



CONDUCTING A BUSINESS IN THE CITY OF DEL MAR



Important Notice

The City has partnered with HdL Companies to administer all aspects of business licensing services for the City including processing of business license initial applications and annual renewals, payments, compliance, and general support. All inquiries and communications related to business licensing will be handled by HdL Companies. For assistance with applying or renewing your Business License, you may contact the HdL support center by email at DelMar@HdLgov.com or by phone at (619) 848-7426

GENERAL CONTACT INFORMATION

FIRE DEPARTMENT

2200 Jimmy Durante Blvd
Del Mar, CA 92014

Fire Administration & Prevention (858) 755-1522

SHERIFF'S DEPARTMENT

175 North El Camino Real
Encinitas, CA 92024

Service (Non-Emergency) (760) 966-3500

PLANNING & COMMUNITY DEVELOPMENT

1050 Camino Del Mar
Del Mar, CA 92014

Administration (858) 375-9516

Code Enforcement (858) 704-3651

ADMINISTRATIVE OFFICES

1050 Camino Del Mar
Del Mar, CA 92014

Business Licenses (HdL) (619) 848-7426

City Manager's Department (858) 375-9557

Administrative Services (858) 375-9558

Finance & Water Billing (858) 755-9354

PUBLIC WORKS

224 Jimmy Durante Blvd
Del Mar, CA 92014

Administration (858) 755-3294

After-Hours Emergency (858) 756-1126

EDCO Waste Hauler (619) 287-7555


DEL MAR VILLAGE ASSOCIATION

(858) 735-3650

info@visitdelmarvillage.com

General Information

The City of Del Mar requires all businesses conducting “transactions and carrying on of business within the city” to obtain an annual business license. Home-based businesses and those that operate through a post office box are also required to obtain a business license.

 **You need a business license in Del Mar if you...**

- Have a commercial location in Del Mar
- Have more than one location in Del Mar (Each location requires a separate business license)
- 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 conduct business within the City limits

Filing Online

The easiest and fastest way to apply for a new business license or renew your current license is using the online filing method. Payments can be made by electronic check or by credit card. To begin, navigate to <https://delmar.hdlgov.com/> and simply click on "Go to Business License Portal" to see options for applying, renewing and paying balances.

 **SB 205 - SIC Code**

Senate Bill (SB) 205 was signed into law and became effective on January 1, 2020. It requires a person or entity applying to a city or county for a new or renewed business license to demonstrate enrollment in a NPDES permit. A NPDES permit is a federal permit that regulates point source discharges of pollutants into waters of the United States. The NPDES permit requirement is determined by the type of business you own. Not all businesses will be required to obtain an NPDES permit, but will still need to provide an SIC Code. HdL can guide you through this process. For more information or to find your SIC Code, navigate to the SB 205 FAQ page: <https://delmar.hdlgov.com/Content/SB205FAQ.pdf>

What You Need to Know

- Business licenses are renewed on an annual basis and expire at the end of December each year.
- The business start date is the first date your business started operating in Del Mar.
- Sole owner or partnerships are required to provide Social Security number or California driver's license number for all owners/partners. LLC, Limited Partnership, Trust or Corporations are required to provide a Federal Employee Identification Number (FEIN) or State Employee Identification Number (SEIN) for the business.
- No payment will be required until your application has been reviewed and accepted. You will receive an email verifying the receipt of application. Within 3 business days you will receive an email containing the amount due and instructions on how to make payment online.

