



County of Sacramento
Department of Finance, Tax Collection and Licensing
 700 H Street, Room 1710, Sacramento, California 95814
 phone (916) 874-6644 • fax (916) 874-8909 • www.finance.saccounty.net

BUSINESS LICENSE APPLICATION

If your business is located in the unincorporated area of Sacramento County and is not exempt from licensing, you require a General Business License. If you answer YES to any question in Section III, you require a Special Business License. Some businesses will require both types of licenses.

Office Use Only			
Industry Code _____	C/I _____	H/O (circle one) _____	<input type="checkbox"/> CAMTC Spec <input type="checkbox"/> Spec Lic <input type="checkbox"/> EP
Received By/Date _____	Processed By/Date _____	Fee \$ _____	
Mail/Counter _____	Amount Received \$ _____	Check # _____	
Related License Record(s) # _____	Closed License(s) # _____		
Application(s) # _____			

SECTION I	
PLEASE WRITE CLEARLY, BE VERY SPECIFIC IN DESCRIBING YOUR BUSINESS AND COMPLETE EACH SECTION WITH A REPLY OR "N/A"	
Business Location <input type="checkbox"/> Commercial/Industrial Location	<input type="checkbox"/> Home Based Business
Type of Application <input type="checkbox"/> New License <input type="checkbox"/> Change of Owner <input type="checkbox"/> Change of Business Address	
Ownership Type <input type="checkbox"/> Sole * <input type="checkbox"/> Married Couple * <input type="checkbox"/> Partnership <input type="checkbox"/> Corporation/LLC <input type="checkbox"/> Other (specify) _____	
* Is owner a Veteran? <input type="checkbox"/> You may qualify for a fee waiver. Ask for a Claim for Veteran's Waiver of License Fees Form or download from our Webpage at http://www.finance.saccounty.net/Tax/Pages/BusLicForms.aspx . . Full application fee must be submitted with application and waiver.	
Business Owner's Name (First, MI, Last) OR Name of Corporation/LLC as filed with the Secretary of State.	Owner Phone No.
Address of Business Owner OR Corporation (Street, City, State, Zip) (No P.O. Boxes or Postal Mail Service Addresses.)	
E-mail address of Business Owner or Corporate primary contact.	
Additional Business Owner(s) or Corporate Officer Name (First, MI, Last), Title, and Address	Phone No.
Additional Business Owner(s) or Corporate Officer Name (First, MI, Last), Title, and Address	Phone No.
Business Name _____ Business Phone No. _____	
Business Site Address (Street, Apt. or Suite #, City, State, Zip) (No P.O. Boxes or Postal Mail Service Addresses allowed)	
Business Mailing Address (If different than the Business Site Address)	
Type of Business (short description)	
Describe all activities, products, types of services, etc. of your business	No. of employees who report to business site: (other than the owner)

PLEASE COMPLETE SECTIONS II and III

Instructions Are On the Reverse Side

INFORMATION AND INSTRUCTIONS FOR BUSINESS LICENSE APPLICANTS

The County of Sacramento issues business licenses to regulate businesses operating in the unincorporated area of the County (the areas of the County not within city limits), to promote improved enforcement of ordinances that protect the public, and to prevent nuisances and neighborhood disturbances. The license fee is not a business tax and is not based on business revenue.

Application Process

There is one Business License Application that covers most Business Licenses issued by the County. The application contains questions which allow the applicant and Business License Unit staff to determine which types of license apply to the business, and the fees required. Checks or money orders for business license and employee permit fees should be made payable to **Sacramento County**. An application is not complete without payment of the required fee(s).

You may file an online application at our web site at www.finance.saccounty.net/tax, and pay on-line. Please note that there is a convenience fee charged for use of a credit/debit card by the payment processor.

All sections of the application must be completed. Any blank line or unanswered question may cause the application to be rejected and will delay the process.

After a completed application and fees have been submitted to the Business License Unit, the application will be reviewed by the appropriate Department(s). The Office of Planning and Environmental Review has forty-five (45) days to review a General Business License, and the Sheriff's Department has ninety (90) days to review a Special Business License and Employee Permit. Most license reviews are completed within a few weeks. In the event of a denial, a letter will be mailed to the applicant with information regarding the reasons for denial and appeal rights and processes.

