
Business License Tracker

Track every license, permit, and certification your business needs — all in one place.

Business Name: _____

Entity Type: Sole Prop LLC Corporation Partnership Nonprofit

City/County: _____

State: _____

Active Licenses & Permits

License 1

- Type: _____
- Issuing Agency: _____
- License Number: _____
- Issue Date: _____
- Expiration Date: _____
- Renewal Period: Annual 2 Years 3 Years 5 Years No Expiration
- Cost (Initial): \$ _____
- Cost (Renewal): \$ _____
- Renewal Reminder Set: Yes No (set 60 days before expiration)
- Notes: _____

License 2

- Type: _____
- Issuing Agency: _____
- License Number: _____
- Issue Date: _____
- Expiration Date: _____

- **Renewal Period:** Annual 2 Years 3 Years 5 Years No Expiration
- **Cost (Initial):** \$ _____
- **Cost (Renewal):** \$ _____
- **Renewal Reminder Set:** Yes No
- **Notes:** _____

License 3

- **Type:** _____
- **Issuing Agency:** _____
- **License Number:** _____
- **Issue Date:** _____
- **Expiration Date:** _____
- **Renewal Period:** Annual 2 Years 3 Years 5 Years No Expiration
- **Cost (Initial):** \$ _____
- **Cost (Renewal):** \$ _____
- **Renewal Reminder Set:** Yes No
- **Notes:** _____

License 4

- **Type:** _____
- **Issuing Agency:** _____
- **License Number:** _____
- **Issue Date:** _____
- **Expiration Date:** _____
- **Renewal Period:** Annual 2 Years 3 Years 5 Years No Expiration
- **Cost (Initial):** \$ _____
- **Cost (Renewal):** \$ _____
- **Renewal Reminder Set:** Yes No
- **Notes:** _____

License 5

- **Type:** _____
- **Issuing Agency:** _____
- **License Number:** _____
- **Issue Date:** _____

- **Expiration Date:** _____
- **Renewal Period:** Annual 2 Years 3 Years 5 Years No Expiration
- **Cost (Initial):** \$ _____
- **Cost (Renewal):** \$ _____
- **Renewal Reminder Set:** Yes No
- **Notes:** _____

(Copy and add more as needed)

Renewal Calendar

Month	License/Permit	Expiration Date	Renewal Cost	Status
Jan			\$	<input type="checkbox"/> Done
Feb			\$	<input type="checkbox"/> Done
Mar			\$	<input type="checkbox"/> Done
Apr			\$	<input type="checkbox"/> Done
May			\$	<input type="checkbox"/> Done
Jun			\$	<input type="checkbox"/> Done
Jul			\$	<input type="checkbox"/> Done
Aug			\$	<input type="checkbox"/> Done
Sep			\$	<input type="checkbox"/> Done
Oct			\$	<input type="checkbox"/> Done
Nov			\$	<input type="checkbox"/> Done
Dec			\$	<input type="checkbox"/> Done

Annual Cost Summary

License/Permit	Annual Cost
	\$

	\$
	\$
	\$
	\$
Total Annual Licensing Cost	\$ _____

License Research Checklist

Use this to make sure you've checked every level:

Federal

- Checked SBA.gov license lookup for my industry
- Confirmed no federal license required — OR —
- Federal license needed: _____ (agency: _____)

State

- Checked state licensing portal
- General business license: Required Not Required
- Professional license: Required Not Required N/A
- Seller's permit / sales tax: Required Not Required
- Industry-specific state license: _____

County

- Checked county clerk / recorder website
- County business license: Required Not Required
- County health permit: Required Not Required N/A

City

- Checked city website for business license requirements

- City business license/tax certificate: Required Not Required
- Home occupation permit: Required Not Required N/A
- Zoning approval: Required Not Required
- Sign permit: Required Not Required N/A
- Fire department permit: Required Not Required

Key Contacts

Agency	Contact/Phone	Website	Notes
City Business License			
County Clerk			
State Licensing Board			
Health Department			
Fire Department			
Professional Board			

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