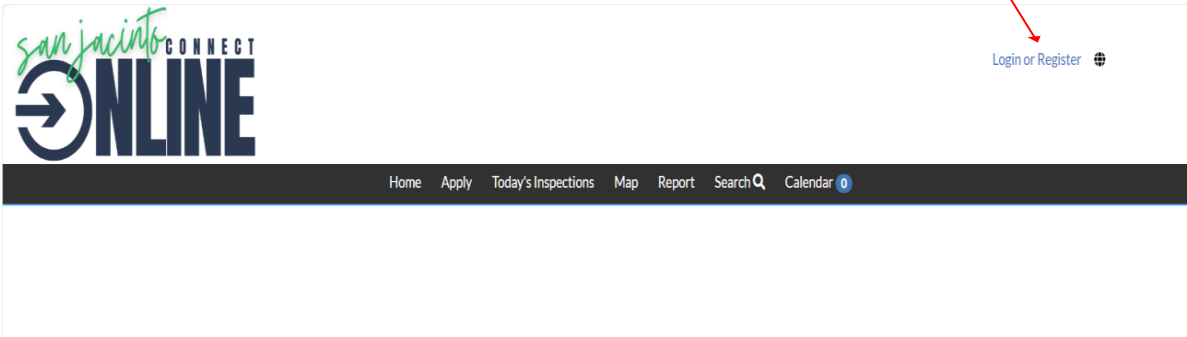
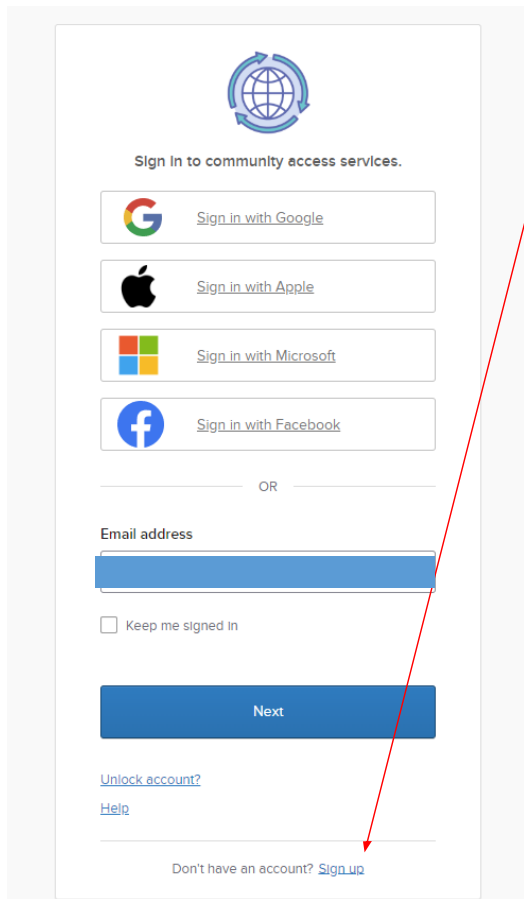


BUSINESS LICENSE RENEWAL STEP-BY-STEP INSTRUCTIONS

Select "[Login or Register](#)" to create an online profile on the **SJconnect** portal.

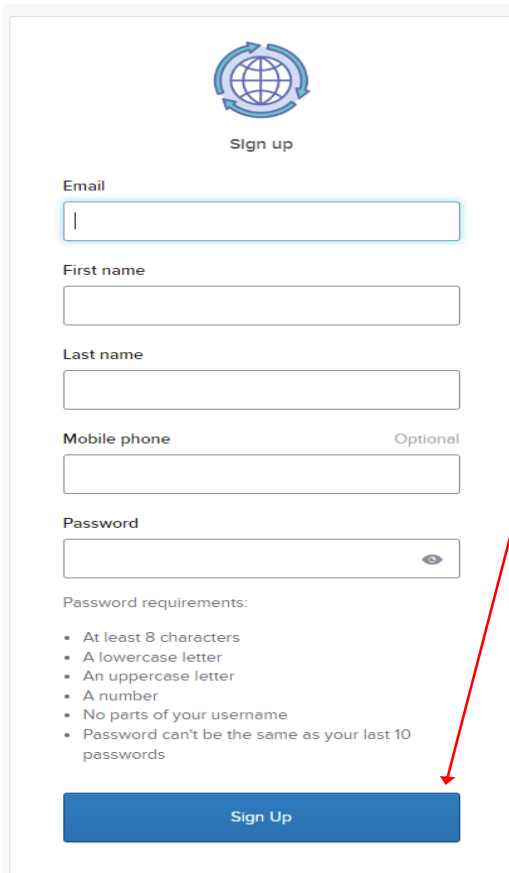


Select [Sign Up](#) at the bottom of this screen.