Other Types of Licenses

The Business License Unit of the Tax Collection and Licensing Division does **NOT** issue Day Care licenses for home-based "family day care." Contact the State Department of Social Services at (916) 263-5744 for more information. We do issue business licenses for day care in commercial locations. Also, residential board and care homes are licensed through the State. For more information on residential board and care homes call (916) 657-2592.

Depending on the type of business or service you are providing, you may need additional licenses, permits, certifications, etc. from local, state and/or federal agencies. It is your responsibility to determine what other requirements you need.

Contacts

Application Fees are NON-REFUNDABLE. If your business will be located in the unincorporated area of Sacramento County, you are strongly encouraged to contact the Office of Planning and Environmental Review BEFORE submitting your business license application to determine if your business activities are allowed at the business site. If you require a Special Business License or Employee Permit and you have anything in your background that the Sheriff may have concerns about, you are encouraged to contact the Sheriff's Department BEFORE submitting your business license application.

For specific **license** information and questions concerning fees, please contact:

Business License Unit, Tax Collection and Licensing Division, Department of Finance
700 H Street, Room 1710, Sacramento, CA 95814 (916) 874-6644 9:00 a.m. to 4:00 p.m.

Applications accepted: 8:00 a.m. to 4:45 p.m., Monday through Friday excluding holidays.

Web address: <http://www.finance.saccounty.net>

Email address: <http://www.finance.saccounty.net/Tax/Pages/ContactUs.aspx>

COUNTY OF SACRAMENTO BUSINESS LICENSE APPLICATION

SECTION II

A General Business License is required for all businesses located in the unincorporated area of Sacramento County. It is strongly recommended that you contact the Office of Planning and Environmental Review before completing the application and paying for the business license, to make sure the type of business is allowed at the location.

Please answer all questions for activities that will take place at the business site

Will your business offer, provide, dispense, store, distribute, use, sell or otherwise engage in any of the following at the business site?	Yes	No
MORE THAN 14 children in home-based daycare		
Concealable firearms or gunpowder		
Dancing open to general public (Dance Hall, Night Clubs, Bar with dance floor)		
Card room		
Alcoholic beverages		
Tobacco products, e-cigarettes, and/or smoking paraphernalia. The County Tobacco Retailer License is required <u>in addition</u> to a State Tobacco License. Add \$309.00 to total fee		
Marijuana or products containing marijuana (including delivery). This is not a permitted use in the unincorporated area of Sacramento County		
<input type="checkbox"/> Tattooing <input type="checkbox"/> Permanent makeup <input type="checkbox"/> Piercing <input type="checkbox"/> Branding (Check all that apply)		
Hazardous materials or hazardous wastes (solvents, fuels, paint, etc.), including medical waste (including hospitals, doctor or dental offices, veterinary services)		
Live music, entertainment, or theatrical presentations		
<input type="checkbox"/> Swimming pool <input type="checkbox"/> Sauna <input type="checkbox"/> Steam room <input type="checkbox"/> Bath house <input type="checkbox"/> Spa (Check all that apply)		
Will Recyclables, junk, or scrap metal be collected & stored at location?		
Will MASSAGE be offered or otherwise available at the business site? (Definition of massage is on the back of page 3) Includes Reiki and acupressure		
Sexually oriented activities, entertainment, books, magazines, videos, novelties or devices		
Electronic, mechanical, or video games, including Internet based, or computers for customer use. If yes, number of machines? _____		
Pool or billiards tables. If yes, how many tables? _____		
Will you park/store any commercial vehicles at the business? (Tow Truck or Semi, trailers, construction equipment, fleet vehicles—this does not include “personal” vehicles) Number of vehicles _____		
Service or repair (to include but not limited to smog check or other vehicle servicing or repair, servicing or repairing appliances, electronic equipment, etc.) If yes, what will be serviced or repaired? _____		
Will there be any OUTSIDE STORAGE at this location of: Goods or inventory to be sold, raw materials and/or equipment, Vehicles, RVs, boats (including in a Marina), materials, inventory, etc.?		
Will customers come into your business to purchase any goods, merchandise or products, including food? <input type="checkbox"/> Retail <input type="checkbox"/> Wholesale If yes, please describe the items: _____		
Will your business provide shopping carts?		
Will your business be manufacturing or assembling a product, involving machining, fabrication, welding, molding, casting, foundry other mechanical process. If so, please describe: _____		
Will your business have a laboratory or any equipment for analysis or processing, including medical diagnostic? If so, please describe: _____		
<i>If you answered YES to ANY question, the fee is: If you answered NO to ALL questions, the fee is:</i>	\$169.00	\$149.00

