

City of **HANFORD**

CALIFORNIA 93230  
CITY OFFICES 319 NORTH DOUTY STREET  
FINANCE DEPARTMENT 315 NORTH DOUTY STREET



**MAYOR**  
TRAVIS PADEN

**VICE MAYOR**  
MARK KAIRIS

**COUNCIL MEMBERS**  
DIANE SHARP  
KALISH MORROW  
LOU MARTINEZ

**CITY MANAGER**  
MARIO CIFUENTEZ

**CITY ATTORNEY**  
ROBERT M. DOWD

MUNICIPAL BUSINESS LICENSE RENEWAL NOTICE FOR 2023

**DUE BY JANUARY 31<sup>ST</sup> 2023 OR A LATE FEE WILL APPLY**

The City of Hanford is pleased to announce that online application and payment for Business Licenses and Permits is now available. Paper Business License applications and renewals will no longer be accepted.

In order to obtain your Business License you will be required to first register for an account and then apply online. **An email is required. Please note that your Business License number will change.**

**\*Gross Receipt Business License type will need to wait until after December 31<sup>st</sup> to apply as you are required to report your calendar year 2022 gross receipts. However, you may still register early.**

Currently, acceptable forms of payment are online credit card, check or cash.

The Self-Service Portal is: <https://bit.ly/3us3gJ6>

You may also use your phone or tablet to scan the QR code located on the back of this notice.

You may also find the link to the portal on the City of Hanford website under the Finance Department. Online tutorials on how to register and apply will also be found here.

[https://www.ci.hanford.ca.us/departments/finance/business\\_license.php](https://www.ci.hanford.ca.us/departments/finance/business_license.php)

If you need assistance, please call our office at 559-585-2512 or email at:

[businesslicense@cityofhanfordca.com](mailto:businesslicense@cityofhanfordca.com)

Please visit our office at 315 N Douty St., Hanford if you need in-person assistance.

**PAYMENTS MADE BY CHECK CAN BE MAILED TO:**  
CITY OF HANFORD-FINANCE, 315 N DOUTY ST, HANFORD CA 93230-3951  
Reference the new Business License # on your check

IF YOU ARE NO LONGER DOING BUSINESS IN THE CITY OF HANFORD YOU MUST MAIL OR EMAIL A SIGNED LETTER BY THE OWNER STATING YOUR LAST DAY OF BUSINESS.



## STEP 1: CODE FOR THE SELF-SERVICE PORTAL TO REGISTER & APPLY



## STEP 2: WHAT TO EXPECT AFTER APPLYING FOR A BUSINESS LICENSE

- Once you apply, please allow 2 weeks for the City of Hanford to review your application
- After review is complete, you will receive an email notification that fees have been assessed
- Once fees have been assessed you will be allowed to make payment
- Once payment is received you will receive a notification that your Business License has been issued
- You can retrieve your Business License from your account