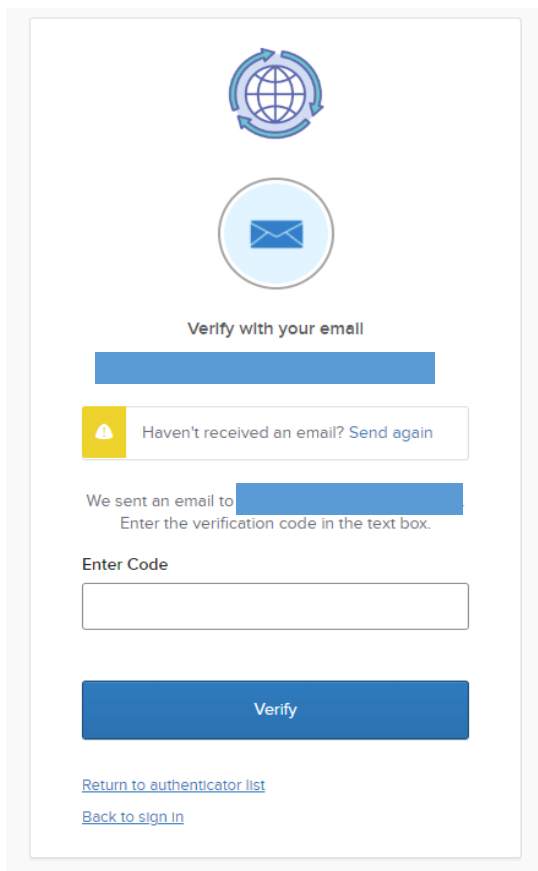
[Link to San Jacinto Connect Online](#)

Enter all the required fields then select **Sign Up**.



The sign up form features a globe icon with circular arrows at the top. Below it is the text "Sign up". The form contains several input fields: "Email", "First name", "Last name", "Mobile phone" (with "Optional" text to its right), and "Password" (with an eye icon for toggling visibility). Below the password field, there is a section titled "Password requirements:" followed by a bulleted list: "At least 8 characters", "A lowercase letter", "An uppercase letter", "A number", "No parts of your username", and "Password can't be the same as your last 10 passwords". At the bottom of the form is a blue "Sign Up" button. A red arrow points from the "Sign Up" text in the instruction above to this button.

The system will generate a confirmation code and send it to your email. Retrieve the numerical code and enter below, then select **Verify**.



The verification form features a globe icon with circular arrows at the top, followed by an envelope icon in a circle. Below these is the text "Verify with your email". There is a blue progress bar. A yellow bell icon is next to the text "Haven't received an email? Send again". Below this, it says "We sent an email to" followed by a blue progress bar, and "Enter the verification code in the text box." Below that is the text "Enter Code" and an empty text input field. At the bottom is a blue "Verify" button. At the very bottom, there are two links: "Return to authenticator list" and "Back to sign in".

The system will automatically log you in.

Please **READ** the registration **Acknowledgment** and click **Continue**.

Registration

Step 1 of 3: Acknowledgement

Welcome to the San Jacinto Connect Online. Your one-stop-shop for permit, entitlements and licenses within the City of San Jacinto. By registering, you will have the ability to submit permits, review entitlements, request business licenses, and pay for related invoices, 24 hours a day, 7 days a week.

Continue

Enter the personal information of the business owner.

Registration

Step 2 of 3: Personal Info

*REQUIRED

* First Name
First Name is required.

Middle Name

* Last Name
Last Name is required.

Company

* Contact Preference --Select Contact Preference--
Contact Preference is required.

* Email Address

Additional Contact Information

Back

Next

IMPORTANT - If the applicant is NOT the owner, please create an additional contact with the applicant information, click **Next**.

Enter the business address, click **Submit**.

