
**Do you need
this license?**

You must possess a pest control business license if you are a person or business who performs pest control for hire (i.e., advertising, soliciting, or operating as a pest control business). This licensing requirement applies to both principle and branch locations. Types of pest control business include but are not limited to

- Businesses that perform ground, aquatic, and/or aerial pest control applications
- Farm management or golf course management companies when their services include pest control
- Packing houses, shippers, storage facilities, and other processors who treat agricultural commodities owned by another person or firm (does not include cooperatives)
- Companies that perform pest control on rights-of-way, parks, golf courses, cemeteries, and nurseries
- Companies that sanitize institutional portable lines, dairy milk lines, and other similar areas
- Companies that treat cooling towers and evaporative condensers

**Licensing
exemption**

According to FAC section 11531, you are not required to obtain the pest control business license if your business engages in any of the following:

- Any activity that is defined as structural pest control and required to be licensed under Chapter 14 of Division 3 of the Business and Professions Code
- Preservative treatment of fabrics or structural materials
- Household or industrial sanitation services
- Seed treatment which is incidental to such person's regular business
- Live capture and removal or exclusion of vertebrate pests, bees, or wasps without the use of pesticides

Also, you are exempt from obtaining this license if your business performs pest control incidental to new construction such as paving parking lots and driveways, establishing new landscapes, or building homes or other structures. However, if you use or supervise the use of restricted material pesticides, then you must possess a valid Qualified Applicator License/Certificate (QAL/QAC) with the appropriate pest control category.

**Basic licensing
requirements**

You can obtain a pest control business 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:

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

Financial responsibility

According to FAC section 11702(c)(2) and Title 3 of the California Code of Regulations (3 CCR) section 6524, you must demonstrate financial responsibility by choosing **one** of the options listed below. See the *Financial Responsibility Options For Pest Control Business* chart for more details.

	Required Form(s)
Chemical Liability Insurance (for ground/fumigant applications)	Submit one of the following: <ul style="list-style-type: none"> • <i>Certificate of Insurance</i> (PR-PML-052) • <i>Acord Certificate of Liability Insurance</i>
Chemical Liability Insurance (for aerial applications)	<i>Certificate of Insurance</i> (PR-PML-052)
Certificate of Deposit	Valid proof from the bank issuer
Surety Bond	<i>Pest Control Business Licensees Bond</i> (PR-PML-053)

For pest control businesses that do **not** use pesticides as a method of pest control, please contact the Licensing and Certification Program at (916) 445-4028.

Qualified person

According to FAC section 11701.5, you must have at least one person in a supervisory position who holds a valid QAL with the appropriate category(ies) at each principle and branch location. Please state the name of the qualified person, their license or certificate number, and their license or certificate category on the application form.

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.sos.ca.gov/business/business.htm> for registration information

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**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 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>

**Other
requirements**

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

- Retain pest control application notification records for two years
- Retain records of pesticide use for two years
- Submit pesticide use reports to the county agricultural commissioner’s office in the county where the application was made
- Have valid permits for restricted materials used
- Retain agricultural pest control adviser written recommendations for one year
- Have a person who holds a valid journeyman pest control aircraft certificate if the business performs pest control using an aircraft and a Federal Aviation Administration operating certificate required to operate as a commercial agricultural aircraft operator

**County
registration**

Before you conduct any work, you must register the pest control business license with the county agricultural commissioner’s office in each county that you intend to perform pest control. Most counties require an annual fee for registration, which covers one calendar year. For a list of county registration fees, please go to our Web site at <<http://www.cdpr.ca.gov/docs/license/liccert.htm>>.

To register the business license, the individual who possesses the QAL card and is responsible for pest control business operations at that location must present the following items to the county agricultural commissioner’s office:

1. Pest Control Business License
2. QAL card with appropriate pest control category(ies)
3. Inventory of pest control equipment including number and kind of equipment

Application fee The application fees are \$160 (main) and \$80 (branch) **per calendar year** (3 CCR 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 "Plum Corporation" in January 2007, then your license would expire on December 31, 2007 and your fee would be \$160. If you applied for a license under the name "Cools Pest Control" in January 2007, then your license would expire on December 31, 2008 and your fee would be \$320.

Renewal fee The renewal fees are \$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.

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.

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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
- Business type information is not provided
- A qualified person is not 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
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>.
