

SACRAMENTO COUNTY BUSINESS LICENSING

INFORMATION AND INSTRUCTIONS FOR BUSINESS LICENSE APPLICANTS

*******ATTENTION APPLICANT*******

FAILURE TO PROVIDE A SIC CODE ON THIS APPLICATION WILL RESULT IN A REJECTED APPLICATION

The County of Sacramento issues business licenses to regulate businesses/enterprises 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/enterprise revenue.

Application Process:

This Business License Application covers all Business Licenses issued by the Department of Finance. The application contains questions which allow the applicant and Business License Unit staff to determine which types of license apply to the business/enterprise, 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), submission of any required documentation, or if required, fingerprinting at the Sheriff's Office.

You may file an online application and pay the application fees at actonline.saccounty.net. 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 Office(s). The Office of Planning and Environmental Review has up to forty-five (45) days to review a General Business License application, and the Sheriff's Office has up to ninety (90) days to review Special Business License and Employee Permit applications. 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/enterprise 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

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

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

Web address: <http://finance.saccounty.gov>

Email address: FinanceOBLA@saccounty.gov

INFORMATION AND INSTRUCTIONS FOR BUSINESS LICENSE APPLICANTS CONTINUED

GENERAL BUSINESS LICENSES:

General Business Licenses are issued to businesses/enterprises in the unincorporated area after a review by the Office of Planning and Environmental Review of the 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, activity, or location occurs.

TOBACCO RETAILER LICENSES:

Tobacco Retailer Licenses are issued to businesses/enterprises 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 occurs.. Tobacco cannot be sold from a home-based business or by mail.

Exemptions from General Business License Requirement

Financial Institutions - 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 29 days)

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/enterprises must comply with the Zoning Code Home Occupation Standards. All commercial and industrial businesses/enterprises are required to meet certain Development Standards

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 Phone: (916) 874-6141

Office Hours: Office hours are limited, please check the Planning website: <https://planning.saccounty.gov/>

Email address: SacPlan@saccounty.gov

COMMON REASONS FOR DENIAL OF AN APPLICATION FOR A GENERAL BUSINESS LICENSE:

Open Code Enforcement and/or Building Department violations.

Requirement of a Use Permit from Planning and Environmental Review.

The activity is not an allowed use at the proposed business site pursuant to the Sacramento County Zoning Code.

The property does not meet development standards pursuant to the Sacramento County Zoning Code.

**INFORMATION REGARDING SECTION V OF THE APPLICATION
SPECIAL BUSINESS LICENSES AND EMPLOYEE PERMITS**

Special Business Licenses are issued to individuals engaged in certain business/enterprise activities in the unincorporated area after a background review by the Sheriff's Office. 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/enterprise activity.

If a Special Business License or Employee Permit is needed:

All owner(s) and all partners are required to go to the Sheriff's Identification Bureau, WITHIN 5 BUSINESS DAYS OF THE DATE OF APPLICATION for fingerprinting and photographs. Failure to appear for fingerprinting is grounds for denial of your license. You must present a valid ID for fingerprinting. Please call (916) 874-8076 for the Identification Bureau's hours and ID requirements.

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 professional liability insurance, current, valid CPR certificate, and a diploma and/or transcript showing at least 500 hours of massage training from an accredited 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, CPR, or education, and are not required to fingerprint at the Sheriff's Office.

Massage Establishment: In the event the applicant(s) is not the legal owner of the property, the application must be accompanied by a copy of a valid lease agreement.

Second Hand Items:

If you buy, sell, trade, exchange for, 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's Office 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's Office 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 Office at 874-1728 to determine if you are required to have a State License and/or pay the Reporting fee.

For specific information regarding Special Business License/Employee Permit approval, please contact: Special Investigations Unit, Sacramento County Sheriff's Office (916) 874-6485 Fingerprinting Hours: Monday through Friday excluding holidays. Call the Identification Unit (fingerprinting) at (916) 874-8076 to confirm hours of operation.

Notice to Applicants for Business Licenses and Commercial Building Permits

California Disability Access - Legal Requirements and Resources

Under federal and state law, compliance with disability access laws is a serious and significant responsibility that applies to all California owners and tenants of commercial property used for public accommodation or business purposes. Non-compliance with the federal Americans with Disabilities Act of 1990 (42 U.S.C. Sec. 12101 et seq.), the CA Building Code, the CA Unruh Civil Rights Act (Section 51 of the Civil Code), the CA Disabled Persons Act (Section 54 of the Civil Code) can result in significant expense from defending lawsuits.