Registration

Step 3 of 3: Address

*REQUIRED

* Address |street address, P.O. box. (required)
Address is required.

|Apartment, suite, unit, floor, (optional)

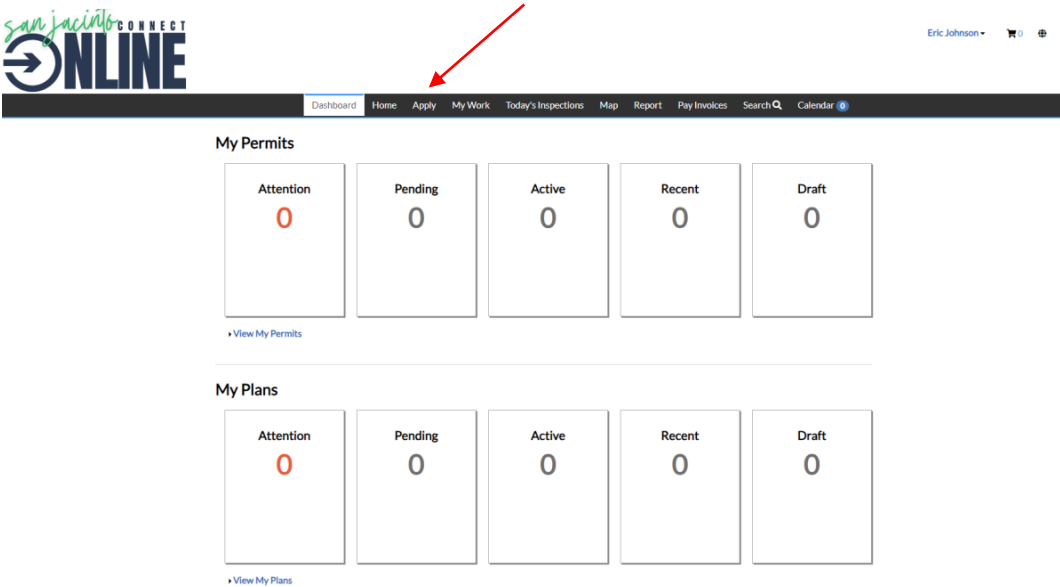
City

State

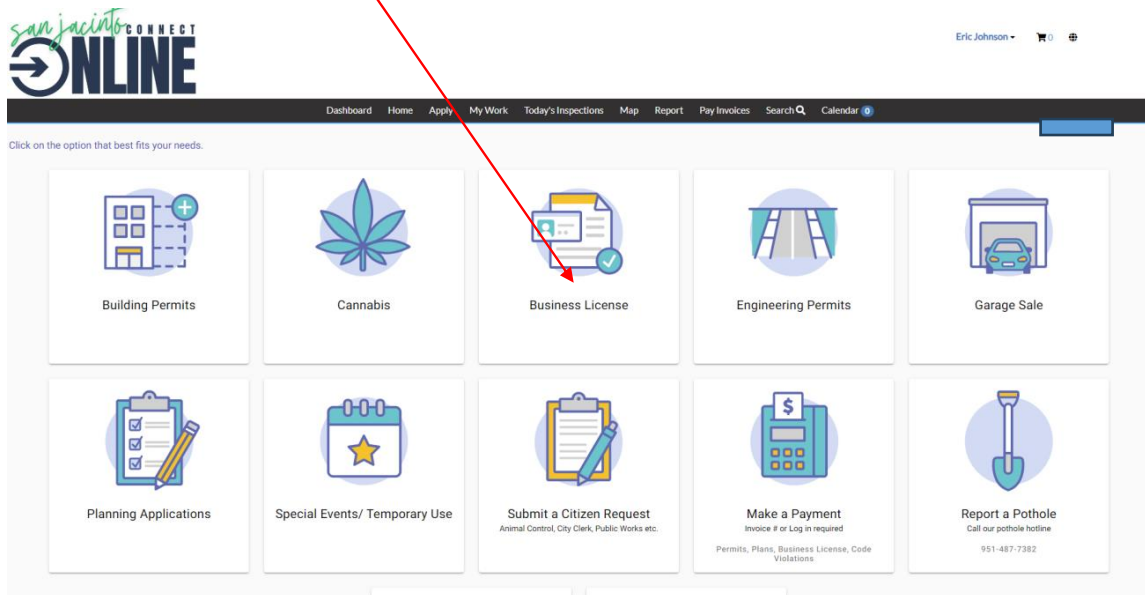
Postal Code

Back Submit

From the main Dashboard select **Apply**.