PLEASE CONTINUE – COMPLETE SECTION III

Section II of the Application – General Business Licenses and Tobacco Retailer Licenses

General Business Licenses are issued to businesses in the unincorporated area after a review by the Office of Planning and Environmental Review of the business activities at a specific location (street address) and of the land use zoning of the property. The General Business License is valid for three years, or until a change of ownership, business activity, or location.

Tobacco Retailer Licenses are issued to businesses that sell tobacco products and tobacco paraphernalia, including e-cigarettes. The Tobacco Retailer License is in addition to the required General Business License. The Tobacco Retailer License is valid for one year, or until a change of location or ownership.

Exemptions from General Business License Requirement

Financial Institutions and Insurers - banks, savings and loans, and credit unions that pay an in-lieu tax to the State of California are exempt from a General Business License. Check cashing businesses require business licenses and are not exempt.

Insurers and their dedicated agents that pay an in-lieu tax to the State of California are exempt from a General Business License. Insurance brokers and those agents who conduct business activities outside of the scope of their dedicated agency are not exempt from a business license.

Residential Facilities – apartments (which do not offer care or assisted living), rooming houses, duplexes and other facilities for long-term stays (over 30 days), residential (home-based) care homes for adults or children, and family (home-based) day care with less than 14 children.

Churches – to the extent the facilities are used for religious purposes or restricted to members of the congregation. A General Business License is required for a church-run or church-located school, child care facility, thrift store, etc. that is open to the general public.

Libraries - public and private.

Agriculture –includes growing crops or raising livestock, except that a General Business License is required for any enterprise that combines product from multiple farms, wholesaling, processing, storage or manufacturing use which involves assembly of the products of multiple farms or ranches by a cooperative or other business enterprise for marketing distribution.

Planning/Zoning Code Requirements

All home-based businesses must comply with the Zoning Code Home Occupation Standards. Your license may be denied if the business activities cannot meet these standards.

All commercial and industrial businesses are required to meet certain Development Standards (i.e. landscaping, parking, fencing, setbacks, etc.). Some commercial and industrial business activities may require a Use Permit from the Planning Department prior to operating. Your license may be denied if the property does not meet these standards.

Businesses are allowed promotional displays such as banners, flags, pennant flags or search lights with an approved Temporary Use Permit from the Office of Planning and Environmental Review.

Contacts

Application Fees are NON-REFUNDABLE. If your business will be located in the unincorporated area of Sacramento County, you are strongly encouraged to contact the Office of Planning and Environmental Review **BEFORE** submitting your business license application to determine if your business activities are allowed at the business site.

For specific information regarding any zoning restrictions, Home Occupation Standards, Use Permits, Temporary Use Permits or Development Standards, please contact:

Sacramento County Office of Planning and Environmental Review
827 7th Street, Room 102, Sacramento, CA 95814 (916) 874-6221
Office Hours: 8 :30 a.m. to 4:30 p.m. Monday through Friday excluding holidays.
Web address: <http://www.per.saccounty.net>