June 18, 2019 FINAL DRAFT

HOW TO REDUCE YOUR RISK OF BEING SUED

Compliance with state and federal construction related accessibility standards ensure that public places are accessible and available to persons with disabilities. A Certified Access Specialist (CASp) is a professional certified by the State of California to have specialized knowledge on how to apply these standards. A CASp report prepared according to Construction-Related Accessibility Standards Compliance Act (CRASCA, Civil Code Division 1, Part 2.52, Sections 55.51-55.545) entitles business and facility owners to specific legal protections, in the event that a construction-related accessibility claim is filed against them.

Building Permit Applicants: Obtain a consultation with a CASp BEFORE, and an inspection AFTER performing any alterations or construction. A CASp can provide a review of your improvement plans and an access compliance evaluation of the public accommodation areas that are not part of the alterations.

Business License Applicants: Obtain a consultation with a CASp BEFORE leasing or purchasing a facility, and an inspection AFTER engaging in business on the premises. A CASp evaluation before facility lease/purchase will assist with estimating the cost of needed access improvements. This can be an important consideration in the lease/purchase negotiations. An inspection after your move-in can identify access barriers such as placement of furniture in areas that should be free of obstructions.

Follow the CASp Report's Recommendations: The report will identify any "readily achievable" barrier removal steps - actions that can be taken right away without significant difficulty or expense. A timeline will be provided for more substantial alterations. Make improvements over time, as you can afford it, according to the CASp report's timeline. Use tax credits, deductions and financing to help reduce costs.

How to Find a CASp: Visit www.apps2.dgs.ca.gov/DSA/casp/casp_certified_list.aspx

PAYING FOR ACCESS IMPROVEMENTS

Government tax credits, deductions and financing programs are available to assist businesses with access compliance expenditures.

Federal Tax Credit - Disabled Access Credit for Eligible Small Businesses: Internal Revenue Code Section 44 provides a federal tax credit for small business that incur expenses for providing access to persons with disabilities. For more information, refer to IRS Form 8826: Disabled Access Credit at www.irs.gov/

State Tax Credit – Revenue and Taxation Code Sections 17053.42 and 23642 provide a tax credit similar to the Federal Disabled Access Credit, with exceptions. For more information, refer to FTB Form 3548 Disabled Access Credit for Eligible Small Businesses at www.ftb.ca.gov/

Federal Tax Deduction – Internal Revenue Code Section 190 allows businesses of all sizes to claim an annual deduction for qualified expenses incurred to remove physical structural and transportation barriers for persons with disabilities. For more information, refer to IRS Publication 535: Business Expenses at www.irs.gov/

State Finance Option – The California Capital Access Program (CalCAP) ADA financing program (CalCAP/ADA) assists small businesses with financing to costs to alter or retrofit existing facilities to comply with ADA requirements. Learn more at www.treasurer.ca.gov/ccpfa/calcap/

LAWS THAT GOVERN ACCESS REQUIREMENTS

Federal Civil Rights Law – Title III of the Americans with Disabilities Act (ADA) prohibits the exclusion of people with disabilities from everyday activities. The ADA regulations require that you make access improvements to your business premises, ensuring that entrances, aisles, bathrooms, service counters, and other features are accessible to and useable by people with disabilities. More information on ADA requirements for businesses:

U. S. Department of Justice (DOJ) Toll-free ADA information line: (1-800) 514-0301
ADA Business Connection <http://www.ada.gov/business.htm/>
ADA Guide for Small Businesses <https://www.ada.gov/smbusgd.pdf/>

California Building Code – All new construction and renovation must comply with disability access requirements of California Building Code (CBC) Title 24, Part 2, Chapter 11B. When renovating your premises you must make accessible the main entrance, main route to the renovated area, toilet and bathing facilities, drinking fountains, signs and public telephones serving the renovated area. If the construction project's cost is under the "valuation threshold," your obligation to do additional access work is capped at 20% of the construction costs. More on CBC Title 24 access requirements:

CA Division of State Architect (DSA) Access Compliance/General Information (916) 445-8100
<https://www.dgs.ca.gov/dsa/>

CA Commission on Disability Access (CCDA) <https://www.dgs.ca.gov/ccda/>
Additional Resources: <https://www.dgs.ca.gov/CCDA/Resources/>

California Civil Rights Laws –The Unruh Civil Rights Act and the Disabled Persons Act protect the right of individuals with disabilities to the full use and enjoyment of all business establishments. Both laws provide that any violation of the ADA is a violation of state law. Plaintiffs often file lawsuits in state court under these laws rather than under the ADA, because state laws allow plaintiffs to recoup three times their actual damages; if no actual damages are sustained, plaintiffs may recover statutory damages. More on California civil rights laws:

CA Department of Rehabilitation <https://dor.ca.gov/Home/DisabilityLawsandRegulations/>

IMPORTANT REMINDERS FOR SMALL BUSINESSES

- Although Building Permit and Inspections (BPI) may have already permitted and approved your facility, it's still advisable to have a CASp inspection after move-in to ensure there are no unintended barriers created by placement of furniture/equipment in areas that must be accessible.
- Older facilities built prior to the passage of the ADA are not "grandfathered" or exempt from compliance with access regulations. They are treated differently than newer facilities, and a CASp can assist you in understanding the specific requirements for your facility.
- Even if you are not engaged or construction or renovation, you are subject to federal and state disability rights laws. Compliance with building code requirements does not relieve you of the obligation to comply with civil rights laws, and vice versa.
- If you receive a verbal or written access complaint, follow up right away. Delay often leads to litigation. Let the complainant know you are taking the issue seriously and will be consulting with a CASp and/or legal counsel.

This document is intended as informal technical guidance. It does not replace the professional advice of a CASp or licensed architect knowledgeable about disability access requirements. It is NOT legal advice. If you have been sued, or face significant legal issues, you should consult an attorney with expertise on disability access laws.

To request alternate formats of this document, please contact First Lastname, (916) 875-0000 (TTY 711), Email LastnameF@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 Business License. The type of license(s) your business requires will be determined by the information provided below.

OFFICE USE ONLY			
C/I H/O (circle one)	() CAMTC Special	() Special License	() EP
Received By/Date _____	Processed By/Date _____	Fee \$ _____	
Mail/Counter _____	Amount Received \$ _____	Check# _____	
Related Record(s) # _____		Closed License(s) # _____	
SIC Code# _____	NPDES Permit Required? Y / N	Due Date _____	

Is the business owner an Honorably Discharged/Released Veteran? If so, you may qualify for a fee waiver if you are a sole proprietor or married couple. Ask for a Claim for Veteran's Waiver of License Fees form or download from our webpage at:

<https://finance.saccounty.net/Tax/Pages/BusLicForms.aspx>

*****PLEASE WRITE CLEARLY, BE VERY SPECIFIC IN DESCRIBING YOUR ENTERPRISE, AND COMPLETE EACH SECTION WITH A REPLY OR "N/A."*****

Business/Enterprise Location:	Commercial/Industrial	Home-Based		
Type of Application:	New License	Change of Owner	Change of Business Address	
Ownership Type:	Sole	Married Couple	Partnership	Corp/LLC

SECTION I

SOLE, MARRIED COUPLE, OR PARTNERSHIP BUSINESS/ENTERPRISE OWNER INFORMATION

Personal information will only be released to authorized government agencies or with a subpoena

Business/Enterprise Owner's Name (First, MI, Last):	Phone Number:
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Residential Address of Business/Enterprise Owner (Confidential) (Or address other than the business site where you will accept service of process - NO P.O./PMB Boxes):

E-mail Address:

Additional Owners Full Name and Residential address:
(If more than 1 additional owner, please use a separate sheet)

**SECTION II
CORPORATION/LLC/NON-PROFIT BUSINESS/ENTERPRISE OWNER INFORMATION**

Name of Corporation/LLC (As filed with the Secretary of State)	Phone No.
Address of Corporation/LLC (As filed with Secretary of State)	Corp/LLC Entity No.
Corporate Officer Full Name, Residential Address, and Title (Or mailing address other than the business site where you will accept service of process - NO P.O. Boxes)	
Email Address:	

**SECTION III
BUSINESS INFORMATION**

Business/Enterprise Name:	Business Phone Number:
Business/Enterprise Site Address (Street, Apt./Suite, City, State, Zip) No P.O. Boxes or PMB:	
Business/Enterprise Mailing Address (Commercial locations must provide alternate mailing address upon application - may be updated after a license is issued:)	
Type of Business/Enterprise (short description):	
Detailed description of all activities, products, types of services, etc., of your business/enterprise:	
Number of Employees (Not including the business owner(s):	

**COUNTY OF SACRAMENTO BUSINESS LICENSE APPLICATION
SECTION IV - GENERAL BUSINESS LICENSE**

A General Business License is required for all businesses/enterprises 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 the application fees to make sure the type of business/enterprise is allowed at the location. **APPLICATION FEES ARE NON-REFUNDABLE**

Answer all questions for activities that will take place at the business/enterprise site