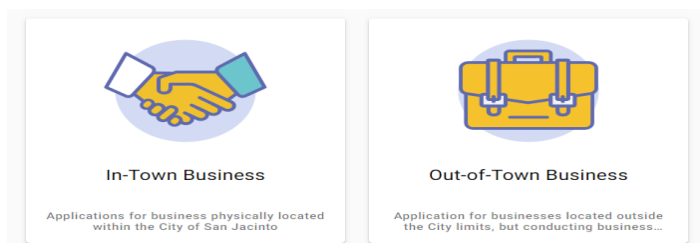


Select - Business License

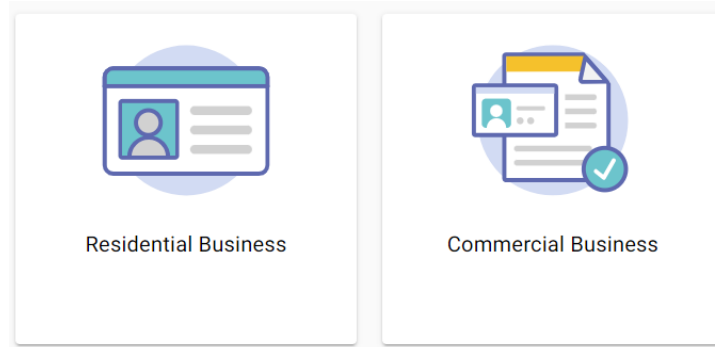


If your business address is located in San Jacinto, select **In-Town Business**.

If your business address is located **OUTSIDE** of City of San Jacinto, select – **Out-of-Town Business**.



If you operate your business from a **private residence in San Jacinto**, select **Residential Business**.
If you operate your business from a **commercial location in San Jacinto**, select **Commercial Business**.
Contractors located **OUTSIDE** of City Limits, select **Commercial Business**.



Select the correct application below based on the **description**:

Application Assistant Help me choose

Search for application names and keywords

[All](#) [Trending](#) [My History](#) [LICENSES](#) [PERMITS](#) [PLANS](#)

[Show Categories](#) Show My Templates

In-Town Businesses Apply

Category Name: Business License Description: Business License applications for business physically located within the City of San Jacinto

Out-of-Town Businesses Apply

Category Name: Business License Description: Business License application for businesses located outside the City limits, but conducting business within the City. For example, Contractors, Taxicab drivers, etc.

Select the type company type using the drop down options:

Select or create the business for this application

Select Company Type

Create New Business During Application

+

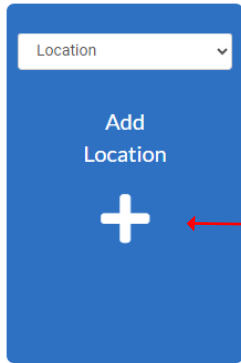
Click the **+** sign to continue

Select the different types of addresses related to your business location.

(example: "Billing" address may be different than the physical address)

