

## MAINTENANCE GARDENER PEST CONTROL BUSINESS LICENSING REQUIREMENTS

### Do you need this license?

You must possess a Maintenance Gardener Pest Control Business (MGB) License if you are a maintenance gardener who occasionally engages in pest control in support of your primary gardening business for hire<sup>1</sup> (Food and Agricultural Code [FAC] section 11704a).

- You are a Maintenance Gardener if your maintenance gardening activities include mowing lawns, engaging in general yard cleanup, and/or taking care of plants and turf in:
  - Outdoor ornamental and garden areas surrounding public structures, such as buildings, brick walls, fountains, fences, statues;
  - Outdoor ornamental and garden areas surrounding commercial parks, such as, offices, restaurants, warehouses, factories, stores, shopping centers, malls;
  - Parks, golf courses, cemeteries, but only on ornamental or turf plantings near buildings (clubhouses, pro shops, restrooms) that are distinct and separate from the plantings that constitute open space landscaping in a park, golf course or cemetery itself.

If the primary purpose of your business is pest control, you must obtain a Pest Control Business License.

---

### Licensing exemption

Persons doing pest control incidental to new construction are not required to obtain this business license. This includes construction work in establishing new landscapes.

---

### Basic licensing requirements

You may obtain a MGB license by submitting the following:

- Application;
- Appropriate fee;
- Supplemental application information (PR-PML-143);
- Qualified person's identification;
- Proof of financial responsibility;
- Documents required to verify your business name and type, if applicable; and
- Worker's compensation insurance, if applicable.

Definitions and more information will follow.

---

### Qualified person

A qualified person is someone in a supervisory position that holds a valid Qualified Applicator Certificate (with a subcategory *Q-Maintenance Gardener* or category *B-Landscape Maintenance*) or a valid Qualified Applicator License (with a category *B-Landscape Maintenance*). There must be at least one qualified person at each business location at all times [FAC section 11704(a)].

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

---

*Continued on next page.*

---

<sup>1</sup> "For hire" refers to any person who advertises, solicits, or operates as a business.

**Financial  
responsibility**

You must demonstrate financial responsibility by choosing one of the options listed below and completing the required form associated with your preferred option (FAC section 11702(c)(2) and Title 3 of the California Code of Regulations [3 CCR] section 6524). All department forms are available in this packet. They are also available on the DPR website: [www.cdpr.ca.gov/docs/license/lcforms.htm](http://www.cdpr.ca.gov/docs/license/lcforms.htm).

Options	Required Forms	Minimum Amounts		
		Bodily injury per person	Bodily injury per occurrence	Property damage
<b>1) Liability Insurance</b>	Submit one of the following: <ul style="list-style-type: none"> <li>• ACORD Certificate of Liability Insurance</li> <li>• Certificate of Insurance (PR-PML-052)</li> </ul>			
		\$5,000	\$10,000	\$5,000
<b>2) Certificate of Deposit</b>	Proof from bank issuer	\$5,000 (need not exceed \$300,000)		
<b>3) Surety Bond</b>	Pest Control Business Licensees Bond (PR-PML-053)	\$5,000 (need not exceed \$300,000)		
<b>4) Self-Insurance</b>	Liability Certification Statement (PR-PML-170)	Damages paid with personal assets.		

**Verifying  
your business  
name and type**

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

Document Name	Details
Fictitious Business Name Statement (Sole Proprietorship or Individual)	<ul style="list-style-type: none"> <li>• Obtain from the County Clerk's Office or County Record's Office.</li> <li>• Applies to any business operating under a name other than the owner's surname.</li> </ul>
Certificate of Good Standing (Corporation, Partnership, Limited Liability Corporation, Limited Liability Partnership or Non-Profit)	<ul style="list-style-type: none"> <li>• Applies to any domestic or foreign corporation operating in California.</li> <li>• Must be obtained by registering with the California Secretary of State's Office.</li> </ul>

*Continued on next page.*

---

**Worker's  
compensation  
insurance**

You must have worker's compensation insurance if your business has employees (Labor Code section 3300). See the table below for instructions on how to demonstrate that you have met the requirements for worker's compensation insurance.

<b>If you have employees</b> and a valid worker's compensation insurance policy:	<ul style="list-style-type: none"><li>• State the carrier's name, policy number, and expiration date in section H of the application.</li></ul>
<b>If you do not have employees:</b>	<ul style="list-style-type: none"><li>• Write "no employees" in section H of the application.</li></ul>

NOTE: If you are interested in self-insurance to fulfill this requirement, please go to the California Department of Industrial Relations for information.