Will your business/enterprise offer, provide, dispense, store, distribute, use, sell or otherwise engage in any of the following at the business site?	YES	NO
Concealable firearms or gunpowder?		
Dancing open to the general public (i.e. nightclub, bar w/dance floor)?		
Live entertainment/theatrical productions?		
Cottage Foods? Please contact EMD: https://emd.saccounty.gov/EH/FoodProtect-RetailFood/Pages/CottageFood.aspx		
Alcoholic beverages? ABC License # _____		
Tobacco products/e-cigarettes/paraphernalia? Add \$359.00 to total fee What percentage of total shelving area will be used for tobacco/paraphernalia? _____ (REQUIRED)		
Cannabis/CBD (including delivery) This is not a permitted activity in the unincorporated area of the County of Sacramento		
<input type="checkbox"/> Tattooing <input type="checkbox"/> Permanent makeup <input type="checkbox"/> Piercing <input type="checkbox"/> Branding (Check all that apply) MUST obtain a Body Art Permit from Environmental Health		
Hazardous materials or hazardous wastes? (solvents, fuels, paint, etc.), including medical waste (including hospitals, doctor or dental offices, veterinary services)		
Will recyclables, junk, or scrap metal be collected & stored at the business location?		
Will MASSAGE/REFLEXOLOGY/ACUPRESSURE/REIKI be offered or otherwise available at the business site?		
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, billiards, snooker tables that you charge customers to use? If yes, how many tables: _____		
Will you park/store any business vehicles (Tow truck or Semi, trailers, construction equipment, fleet vehicles (do not include "personal" vehicles not associated with the business). Number of vehicles: _____ Address where business vehicle(s) will be parked/stored: _____ Type of Vehicle(s): _____		

**SACRAMENTO COUNTY BUSINESS LICENSE APPLICATION
SECTION IV (CONTINUED)**

Will your business/enterprise offer, provide, dispense, store, distribute, use, sell or otherwise engage in any of the following at the business site?	YES	NO
Service or repair (to include but not limited to: smog check or other passenger vehicle servicing; 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, RV's, boats (including in a Marina), materials, inventory, etc.? If yes, what will be stored: _____ ATTENTION** OUTSIDE STORAGE IS NOT ALLOWED FOR A HOME-BASED BUSINESS.		
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 with wheels? If yes, please contact Planning and Environmental Review to apply for an abandoned shopping cart plan or your application will be denied.		
Will your business have a "drive-thru"?		
Will your business be manufacturing or assembling a product involving machining, fabrication, welding, molding, casing, foundry, or other mechanical processes? If so, please describe: _____		
Will your business have a laboratory or any equipment for analysis or processing, including medical diagnostic?		

****REQUIRED FIELD. FAILURE TO PROVIDE A SIC CODE WILL RESULT IN A REJECTED APPLICATION. You will be notified if you require a permit.**

Senate Bill 205 requires a person or entity who conducts a business operation that is a "regulated industry" to demonstrate enrollment with the NPDES permit program. By providing specified information on an initial or renewal County business license application, enrollment in the NPDES permit can be confirmed. Only those businesses with primary Standard Industrial Classification (SIC) codes that are identified by the State Water Board as requiring enrollment in the Industrial General Permit (IGP) are affected.

If your business requires an NPDES permit, you will be given 90 days to obtain the permit or the application will be closed. Application fees are NOT refundable. Please enter the SIC code associated with your business: _____

STAFF ARE PROHIBITED FROM DETERMINING THE SIC CODE

GENERAL BUSINESS LICENSE FEE IS \$182.00

SECTION V - SPECIAL BUSINESS LICENSE
ACTIVITIES REQUIRING A SPECIAL BUSINESS LICENSE

Please answer all questions for activities that will take place

Will your business/enterprise offer, provide, dispense, store, distribute, use, sell or otherwise engage in any of the following at the business site?	YES	NO
Escort, escort service, dating service, modeling studio or service, bathhouse		
Antiques		
Dancing open to the general public (night clubs, bar with dance floor, etc.)		
Automotive Dismantling, Wrecking yard, Used auto parts		
House cleaning services at residential properties (occupied or unoccupied)		
Mobile vehicle service or repairs, vehicle washing/detailing		
Mobile food sales* (i.e. trucks, carts, wagons, trailers, farmer's markets)		
Event Vendor - Selling items at a bazaar, flea market, farmer's market, craft fair, or similar type of setting.		
Motorcycle sales, including new and used parts (not to include non-mobile repairs)		
Repossession service		
Security Services		
Taxicab services* (metered taxicab services)		
Towing and/or Roadside Assistance (flat tire change, lock-out service, battery jump start and/or fuel delivery)		
Pool table(s)/billiards/snooker that customers are charged to use		
Card room*		
Circus, carnival, petting zoo, face painting, clowns, Children's Entertainers		
Storage of vehicles, goods or anything of value not owned by your company		
Hauling of junk or rubbish, not including commercial garbage collectors or landscape materials. Hauling vehicle make/model/year: _____ License plate # _____		
Home repair/handyman/landscaping/pest control or any other services relating to maintenance, repair or installation at residential properties (occupied/unoccupied). If you hold a state license for this activity, please provide agency name and license number: _____		
Recyclable, scrap metals, non-ferrous materials, e-waste or junk. If you hold a state permit for this activity please provide agency name and permit number: _____		
Sale of precious metals including, but not limited to, Gold and Silver. Includes coins, bullion, and other precious metals. (THIS INCLUDES JEWELRY STORES).		

