

  
**City of Rancho Palos Verdes**  
**2025 Business License Renewal FAQ**

**1. Why can I not login to the eTRAKiT licensing portal?**

An account with eTRAKiT must be setup. Most applicants will need to setup a Public account. Contractors and Subcontractors will use the Contractor account. If the licensing portal is not functioning properly, please use the pdf applications that can be found here: <https://www.rpvca.gov/288/Business-License-Information>

**2. I think I have an account but what do I do if I do not remember the login or password?**

Your username can be retrieved with the Forgot Username button. It will be sent to the email address on file for the account. Your password reset will also be sent to the email address on file. The username for contractors will usually be the state license number.

Home | Setup an Account Log In Contractor User Name: Password: LOGIN ☐ Remember Me **Forgot Password /Forgot Username**



This online portal provides the ability to apply and pay for selected RPV Permits and Business License. It also allows applicants to schedule inspections, upload documents and monitor the status of their permit or business license applications.

**3. I am logged in, but why do I not see my license to renew?**

Please be sure to follow the step-by-step guide which can be found here:

<https://www.rpvca.gov/DocumentCenter/View/21550/eTRAKiT-Business-License-Renewal-Instructions>

**4. I have logged in and linked my account, but the online renewal application is not proceeding. What shall I do?**

If the step-by-step guide is not helpful, please feel free to use the pdf applications that can be found here:

<https://www.rpvca.gov/288/Business-License-Information>

**5. I followed the step-by-step guide, but my renewal fees do not seem correct. How can I calculate the fees?**

All renewal applications have a state fee of \$4 applied. General Contractors have an additional flat fee of \$384 and sub-contractors have an additional flat fee of \$190 applied. In city businesses that have less than \$1.5 million in 2024 gross receipts will have the regular fees waived, other than the \$4 tax. In City Home Occupancy businesses will also have the regular fees waived, other than the \$4 tax. In City Businesses with more than \$1.5 million in 2024 gross receipts and Out of City Businesses will have fees assessed with gross receipts. Fees can be found on the pdf applications on the website:

<https://www.rpvca.gov/288/Business-License-Information>

**6. I've completed and submitted my application. When will I receive my 2025 Certificate?**

Applications will be reviewed and processed. If an invoice is required, we will send it by email. Please be advised, applications will be processed in the order received. Applicants with 2024 active business licenses will be in good standing through January 31, 2025.