COUNTY OF SACRAMENTO BUSINESS LICENSE APPLICATION

**SECTION III
ACTIVITIES REQUIRING A SPECIAL BUSINESS LICENSE
PLEASE ANSWER ALL QUESTIONS**

Do your business activities involve any of the following?	YES	NO
Activities such as escort, escort service, dating service, modeling studio or service, bathhouse *		
Antiques		
Dancing open to general public (Dance Hall, Night Clubs, Bar with dance floor)		
Automobile dismantling, Wrecking yard, Used auto parts		
House cleaning services at <u>residential</u> properties (occupied or unoccupied)		
Mobile auto repairs, car washing or detailing		
Mobile food sales (e.g., ice cream truck, canteen truck, lunch wagon)*		
Motorcycle sales, including new and used parts (not to include repair)		
Repossession service		
Public <u>street patrol</u> services		
Taxicab services (metered taxicab services)*		
<input type="checkbox"/> Towing and/or <input type="checkbox"/> Roadside Assistance (flat tire change, lock-out service, battery jump start and/or fuel delivery)		
Pool tables or billiards		
Concealable firearms and/or gunpowder sales		
Card room*		
Circus, carnival, petting zoo, face painting, clowns, Children's Entertainers (in character/costume)		
Storage of vehicles, goods or anything of value <u>not</u> owned by your company (e.g., Public Storage, Marinas)		
Hauling of junk or rubbish, <u>not</u> including commercial garbage collectors or landscape materials.		
Hauling vehicle make/model/year _____ License Plate # _____		
Home repair/handyman/landscaping or any other services relating to maintenance, repair or installation at <u>residential</u> properties (occupied or unoccupied) If you hold a state license for this activity please provide agency and license number _____ (example – "Contractors Board, xxxxx")		
Recyclables, scrap metals, non-ferrous materials, e-waste or junk. If you hold a State permit for this activity please provide agency and permit number _____ (example – "Consumer Affairs xxx")		
Massage * (Definition of massage is on the back of page 3. Includes Reiki, reflexology, and acupressure) If you hold a CAMTC certificate, provide certificate number _____ (Special License fee is \$89.00 with a CAMTC)		
Second hand or used items – buy, sell, trade, take on consignment, take in pawn. Second hand dealer information is on the back of this page. In addition to the County license a State license may be required, and some Dealers are required to report transactions to the Sheriff and pay a Reporting fee. What percent of total sales are secondhand/used items? _____ Please indicate below which best describes your business activities: <input type="checkbox"/> ___ Pawn shop/pawn broker <input type="checkbox"/> ___ Thrift store (donated goods only) <input type="checkbox"/> ___ Consignment <input type="checkbox"/> ___ Precious metals (buy or sell to the public) <input type="checkbox"/> ___ General Secondhand/Used Goods (including Internet Sales, Estate Sales, Liquidators)		

Except for Massage CAMTC licensing, if you answered **YES** to **ANY** question, the fee is: **\$169.00**

*Business owner(s) and anyone working for the businesses above indicated by a star are required to obtain and carry with them a **photo id card** or an **employee permit** issued by the Sheriff. Please request an Employee Permit application if you work for one of these types of business.

If you answered **YES** to **ANY** question in Section III, a **Special Business License** and/or an **Employee Permit** is required. All owners and partners or a corporate officer must be fingerprinted at the Sheriff's Department immediately after the application is filed with the Business License unit.

The Sheriff's Department will charge a separate, one-time \$32.00 fingerprinting fee for the first owner on the license/permit, and a \$69.00 fee for each partner, spouse, or co-owner. Taxi Driver fingerprint fee is \$69.00.

PLEASE READ AND SIGN DECLARATIONS PAGE

Section III of the Application – Special Business Licenses and Employee Permits

Special Business Licenses are issued to individuals engaged in certain business activities in the unincorporated area after a background review by the Sheriff's Department. In addition to Special Business Licenses, employees who engage in certain activities may require an identification card called an **Employee Permit**. There is a separate application for Employee Permits. The Special Business License and Employee Permit are valid for one year, or until a change of ownership or business activity.

If a Special Business License or Employee Permit is needed

After filing your application, you must go to the Sheriff's Identification Bureau at 711 G Street for fingerprinting. The Sheriff's Office is open for fingerprinting from 10:00 a.m. to 11:30 a.m. and 1:00 p.m. to 3:30 p.m. Monday through Friday excluding holidays. This is the only Sheriff location that processes Special Business License fingerprints. An application is not considered complete without fingerprinting, and the Sheriff's Office may deny an application if the individual(s) does not get fingerprinted within five business days of submitting the application.

