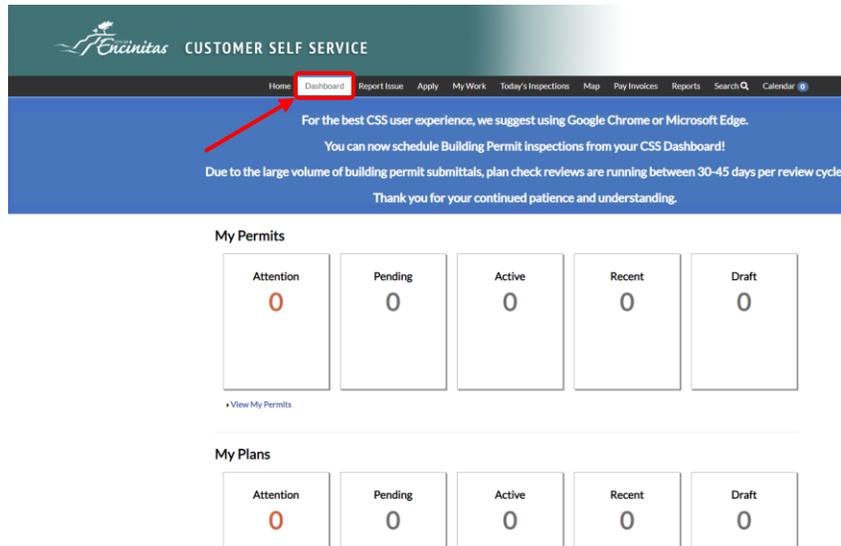
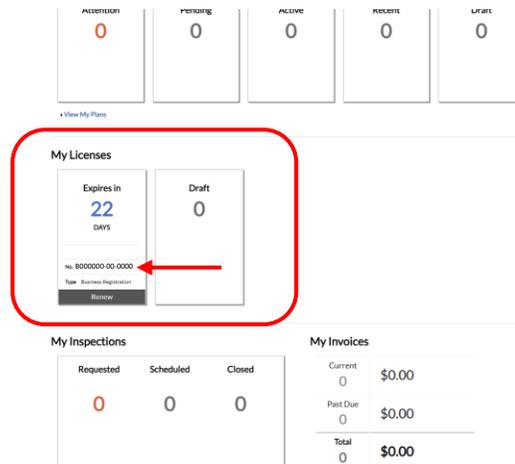


How to Renew a Business Registration

1. Log in to your CSS account and click on the 'Dashboard' button.



2. Scroll down to the section titled 'My Licenses' and click on your business registration number.



3. Click on the 'Renew' button in the upper right.

License Number: B000000-00-0000 [Renew](#)

• License cannot be printed at this time. License has not been issued.

[License Details](#) | [Tab Elements](#) | [Main Menu](#)

License Details

License Type:	Business Registration	District:	Old Encinitas	Applied Date:	06/06/2022
Account Number:		Issued By:	Luther, Maile	Period Start Date:	06/14/2022
Status:	Renewal Pending			Expiration Date:	06/14/2023
Description:					

[Business](#) | [Locations](#) | [Fees](#) | [Attachments](#) | [Contacts](#) | [Holds](#) | [Classifications](#) | [More Info](#)

[Business](#) | [Next Tab](#) | [License Details](#) | [Main Menu](#)

Business

Company Name:	Company Name	DBA:		Open Date:	
Company Type:	Corporation	Status:	Active	Closed Date:	
District:	Old Encinitas			Last Audit Date:	
Location:	Commercial				
Description:	Business description				

4. Click the 'Next' button to continue to the next step.

 **CUSTOMER SELF SERVICE**

Home | Dashboard | Report Issue | Apply | My Work | Today's Inspections | Map | Pay Invoices | Reports | Search | Calendar

Renew License - Business Registration *REQUIRED

1 Type | 2 More Info | 3 Attachments | 4 Review and Submit

LICENSE DETAILS

Please provide a detailed DESCRIPTION of your business operation under LICENSE DETAILS.

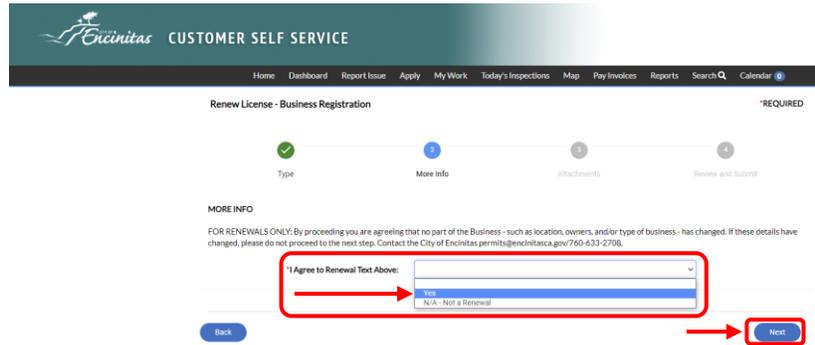
License Type:

Description:

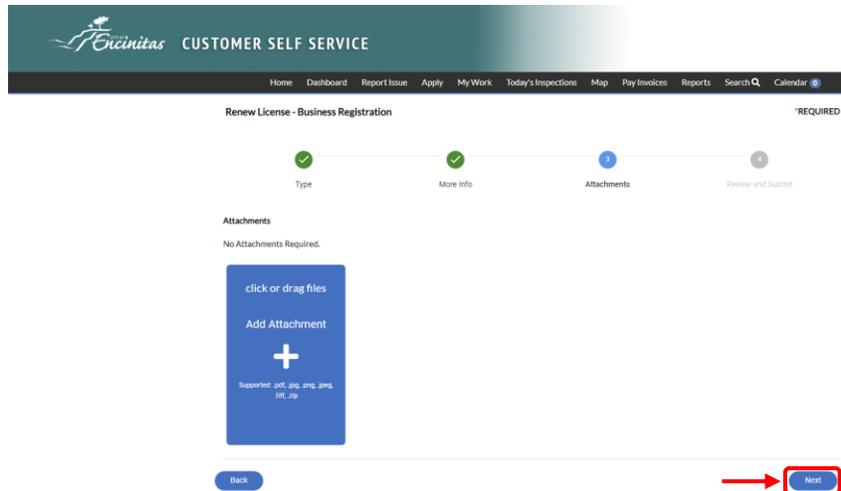
[Next](#)

Need Help? Email
Encinitas CSS Support: 760.633.2708 | Encinitas Building Division: 760.633.2730 | Encinitas Engineering Division: 760.633.2706 | Encinitas Planning Division: 760.633.2710 | Encinitas Fire Prevention: 760.633.2820 | Encinitas Parks, Recreation District: 760.633.2650
City Hall: 505 S Vulcan Ave, Encinitas, CA 92024-2879

5. Click on the drop down menu and select 'Yes' from the list to agree to the renewal text then click 'Next.'



6. There aren't any required documents for a business registration renewal. Click the 'Next' button to continue to the next step.



- Review your business information shown and click the 'Submit' button after you have confirmed that all information is correct. If there have been changes to your business information, do not proceed. Email permits@encinitasca.gov for further instruction.

Renew License - Business Registration *REQUIRED

Progress: Type (✓), More Info (✓), Attachments (✓), Review and Submit (1)

Submit

Locations

Location	505 S Vulcan Ave, Encinitas, CA, United States 92024
Mailing	505 S Vulcan Ave, Encinitas, CA, United States, 92024
Parcel Number	000000000

Basic Info

Type	Business Registration
Description	Business description
Industry Classification(s)	000000 - Classification Title
Applied Date	05/23/2023

Contacts

Agent	Brayden Davis 505 S Vulcan Ave, Encinitas, CA, United States, 92024
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- Click on the 'Add to Cart' button to pay your Business Registration Renewal Fee.

✓ Your license application was submitted successfully.

License Number: B000000-00-0000 **Add to Cart**

License cannot be printed at this time. License has unpaid fees.

License Details | Tab Elements | Main Menu

License Details

License Type:	Business Registration	District:	Old Encinitas	Applied Date:	05/23/2023
Account Number:		Issued By:	Luther, Malle	Period Start Date:	06/14/2023
Status:	Issued	Expiration Date:	06/14/2024		
Description:	Business description				

Business | Locations | Fees | Attachments | Contacts | Classifications | More Info

Business | Next Tab | License Details | Main Menu

Business

Company Name:	Company Name	DBA:	Open Date:
Company Type:	Corporation	Status:	Active
District:	Old Encinitas	Closed Date:	
		Last Audit Date:	

10. Click the 'Check Out' button to continue to the payment method screen.

Encinitas CUSTOMER SELF SERVICE

Home Dashboard Report Issue Apply My Work Today's Inspections Map Pay Invoices Reports Search Calendar

Back

Shopping Cart

Total \$24.00
Check Out

Invoice: 00000000 Description: 8000000-00-0000
Due Date: 06/22/2023

Case Number	Project	Case Address	Amount Due
8000000-00-0000		505 S Vulcan Ave, Encinitas, CA 92024	\$24.00

\$24.00
Remove
Top | Main Menu

Total \$24.00
Check Out

MyGovPay

City of Encinitas
Order Number: 00000
Tuesday, May 23, 2023

11. Complete the process by entering your payment information and processing your payment.

MyGovPay

City of Encinitas
Order Number: 00000
Tuesday, May 23, 2023

Invoice #	Item Description	Quantity	Unit Price	Total Price
000000	8000000-00-0000	1	\$24.00	\$24.00
Item Total:				\$24.00
Order Total:				\$24.00

Payment Details

*all fields are required

Cardholder Name Billing Street Billing Zip Code

Card Type Card Number Expiration Date

CVV Code

Pay Now: \$24.00

Cancel