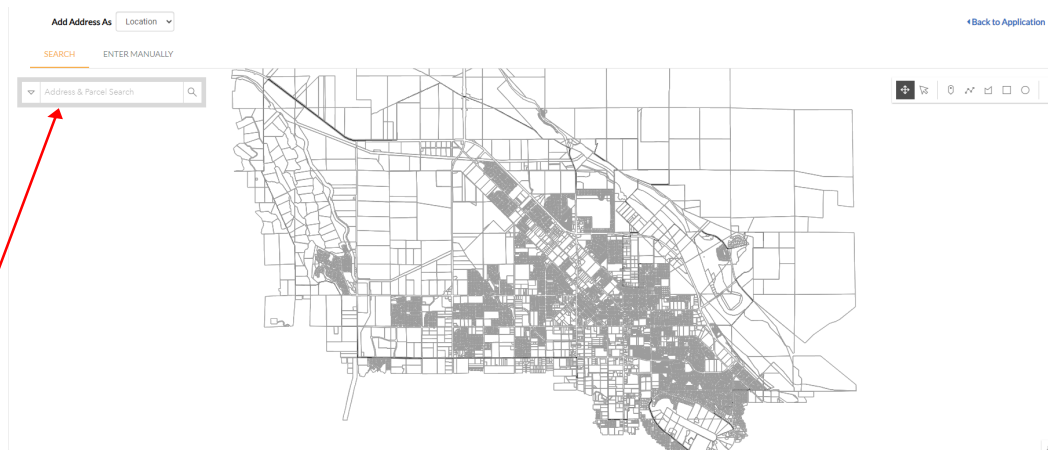
LOCATIONS

Enter the business location. Enter the mailing address if different than applicant's contact information.



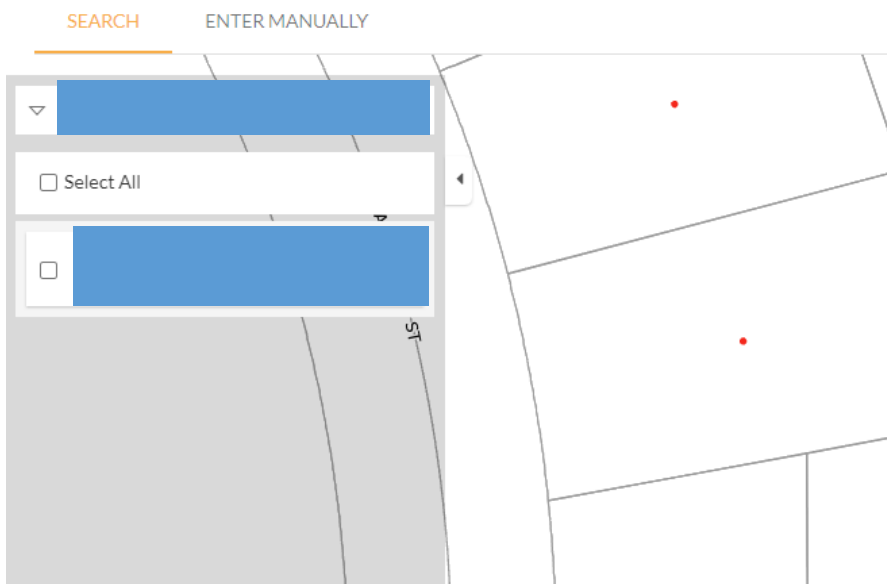
Click the **+** sign to continue

In Town Businesses: Begin to enter the business address. As you enter the information, your address should automatically appear.



Out of Town Businesses **MUST** use the "ENTER MANUALLY" option to enter business address.

Click the small square. The **ADD** button will appear – click it.



If you have a different mailing address, select the type from the drop down and **+** button to add. **Next**

LOCATIONS

Enter the business location. Enter the mailing address if different than applicant's contact information.

Type: Location

Mailing

Add Location

Main Address

Parcel Number

Main Parcel

Remove

Create Template

Save Draft

Next

Complete the required fields and click **NEXT**

BUSINESS DETAILS

Provide a detailed description of business activities. Example: Restaurant - we make and sell pizzas, Retail store - we sell clothing and household goods.

* Company Type Corporation

* Company Name

Business Description

DBA

* Location

Industry Classification(s) [Select Industry Classification](#)

LICENSE DETAILS

* License Type In-Town Businesses

Description

Back Create Template Save Draft Next

Please click the **“INDUSTRY CLASSIFICATION(S)”** to bring up menu.

Enter a description in the search bar (i.e. Trucking, Retail, Restaurant) then **Search**.

[Back to Application](#)

Add Industry Classification(s)

Search Code number, name Category --Select Category-- Search Reset

Select the best option that describes your type of business and/or operations. **You can select more than one category/type of business (if needed).**

Add Industry Classification(s)

Search Category

Select	Code Number	Name	Category
<input checked="" type="checkbox"/>	484110	General Freight Trucking, Local	48-49: Transportation and Warehousing
<input checked="" type="checkbox"/>	484121	General Freight Trucking, Long-Distance, Truckload	48-49: Transportation and Warehousing
<input checked="" type="checkbox"/>	484122	General Freight Trucking, Long-Distance, Less Than Truckload	48-49: Transportation and Warehousing
<input checked="" type="checkbox"/>	484220	Specialized Freight (except Used Goods) Trucking, Local	48-49: Transportation and Warehousing
<input checked="" type="checkbox"/>	484230	Specialized Freight (except Used Goods) Trucking, Long-Distance	48-49: Transportation and Warehousing

Results per page 1 - 5 of 5 << < 1 > >>

When you are done adding categories, click **Add Selected.**

Enter a business owner's name by clicking the **+** sign

Apply for License - In-Town Businesses *REQUIRED

Locations Type **Contacts** More Info Attachments Signature Review and Submit

CONTACTS

Provide the primary owner of the Business. Add additional contacts as needed.

