
**Do you need
this license?**

You must possess a pest control dealer license if you are a person, manufacturer, distributor, or retailer who does any of the following:

- Sells agricultural use* pesticides, methods, or devices for the control of agricultural pests
- Solicits pest control sales through recommendations made by your field representatives
- Sells restricted use pesticides to users

Note: Registrants who sell their own pesticide products and licensed pesticide brokers are excluded from this license requirement if they do not sell directly to the end user.

*California's definition of agricultural use includes but is not limited to commercial production of animals or plants, golf courses, parks, cemeteries, roadsides, power line rights-of-way, and nurseries.

**Basic licensing
requirements**

You can obtain a pest control dealer license by submitting the application, appropriate fee, and supporting business information and documents. The following criteria must be met **prior** to the issuance of this license:

- Qualified person
- Documents required to verify your business name and type
- Worker's compensation insurance

**Qualified
person**

According to the Food and Agricultural Code (FAC) section 12101.5, you must have at least one person in a supervisory position at each principle and branch location who

- Is actively responsible for the operation of the dealership, and
- Holds a valid pest control dealer designated agent license, agricultural pest control adviser license, pest control aircraft pilot certificate, or a qualified applicator license

Please state the name of the qualified person, their license or certificate number, and their license or certificate category on the application form.

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Verifying your business name and type

According to FAC section 11702(a), you must have the following documents to verify your business name and type. If you are the sole proprietor (i.e., owner) and use your surname as part of your business name, then no documents are required.

	Details
<i>Fictitious Business Name Statement</i>	<ul style="list-style-type: none"> • Obtainable from the County Clerk’s Office or County Recorder’s Office • Applies to any business operating under a fictitious name
<i>Certificate of Good Standing</i>	<ul style="list-style-type: none"> • Obtainable from the California Secretary of State’s Office • Applies to any domestic or foreign corporation operating in California • Must be registered with the California Secretary of State’s Office • See the Secretary of State’s Web site at <www.ss.ca.gov/business/business.htm> for registration information

Worker’s compensation insurance

Each applicant, who is an employer as defined in Section 3300 of the Labor Code, is required to carry worker’s compensation insurance. The Department of Pesticide Regulation’s (DPR) policy on the worker’s compensation insurance requirement is listed in the table below.

Note: If you are interested in self-insurance to fulfill this requirement, please go to the California Department of Industrial Relations’ Web site at <<http://www.dir.ca.gov/SIP/sip.html>>.

	Then you must ...
Valid worker’s compensation insurance policy	<ul style="list-style-type: none"> • State the carrier’s name, policy number, and expiration date on the application • Write “not applicable” if your business has no employees • Sign your application
Expired worker’s compensation insurance policy	<p>Choose one of the following:</p> <ul style="list-style-type: none"> • Submit a certificate of insurance from your insurer stating that the policy is valid, along with the expiration date • Complete the <i>Worker’s Compensation Insurance Verification</i> form (PR-PML-120), which can be found on DPR’s Web site at <http://www.cdpr.ca.gov/docs/license/lcforms.htm>

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Other requirements

Once you obtain your license, you must do all of the following:

- Maintain records of all purchases, sales, and distributions of pesticides at main and branch offices for four years. You must report the total dollars of sales and total pounds or gallons of agricultural use pesticides sold into or within California to DPR’s director on a quarterly basis.
- Pay the quarterly mill assessment to the director if the registrant or pesticide broker has not paid it (FAC section 12406[b]).
- Report purchases from other licensed dealers or registrants to the director on an annual basis.
- Retain agricultural pest control adviser’s written recommendations for two years.
- Retain restricted material permits and operator identification statements records for two years.
- Retain Qualified Applicator License, Qualified Applicator Certificate, and Private Applicator Certificate numbers and pest control category(ies) received from purchasers when the operator identification number certificate was not required.
- Obtain a copy of the ship vessel registration for tributyltin purchases.

Application fee

The application fees are \$160 (main) and \$80 (branch) **per calendar year** (Title 3 of California Code of Regulations [3 CCR], Code section 6502), which are based on the following 2-year cycles:

	Then your license will ...
A through L	Expire on December 31 of even-numbered years (e.g., 2008, 2010, 2012, etc.)
M through Z (including businesses starting with “The”)	Expire on December 31 of odd-numbered years (e.g., 2007, 2009, 2011, etc.)

For example, if you applied for a license under the name “Pest Control Dealer Corporation” in January 2007, then your license would expire on December 31, 2007 and the fee would be \$160. If you applied for a license under the name “Best Pest Control Dealers” in January 2007, then your license would expire on December 31, 2008 and the fee would be \$320.

Renewal fee

The renewal fee is \$320 (main) and \$160 (branch) for the 2-year cycle (3 CCR section 6502). We do not prorate your renewal fee if you renew your license late.

Late renewal fee

A late fee of 50 percent of the total renewal fee will be assessed for each license postmarked after December 31 of the expiration year.

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Miscellaneous fees

The following chart lists the miscellaneous fees for this license. We charge a maximum fee of \$20 for **all** changes/requests that are submitted on a single application form.

		Details
Name change	\$20	<ul style="list-style-type: none"> You must immediately notify the Licensing and Certification Office in writing (3 CCR section 6508). You must submit legal documents certifying the name change. A new license will be automatically issued for all name changes. The <i>Address and/or Name Change Form</i> is available on our Web site at www.cdpr.ca.gov/docs/license/lcforms.htm.
Address change	\$20	<ul style="list-style-type: none"> You must immediately notify the Licensing and Certification Office in writing (3 CCR section 6508). This fee is only required if you request a new license. The <i>Address and/or Name Change Form</i> is available on our Web site at www.cdpr.ca.gov/docs/license/lcforms.htm.
Duplicate	\$20	<ul style="list-style-type: none"> This fee applies to requests for a duplicate or replacement license.

Timelines for processing applications

DPR has established time periods for processing permit applications, in compliance with Government Code sections 15374-15378. **DPR may take up to a hundred days to complete the processing of your application.** Failure to comply with these time periods may be appealed to the Agency Secretary, California Environmental Protection Agency, P.O. Box 2815, 1001 I Street, Sacramento, California 95814, pursuant to regulations set forth in 3 CCR section 301. Under certain circumstances, the Agency Secretary may order that the applicant receive a reimbursement of filing fees.

License duration

A new license may be issued for up to two years, depending on when you apply and your license cycle. Each renewed license is valid for two years unless you renew late.

Most common mistakes and how to avoid them

The most common application errors made are

- Incorrect fees
- No insurance documents, or the insurance documents submitted do not meet our requirements
- No business type information provided
- No qualified person listed

You can avoid these errors by reading the application instructions carefully and by mailing your renewal application **before** your license expires.

**Our physical
address**

Department of Pesticide Regulation
Pest Management and Licensing Branch
Licensing and Certification Program
1001 I Street
Sacramento, CA 95814-2828

**Our mailing
address**

Department of Pesticide Regulation
Pest Management and Licensing Branch
Licensing and Certification Program
1001 I Street
P.O. Box 4015
Sacramento, CA 95812-4015

**For more
information**

You can contact us between the hours of 8 a.m. to 5 p.m. at (916) 445-4038, or e-mail us at <licenseemail@cdpr.ca.gov>.