Will your business/enterprise offer, provide, dispense, store, distribute, use, sell or otherwise engage in any of the following at the business site?	YES	NO
<p>Massage* (Definition of massage is on the next information page. (INCLUDES REIKI/REFLEXOLOGY/ACUPRESSURE/BODY CONTOURING))</p> <p>If you hold a CAMTC certificate - cert #_____.</p> <p>I am a CAMTC certified Provider \$114 () or Establishment () \$216</p>		
<p>Secondhand goods:</p> <p>Please indicate below which BEST describes your business activities:</p> <p><input type="checkbox"/> Pawnshop/pawn broker</p> <p><input type="checkbox"/> Thrift Store (donated goods only)</p> <p><input type="checkbox"/> Consignment</p> <p><input type="checkbox"/> General Secondhand/used goods (including internet sales, Estate Sales, Liquidators)</p> <p><input type="checkbox"/> Used vehicles (even if you are licensed by CA DMV as a new dealership).</p> <p>Secondhand or used items - includes buying, selling, trading, take on consignment, take in pawn, and exchange. In addition to Sacramento County business license(s) a State license may be required, and some Dealers are required to report transactions to the Sheriff and pay a Reporting fee.</p>		
<p>Except for Massage CAMTC Provider licensing, if you answered YES to ANY question, the fee is: \$216.00</p> <p>This fee is in addition to the General Business License application fee (if required).</p>		
<p>If you answered YES to ANY question in Section V, 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 Office Live Scan unit within 5 days after the application is filed with the Business License unit.</p>		
<p>* Business owner(s) and any person working for the businesses indicated by an asterick are required to obtain and carry with them an EMPLOYEE PERMIT issued by the Sacramento Sheriff's Office. Business owners incur a one-time fee of \$10 for an Employee Permit. Employees incur an application fee of \$216.00, with an annual renewal fee of \$193 and require a background check at the Sacramento Sheriff's Office.</p>		
<p>The Sheriff's Office will charge a separate, one-time \$32.00 fingerprinting fee for the first owner (or corporate officer) on the license/permit, and a \$74.00 fee for each additional corporate officer, partner, spouse, or co-owner. Taxi Driver fingerprint fee is \$74.00.</p>		

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 and Tobacco Retailers License are NOT TRANSFERABLE to a new owner, new type of business/enterprise activity, or new location. The Special Business License is NOT TRANSFERABLE to a new owner or new business/enterprise 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/enterprise 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/Enterprise without a valid, active Business License is a misdemeanor.

PERSONAL INFORMATION ON THIS APPLICATION WILL ONLY BE RELEASED TO AUTHORIZED GOVERNMENT AGENCIES OR BY SUBPOENA.

Checks should be made payable to "Sacramento County"

If a check is returned unpaid for any reason, the applicant will incur a \$53 return check fee and will be required to pay the application fees. Failure to pay these fees may result in a rescinded application or license.

I declare under penalty of perjury under the laws of the State of California that the foregoing is true and correct. By signing below I am acknowledging and accepting that application fees are NON-REFUNDABLE.

Business Name

Date

(Clearly) Print Owner/Corporate Officer Name

(Clearly) Print Owner/Corporate Officer Name

Owner/Corporate Officer Signature

Owner/Corporate Officer Signature

(Clearly) Print Preparer Name

Preparer Phone Number

(Clearly) Print Interpreter Name

Interpreter Phone Number

**The Business Licensing office is located at: 700 H St., Room 1710, Sacramento, CA 95814.
Office hours: Monday - Friday (excluding holidays) 8 a.m. to 5 p.m. - we stop processing applications at 4:45 p.m.
Telephone: (916) 874-6644 Hours: Monday - Friday (excluding holidays) 9 a.m. to 4 p.m.**

APPLICATION FEES ARE NON-REFUNDABLE