---

**Requirements  
after license is  
issued**

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

- Register with the County (see below);
  - Retain pest control application notification records for two years (3 CCR section 6619);
  - Retain records of pesticide use for two years (3 CCR section 6624);
  - Submit pesticide use report records to County Agricultural Commissioner every 10<sup>th</sup> of the month (3 CCR section 6627);
  - Possess valid permits from the County for restricted materials used (3 CCR section 6632);
  - Provide proof of financial responsibility each year by submitting your renewed financial responsibility statement; and
  - Provide proof of worker's compensation insurance (if applicable) each year by submitting a valid certificate of worker's compensation insurance or by completing the Worker's Compensation Insurance Verification form (PR-PML-120), which can be found at [www.cdpr.ca.gov/docs/license/lcforms.htm](http://www.cdpr.ca.gov/docs/license/lcforms.htm).
- 

**County  
registration**

Before you conduct any work, you must register the MGB license with the county agricultural commissioner's office in each county that your business intends to perform pest control (FAC section 11732). Most counties require an annual fee for registration, which covers one calendar year. For a list of county registration fees, please go to the DPR website at [www.cdpr.ca.gov/docs/license/liccert.htm](http://www.cdpr.ca.gov/docs/license/liccert.htm).

To register your MGB license with the County, the qualified person must present the following items to the county agricultural commissioner's office.

- Valid MGB license,
  - Valid QAL/QAC card – Landscape Maintenance (category B) or Maintenance Gardener (subcategory Q), and
  - Inventory of pest control equipment, including number and kind of equipment.
- 

*Continued on next page.*

---

**Application fee** The application fee is **\$80 per calendar year** for this license (3 CCR section 6502).

Depending on the name of your business, you may be required to pay a second year fee of an additional \$80. This distinction is based on the following second year cycles:

<b>If your business name begins with...</b>	<b>Then your license will...</b>
<b>A through L</b>	Expire on December 31 of even-numbered years (e.g. 2018, 2020, 2022, etc.)
<b>M through Z</b> (including businesses starting with "The")	Expire on December 31 of odd numbered years (e.g. 2017, 2019, 2021, etc.)

For example, if you applied for a license under the name "The Best Landscaping Company" in January 2017, then your license expires on December 31, 2017 (in this case, the license duration is one year) and the fee is \$80. If you applied for a license under the name "Best Landscaping Company" in January 2017, then your license expires on December 31, 2018 (in this case, the license duration is two years) and the fee is \$160.

---

**Valid licenses** A list of currently valid business licenses may be viewed at the DPR website at: [www.cdpr.ca.gov/docs/license/currlic.htm](http://www.cdpr.ca.gov/docs/license/currlic.htm).

---

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

---

**Renewal fee** The renewal fee is \$160 for the 2-year cycle (3 CCR section 6502). We do not prorate your fee if you renew your license late. Instead, a late fee is applied.

---

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

---

*Continued on next page.*

**Miscellaneous fees** The following chart lists possible miscellaneous fees.

Type	Amount	Details
Name change	\$20	<ul style="list-style-type: none"> <li>• This option applies only if you are changing your business name.                             <ul style="list-style-type: none"> <li>○ If you are changing your business status (corporation, partnership, individual, or LLC), or if the owner is changing, you need to apply and pay for a new business license.</li> </ul> </li> <li>• You must immediately notify the Licensing and Certification office <b>in writing</b> (3 CCR section 6508).</li> <li>• You must submit legal documents certifying the name change (i.e. Fictitious Business Name Statement).</li> <li>• A new license will be issued for all name changes.</li> <li>• Name change requests can be submitted by completing the Maintenance Gardener Pest Control Business License application (PR-PML-004) and marking the “Name/Address Change” box.</li> </ul>
Address change	\$20 (fee only required if requesting a new license)	<ul style="list-style-type: none"> <li>• You must immediately notify the Licensing and Certification office <b>in writing</b> (3 CCR section 6508).</li> <li>• Address change requests can be submitted by completing the Maintenance Gardener Pest Control Business License application (PR-PML-004) and marking the “Name/Address Change” box.</li> </ul>
Duplicate	\$20	<ul style="list-style-type: none"> <li>• This fee applies to requests for a duplicate or replacement license.</li> <li>• Duplicate card requests can be submitted by completing the Maintenance Gardener Pest Control Business License application (PR-PML-004) and marking the “Duplicate/Replacement License” box.</li> </ul>

Name and/or address change fees are waived when a license is reprinted during renewal.

**Common mistakes**

The most common application errors are:

- Incorrect fees;
- No insurance documents, or the insurance documents submitted do not meet our requirements;
- No business type information provided;
- No qualified applicator listed, or the qualified applicator has the wrong license type.

You can avoid these errors by reading the application instructions carefully.

*Continued on next page.*

---

**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  
P.O. Box 4015  
Sacramento, CA 95812

---

**For more  
information**

You may 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](mailto:licenseemail@cdpr.ca.gov).

---