Business Owner

Add Contact

+

REQUIRED

Select Type

Add Contact

+

Enter the owner's name and select the magnifying glass to **SEARCH** the directory. Select from the names displayed – click **Add** to confirm your selection. If the name doesn't appear proceed to Enter Manually.

[Back to Application](#)

Add Contact

Add Contact As : Business Owner

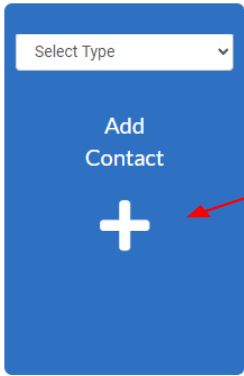
Search

Sort

Favorite	First Name	Last Name	Company	Action
<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="button" value="Add"/>
<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="button" value="Add"/>

Results per page 1 - 2 of 2 << < 1 > >>

If you need to add additional owners, repeat steps above or Select Type and click the + to Add Contact.



Click **NEXT** to continue

In the **GENERAL** tab, complete as much information as possible. *Missing information may delay the review and processing of your business license.*

General Information [Next Section | Top](#) | [Main Menu](#)

Is This a Home Based Business?

Business Start Date

Resale Number

Federal ID Number (EIN)

State ID Number (TIN)

State License Number

State License Type

Expiration Date

*Number of Part Time Employees

Part time: "The average number of employees who worked 25 hours or more per week at this location during the preceding fiscal year"

*Number of Full time Employees

Full time: "The average number of employees who worked 40 hours or more per week at this location during the preceding fiscal year"

SIC (can be obtained by using the search feature below)

*SIC Number

SIC Code Search

NPDES Permit Number

Industrial Permit Number

Ownership Type

Applicant Business Description

*Business Category

- A. Rental Space
- B. Retail / Sales
- C. Manufacturer / Wholesalers
- D. Professional and Services
- E. Contractors
- F. Special Businesses
- Exempt Licenses

If you are a contractor, please select **ALL** that apply.

State Contractor License Type	
<input type="checkbox"/>	A - General Engineering Contractor
<input type="checkbox"/>	B - General Building Contractor
<input type="checkbox"/>	B-2 - Residential Remodeling Contractor
<input type="checkbox"/>	C-2 - Insulation and Acoustical Contractor
<input type="checkbox"/>	C-4 - Boiler, Hot Water Heating and Steam Fitting
<input type="checkbox"/>	C-5 - Framing and Rough Carpentry Contractor
<input type="checkbox"/>	C-6 - Cabinet, Millwork and Finish Carpentry Contr
<input type="checkbox"/>	C-7 - Low Voltage Systems Contractor
<input type="checkbox"/>	C-8 - Concrete Contractor
<input type="checkbox"/>	C-9 - Drywall Contractor
<input type="checkbox"/>	C-10 - Electrical Contractor
<input type="checkbox"/>	C-11 - Elevator Contractor
<input type="checkbox"/>	C-12 - Earthwork and Paving Contractors
<input type="checkbox"/>	C-13 - Fencing Contractor
<input type="checkbox"/>	C-15 - Flooring and Floor Covering Contractors
<input type="checkbox"/>	C-16 - Fire Protection Contractor
<input type="checkbox"/>	C-17 - Glazing Contractor
<input type="checkbox"/>	C-20 - Warm-Air Heating, Ventilating and Air-Condi
<input type="checkbox"/>	C-21 - Building Moving/Demolition Contractor
<input type="checkbox"/>	C-22 - Asbestos Abatement Contractor
<input type="checkbox"/>	C-23 - Ornamental Metal Contractor
<input type="checkbox"/>	C-27 - Landscaping Contractor
<input type="checkbox"/>	C-28 - Lock and Security Equipment Contractor
<input type="checkbox"/>	C-29 - Masonry Contractor
<input type="checkbox"/>	C-31 - Construction Zone Traffic Control Contracto
<input type="checkbox"/>	C-32 - Parking and Highway Improvement Contractor

Please read the **Home Occupations & Acknowledgements** for **ALL Home Based Businesses** before typing your name at the bottom.

