What You Need to Know to Renew Your Business License

What are some of the common problems associated with pest control business license renewal applications that are received by the Department of Pesticide Regulation (DPR)?

Some of the most common problems associated with pest control business license renewal applications include: no fees or wrong amount is submitted; no signature; the listed qualified person has not renewed; and invalid (expired) liability or worker compensation insurance.

What is the procedure for notifying DPR of a name change or address change?

To notify DPR of a name or address change, fill out and send in form (PR-PML-002). The form is available on our website. During renewal, name and address changes may be made on the renewal application. In the case of name change, other documents may be needed. Please consult with DPR.

What is the procedure for notifying DPR of an ownership change?

The procedure for notifying DPR of an ownership change is the same as applying for a new business license. Licenses are not transferable. The forms are available on our website.

Who signs the renewal application form?

The owner or officer of the business must sign the business renewal application form.

Are renewal application fees refundable?

No. Renewal application fees are not refundable

If my worker's compensation insurance and/or liability insurance has expired or will expire soon, do I need to submit updated insurance policies?

Yes. You must submit updated policy information if your worker compensation insurance or liability insurance has expired or will expire soon.

Can I fax the required insurance documents to DPR?

Yes. You may fax the required documents. However, because many faxes are not legible, a hard copy should also be sent. Please indicate on the hard copy that a fax was sent.

Can my insurance company directly submit my insurance paperwork to DPR?

Yes. Your insurance company may directly submit your insurance paperwork to DPR. In order to track it, please have your insurance company put your DPR license number on the paperwork.

Does the qualified person listed on the business license renewal application need to possess a license/certificate that is current for the next valid period for the business being renewed?

Yes. In order for a business to be issued their pest control business license, the person listed on the renewal application as the qualified person must be licensed.

Can I renew my business license if my qualified applicator license is not renewed?

No. You cannot renew your pest control business license if your qualified applicator is not renewed or does not have a valid qualified applicator license.

For more information, go to www.cdpr.ca.gov and click on the Licensing quick link.

What You Need to Know to Renew Your Business License

Does each business license location need a different qualified applicator or designated agent licensee to actively supervise the location or can one qualified person supervise all of the separate locations?

Yes. Each business license location needs a different qualified applicator or designated agent licensee to actively supervise the location. One person cannot supervise multiple locations.

Can I renew my pest control business license if it has been expired for more than 12 months?

No. You cannot renew your pest control business license if it has been expired for more than 12 months. You will have to apply for a new pest control business license.

Can my completed business license renewal application form and credit card payment be faxed or paid electronically via the Internet?

No. You cannot submit your business license renewal application form or credit card payment via fax or the Internet.

Does DPR post the names of the businesses that have a valid DPR pesticide or pest control business license on the DPR website?

Yes. DPR posts the names of businesses that have a valid DPR pesticide or pest control business license on our website.

How can I avoid paying a late renewal penalty?

You can avoid paying a late renewal penalty by submitting your renewal application, supporting documents, and fee(s) prior to December 31 of the expiration year. The late penalty will be assessed to all applications postmarked after December 31 of the expiration year.

What happens if the renewal process is not finalized by the expiration date?

If your paperwork is not finalized by December 31st, but received before then, there is no penalty.

How long after expiration of my license/certificate will I be able to renew as long as I meet the requirements?

You have 12 months [with payment of the late penalty fee(s)] after your license expires to renew as long as you meet all of the license requirements.

How long does it take to process my renewal application?

It can take up to 30 days or longer to process your renewal application depending on when it is submitted.

For more information, go to www.cdpr.ca.gov and click on the Licensing quick link.