



October 20, 2025

IMPORTANT ADVISORY FOR CITY OF SAN PABLO BUSINESSES

Dear City of San Pablo Business Owner,

The City of San Pablo values the important role you play in keeping our community thriving. Local businesses, like yours, are at the heart of our economy, and we are committed to supporting you every step of the way.

As part of this commitment, the City will conduct a **Business License Audit Program** (Audit), which has not been conducted by the City in the last 15 years. The goal of this audit is to ensure that all our business partners are working together with our community to confirm compliance with the City's business license requirements per the City of San Pablo's municipal code 5.04.040.

<https://www.codepublishing.com/CA/SanPablo/#!/SanPablo05/SanPablo0504.html%235.04.040>

By conducting an updated audit, the City hopes to accomplish the following objectives:

- **Legal and Regulatory Compliance**
 - a) Ensure your business holds all required licenses and permits
 - b) Helps avoid fines, penalties, and legal action due to non-compliance.
- **Cost Savings**
 - a) Identifies and eliminates unnecessary or duplicate licenses.
 - b) Prevents overpayment or renewal of outdated licenses.
- **Operational Efficiency**
 - a) Streamlines license management processes.
 - b) Reduces administrative burden by centralizing license tracking and renewal schedules.
- **Risk Mitigation**
 - a) Minimizes the risk of business interruptions due to expired or missing licenses.
 - b) Protects your reputation by avoiding adverse publicity from compliance failures.

A Business License Auditor (Revenue Recovery Group, Inc.) has been retained by the City to conduct the Audit Program beginning October 2025. Here is what local businesses can expect:

- **Review of Records:** Revenue Resource Recovery Group, Inc. (RRG) will verify information such as reported gross receipts, number of employees, and other factors that determine the business license tax amount owed.
- **Notification:** If your business is identified, you'll receive a written notice and/or be contacted by a representative of RRG with clear instructions on what documents are needed.
- **Support:** RRG will be available to answer questions, provide guidance, and make the process as smooth and transparent as possible.

This City's Audit Program is designed to be a collaborative and educational process for our local business community. Our goal is to ensure compliance and to help you better understand the City's requirements so that your business remains in good standing to operate in the City.

If you have any questions or need assistance regarding the Audit process, please reach out to Revenue Recovery Group (RRG) directly at:

David Abraham, RRG
808 Gathering Ct. Brentwood, CA 94513
Phone: 209-483-2842
Fax: 415-962-4073
Email: dabraham@revrecgrp.com.

Please note that maintaining a current business license is a legal requirement. Businesses that fail to comply with the City's adopted ordinances may be subject to enforcement actions, including penalties or suspension of operations.

The City appreciates your cooperation in advance and thanks you for being an important part of the City of San Pablo's business community. Together, we can continue to make our city a great place to live, work, and do business.

Thank you in advance for your cooperation.

City of San Pablo