Home Occupations

[Previous Section](#) | [Top](#) | [Main Menu](#)

The following acknowledgements are for Home Occupations and Home Based Businesses.

I CERTIFY UNDER THE PENALTY OF THE LAWS OF THE STATE OF CALIFORNIA THAT I HAVE RECEIVED AUTHORIZATION FROM THE PROPERTY OWNER OF THE PROPERTY THAT IS THE SUBJECT MATTER OF THIS APPLICATION AND I AM AUTHORIZING AND DO HEREBY CONSENT TO THE FILING OF THIS APPLICATION AND ACKNOWLEDGE THAT I WILL OPERATE THE BUSINESS WITHIN THE REQUIREMENTS OUTLINED IN THE DEVELOPMENT CODE AND SUMMARIZED ABOVE. I FURTHER AGREE TO WAIVE ANY RIGHT TO LATER CHALLENGE ANY CONDITIONS IMPOSED AS UNFAIR, UNNECESSARY, OR UNREASONABLE.

I FURTHER CERTIFY THAT I WILL OPERATE THE HOME OCCUPATION IN COMPLIANCE WITH ALL APPLICABLE STANDARDS OF THE DEVELOPMENT CODE AND ANY CONDITIONS OF APPROVAL IMPOSED BY THE CITY. VIOLATION OF THESE STANDARDS OR CONDITIONS OF APPROVAL, OR ACTIONS WHICH MAKE THE NECESSARY FINDINGS VOID SHALL BE GROUNDS FOR REVOCATION OF THIS HOME OCCUPATION PERMIT. I FURTHER UNDERSTAND THAT IF THIS PERMIT IS REVOKED, THE HOME OCCUPATION SHALL CEASE IMMEDIATELY.

Home occupations shall comply with the applicable locational, developmental, and operational standards identified of the Municipal Code and Development Code, as well as any conditions imposed on the Home Occupation.

I acknowledge that, once approved, I will maintain this City Business License the entire time I operate a home occupation. A Business Licenses must be renewed annually.

Uses Permitted. Except where prohibited in 17.615.050 of the Development Code, the following business activities are permitted as home occupations: a. Activities associated with the work of artists, sculptors, authors and composers. b. Activities associated with the work of dressmakers, seamstresses and tailors. c. Barber or Beauty Services with no more than one customer receiving services at any given time. d. Business, professional and sales offices, excluding medical, dental and similar uses that involve regular patient visits to the site, provided that no in-person retail sales transactions are made on the premises and that no customers or clients visit the site, except as specifically allowed by this section. Typical examples of such general business office activities include research; report writing; bookkeeping; telecommunication with clients and employees; and the sending and receiving of mail, telephone calls, and electronic communications by electronic or similar means. e. Family Day Care (Large and Small) subject to Section 17.430.110 - Child Day Care Facilities f. Home catering and food preparation businesses, subject to the approval of the Riverside County Health Department. See Section 17.430.150 - Cottage Businesses. g. Home crafts, such as model making, rug weaving, quilting and needlework, lapidary work and wood working, limited to the uses of tools and equipment commonly available for personal residential use, but specifically excluding cabinet making. h. Home-based direct sales distributions businesses in which sales, merchandise distribution and product demonstrations are primarily conducted either off-site or by telephone, mail or other electronic communication. i. Instruction in academia, music, voice, art, dance or similar activities with no more than one pupil receiving instruction at any given time. j. Small electronics repair, limited to items such as personal computers and electronic recorders with a maximum weight of 40 pounds per item. k. Telecommuting, as defined by Chapter 17.800 (Definitions). l. Wholesale or brokering of motor vehicles, provided that no vehicles are stored on

ATTACHMENT portion of the application is for **NEW** applicants to upload **REQUIRED** application documentation (i.e. sellers permit, barber and/or cosmetology license, fictitious business name filings and contractor's license).

