

LICENSE RENEWAL INFORMATION  
FOR PEST CONTROL BUSINESSES

Date: February 1, 2006

TO: Pest Control Businesses, Maintenance Gardener Pest Control Businesses, Pest Control Dealers and Pesticide Brokers Licensees

FROM: Department of Pesticide Regulation  
Licensing and Certification Program

SUBJECT: License Renewal Information

The Department of Pesticide Regulation (DPR) mails license renewal packets in October to those businesses whose licenses expire on December 31 of the then current year:

- If your business name begins with **A - L**, the expiration date of the business license is on **even-numbered** years, i.e., 2006, 2008, 2010, etc.
- If your business name begins with **M - Z**, the expiration date of the business license is on **odd-numbered** years, i.e., 2007, 2009, 2011, etc.

The renewal packet contains all of the required documents, specific branch locations, fees, etc. needed to renew your license. Also included in the renewal packets will be "**What You Need to Know About Renewing Your License**" (Q&As) that answers some of the most common questions about the renewal process and requirements. The Q&As are also available on our website at [www.cdpr.ca.gov](http://www.cdpr.ca.gov). Click the Licensing & Certification tab and you will find it under "Publications and Outreach Materials".

Please **do not send** renewal forms or fees prior to receiving your renewal packet in the mail. If you do not receive your business renewal packet by the end of October, please contact DPR immediately.

As licenses are renewed, the DPR website "List of Persons and Businesses with Valid Licenses" is updated to reflect changes and new expiration dates.

The following information is being provided to give you a head start in compiling the documents and fees you need to renew your license this year.

**License Fees**

Renewal fees are listed below by license type. Please add the late fee to the 2-year fee if your renewal application is post-marked after December 31 of the year the license expires.

License Type	2-Year Fee	Late Fee
Pest Control Business (PCB)	\$320	\$160
Additional fee for each PCB Branch	\$160	\$ 80
Pest Control Business Maintenance Gardener only	\$160	\$ 80
Pest Control Dealer	\$320	\$160
Additional fee for each Dealer Branch	\$160	\$ 80
Pesticide Broker *	\$ 0	\$ 0
Additional fee for each Broker Branch	\$ 0	\$ 0

**\*Note:** Effective January 1, 2006, the license fees for a Pesticide Broker License were rescinded.

#### **What You Can Do Now to Prepare for Renewal:**

- **Renewal Application** - Do not send your DPR renewal application and fees until you receive the DPR renewal packet being sent to you in October. The packet contains your specific business information, such as renewal application, fees and insurance requirements.
- **Business Information Changes** - Notify DPR immediately of any changes such as your qualified person, address, business name or business type.
- **Insurance and Financial Responsibility** - Make sure your financial liability insurance for your pest control business and workers compensation insurance (if applicable) are current and on file with DPR. DPR will not renew a business license without proof of current financial responsibility to insure against liability for personal injury and property damage. Your renewal packet will include information on the options available to meet this requirement.
- **Qualified Person** - Be sure your qualified person(s) listed on the renewal application has a valid license or certificate. If the qualified person is renewing this year, ensure that she/he obtains their required continuing education hours and renews their license or certificate by December 31.

#### **Completing Your Renewal Packet:**

- **Renewal Application** - Complete the renewal application in full and provide all of the requested information specified on the renewal application, including a qualified person for each business location.
- **Renewal Fees** - Verify that you are submitting the correct renewal fees. Make checks payable to "Cashier, DPR". DPR also accepts Visa, Mastercard and money orders. A Visa/Mastercard form will be enclosed with your packet. **All fees submitted are non-transferable and non-refundable.**
- **Signature** - Sign and date the renewal form.
- **Renewal Date and Fees** - Enclose the original renewal documents and appropriate fees in the pre-addressed envelope provided in the renewal packet. Please have your renewal postmarked on or before December 31 or the late fee will apply. Keep a copy of the renewal packet for your records.

For additional information, or if you do not receive your renewal packet, see DPR's web site at [www.cdpr.ca.gov/docs/license/lictypes.htm](http://www.cdpr.ca.gov/docs/license/lictypes.htm) or call the Licensing & Certification program at (916) 445-4038.