

How To Submit a Business License Application

Step 1: Please visit our web portal at <https://gilroy.hdlgov.com/>

Step 2: Click “**Submit a Business License Application**”

Step 3: Fill out the main application page. This page contains the business name, ownership, and type of business information. Please be sure to provide accurate information on the business address, including suite number and contact information.

Step 4: Once your business license application has been processed you will receive an email with an invoice or an email requesting additional information and documents.

See other side of this brochure for additional information required for your business license.

Out of Town Businesses

Any business conducting business operations within Gilroy City Limits should obtain a business license. Please go online to <https://gilroy.hdlgov.com/> to submit your Business License Application.

Home Occupations

Home occupations are businesses that are conducted from one’s own residence in Gilroy. The Planning Division department issues a separate Home Occupation Permit in addition to the City Business License. The Home Occupation Permit is a one-time (per location for the same business operation) in application. This application can be found <https://gilroy.hdlgov.com/Home/Home/BusinessLicense> under Download Forms. This application should be submitted with your Business License Application. Once the Planning Division department has approved your permit and payment has been made you will receive your business license via email.

Fixed Businesses

The term, “fixed place of business”, is defined to be the premises within the city where a commercial or industrial business is continuously conducted from day-to-day and regularly kept open. Please submit your “Commercial Business License Supplement Form” with your Business License Application. This application can be found <https://gilroy.hdlgov.com/Home/Home/BusinessLicense> under Download Forms. This application should be submitted with your Business License Application. Once your Commercial Business License Supplement Form and Business License application has been approved you will receive an invoice via email.

What is a BUSINESS LICENSE?

The carrying out of any business, trade, calling, profession, or occupation requires a business license. This includes home occupations, transient businesses (carts, door-to-door sales), and out of town businesses such as contractors and construction companies. Conducting business in the city without a license can result in citations and fines.

Are Business Licenses Transferable?

The Business License is not transferable. Relocation, expansion, change in owner, change in name, change in type of business, all require a new business license application.

Where can I apply for my Business License?

Please visit our online web portal at <https://gilroy.hdlgov.com/> to apply for your business license. For additional assistance please call the City of Gilroy Business Support Center at (408) 337-0318.



Obtaining Your Business License

City of Gilroy

Business Support Center

8839 N. Cedar Ave #212 Fresno, Ca 93720

Email: Gilroy@HdLGov.com

Phone: (408) 337-0318