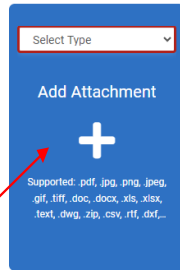
Attachments

If your business name does not include your sur-name, you must register as a Fictitious Name (DBA Filing). For availability of business names please visit the [Riverside Assessor-County Clerk-Recorder website by clicking here](#).

Once the name is registered, publish the filing by contacting one of the companies on the list provided by Riverside County. A copy of the receipt is required to confirm that the DBA has been published.

CONTRACTORS ONLY: All businesses or individuals who construct or alter any building, highway, road, parking facility, railroad, excavation, or other structure in California MUST be licensed by the California Contractors State License Board (CSLB) if the total cost (labor and materials) of one or more contracts on the project is \$500 or more. To apply or renew a contractor's license, please visit the state license board at <http://www.cslb.ca.gov/>.

SALES / RETAILERS ONLY: A seller's permit is a state license that allows vendors to sell items at wholesale or retail level and to issue resale certificates to suppliers. Making sales of merchandise, goods or other items in California without first obtaining a seller's permit violates the law. For more information on seller's permits, please visit: <https://www.cdtfa.ca.gov/taxes-and-fees/faqseller.htm>



Select the type of document and click the **+** sign to upload.

Type your name and sign using electronic signature and/or your mouse. Click NEXT

SIGNATURE

I HEREBY CERTIFY UNDER THE PENALTY OF LAW OF THE STATE OF CALIFORNIA THAT THE INFORMATION I HAVE PROVIDED ON THIS APPLICATION IS TRUE AND ACCURATE TO THE BEST OF MY KNOWLEDGE.

I FURTHER CERTIFY THAT I AM THE PROPERTY OWNER, OR HAVE RECEIVED AUTHORIZATION FROM THE PROPERTY OWNER, OF THE PROPERTY THAT IS THE SUBJECT MATTER OF THIS APPLICATION AND I AM AUTHORIZING AND DO HEREBY CONSENT TO THE FILING OF THIS APPLICATION AND ACKNOWLEDGE THAT I WILL OPERATE THE BUSINESS WITHIN THE REQUIREMENTS OF THE CITY OF SAN JACINTO MUNICIPAL CODE.

I FURTHER AGREE TO WAIVE ANY RIGHT TO LATER CHALLENGE ANY CONDITIONS IMPOSED AS UNFAIR, UNNECESSARY, OR UNREASONABLE.

FOR HOME OCCUPATIONS: I CERTIFY THAT I WILL OPERATE THE HOME OCCUPATION IN COMPLIANCE WITH ALL APPLICABLE STANDARDS OF THE DEVELOPMENT CODE AND ANY CONDITIONS OF APPROVAL IMPOSED BY THE CITY. VIOLATION OF THESE STANDARDS OR CONDITIONS OF APPROVAL, OR ACTIONS WHICH MAKE THE NECESSARY FINDINGS VOID SHALL BE GROUNDS FOR REVOCATION OF THIS HOME OCCUPATION APPROVAL. I FURTHER UNDERSTAND THAT IF THIS LICENSE IS REVOKED, THE HOME OCCUPATION SHALL CEASE IMMEDIATELY.

* Please type your name as consent to electronically sign this application.

Enable Type Signature

November, 21 2023

X Draw Signature Here

Clear

Back Create Template

Save Draft Next

VERIFY ALL THE INFORMATION IS CORRECT AND CLICK SUBMIT TO CONFIRM

Apply for License - In-Town Businesses *REQUIRED

Locations Type Contacts More Info Attachments Signature Review and Submit

Submit

CONGRATULATIONS!

This MESSAGE is your confirmation that your application was SUCCESSFULLY SUBMITTED!

✔ **Your application was successfully submitted!**

CONGRATULATIONS! YOUR BUSINESS LICENSE APPLICATION HAS BEEN SUBMITTED. TO PREVENT DELAYS IN THE REVIEW PROCESS, WE KINDLY REQUEST THAT YOU AVOID SUBMITTING DUPLICATE APPLICATIONS. IF YOU HAVE QUESTIONS OR NEED TO MAKE UPDATES, CONTACT US AT 951-537-6386.

[Continue to license](#)