

Ownership Type

Sole Proprietorship: a business owned by a single person.

Partnership: Two or more persons who are equally liable as co-owners of a business for profit.

Corporation: an independent legal and tax entity which remains intact even if its officers and directors change.

Federal Employer ID # (FEIN)

May be obtained from the Internal Revenue Service at (800) 829-1040.

Filling out the form

(Continued)

State Employer ID # (SEIN)

Businesses are required to obtain a State Identification Number to report employee taxes to the State. Contact (888) 745-3886 or (916) 654-8706.

Board Equal Sales ID # (BEAN)

A seller's permit number is required for all persons selling tangible property which is subject to State Sales & Use Tax. Contact the State Board of Equalization by going to www.boe.ca.gov.

Fictitious Business Names

Owners of a business who use a fictitious name (one other than his or her own name) must clear the name through the County Clerk to ensure that there is no other use of that name. Contact the County Clerk as follows:

1600 Pacific Hwy.

San Diego CA 92101

(619) 236-3771