Massage

Sacramento County defines massage as “any method of pressure or friction against, or stroking, kneading, rubbing, tapping, pounding, vibrating or stimulating of the external surfaces of the body with hands or with any object, appliance or wrap.” Acupressure, Reiki, reflexology, and similar bodywork is considered a type of massage.

Massage providers who do not hold a certification from the California Massage Therapy Council (CAMTC) must provide proof of insurance and a current, valid CPR certificate (on-line CPR courses not accepted) along with a diploma showing at least 500 hours of massage training from an approved school.

Massage providers who do hold a certification in good standing from the California Massage Therapy Council (CAMTC) are required to apply for a Special Business License but do not have to meet the requirement for insurance or CPR.

Massage Enterprises: In the event the applicant(s) is not the legal owner of the property, the application must be accompanied by a copy of the lease agreement. All applicants must be listed on the lease agreement.

Second Hand Items

If you buy, sell, trade, or take in consignment second hand (used) goods, you may require a State of California Second Hand Dealers License in addition to the Sacramento County Business License. The Sheriff will not approve your County license until the State license is obtained. In addition, dealers in certain types of second hand goods must report transactions to the Sheriff and pay a \$300 annual Reporting fee. The Sheriff will review your application and determine whether the reporting requirement applies to your business. You will be separately invoiced for the Reporting fee the first year. If the Reporting fee is required the Sheriff will not approve your license until the fee is paid. Contact the Sheriff's Department at 874-1728 to determine if you are required to have a State License and/or pay the Reporting fee. The Reporting fee will be collected each year as part of your Special License renewal.

Contacts

Application Fees are NON-REFUNDABLE. If you require a Special Business License or Employee Permit and you have anything in your background that the Sheriff may have concerns about, you are encouraged to contact the Sheriff's Department BEFORE submitting your business license application.

For specific information regarding **Special Business License/Employee Permit** approval, please contact:
Special Investigations Unit, Sacramento County Sheriff's Department (916) 874-5848
711 G Street, Sacramento, CA 95814

Fingerprinting Hours: 10:00 a.m. to 11:30 a.m. and 1:00 p.m. to 3:30 p.m., Monday through Friday excluding holidays.
Note: these hours are subject to change - call the Identification Unit (fingerprinting) at (916) 874-8076 to confirm.

DECLARATIONS PAGE

IMPORTANT---PLEASE READ THE INFORMATION BELOW

Business licenses are issued subject in part to the information provided by applicants. Any change in the information provided may invalidate the business license. The General Business License is **NOT TRANSFERABLE** to a new owner, new type of business activity, or new location. The Special Business License is **NOT TRANSFERABLE** to a new owner or new business activity.

It is the responsibility of all business owners to identify and obtain all special permits and approvals required by federal, state, or county regulation. It is also the responsibility of the business owners to comply with all county building and zoning regulations. Failure to do so may invalidate your right to do business in this county and in addition may subject you to penalties and legal sanctions.

NOTE: It is a misdemeanor for any person to knowingly falsify or conceal any fact or make any false or fraudulent statement in any matter within the jurisdiction of any department of the County.

Doing Business without a valid, active Business License is a misdemeanor.

Checks should be made payable to "Sacramento County".

LICENSE AND/OR PERMIT FEES ARE NON-REFUNDABLE.

ALL INFORMATION IN THIS APPLICATION IS PUBLIC RECORD.

I declare under penalty of perjury under the laws of the State of California that the foregoing is true and correct:

(Clearly) Print Owner/Corporate Officer Name

Business Name

Owner/Corporate Officer Signature

Date

Print Preparer Name

Preparer Phone Number

Compliance with the Americans with Disabilities Act:

Under Federal and State law, compliance with disability access laws is a serious and significant responsibility that applies to all California building owners and tenants with buildings open to the public. You may obtain information about your legal obligations and how to comply with disability access laws at the following agencies:

The Division of the State Architect at www.dgs.ca.gov/dsa/Home.aspx.

The Department of Rehabilitation at www.rehab.cahwnet.gov.

The California Commission on Disability Access at www.cdda.ca.gov.