



All businesses operating in the City of Yuba City are required to have a business license – including businesses that operate from home.

For your convenience, the City of Yuba City provides a streamlined process for obtaining your business license. Most of your needs can be met at City Hall for the following departments:

- ❖ Finance Department/Customer Service
- ❖ Building/Planning
- ❖ Code Enforcement

Validity

- ❖ Business licenses are valid for one calendar year – all licenses expire on December 31st but have a grace period until mid-February to renew.
- ❖ Licenses must be renewed annually
- ❖ Failure to renew will result in penalties

Specifics

- ❖ Business licenses are approved for a specific location
- ❖ Any move (change of address) will require a new application and review by appropriate departments
- ❖ A license is issued to a specific owner
- ❖ Change in ownership requires a new application

Special Approval/Permits

- | | | |
|----------------------------|---|----------------------|
| ❖ Ambulances | ❖ Auctioneers | ❖ Auction Markets |
| ❖ Billiards | ❖ Bingo | ❖ Cabaret |
| ❖ Check Cashing Services | ❖ Food Services (including catering trucks) | ❖ Taxi Service |
| ❖ Manufacturing Facilities | ❖ Food Processors | ❖ Gun Dealers |
| ❖ Limousine Services | ❖ Massage Parlors | ❖ Massage Technician |
| ❖ Pawn Brokers | ❖ Private Security Service (Patrol) | ❖ Restaurants |
| ❖ Special Events | ❖ Businesses subject to National Categorical Pretreatment Standards | |

Processing Time

- ❖ Depending upon the type of business you are opening, your processing time may be 10 minutes or up to 10 days. For example, new commercial businesses in new commercial buildings need zoning, fire, planning, and code enforcement clearance. Established businesses from other Cities conducting business in our City can have their licenses processed within 10 minutes, under most circumstances.

Costs

- ❖ Standard Base Service Fee/Administrative Fee - \$46 per year
- ❖ SB 1186 Fee - \$1.00 per year

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

- ❖ Tax Rate Classifications: (updated annually on Renewal Affidavit)
 - Manufacturer, Administrative Headquarters, Retail, and Wholesale businesses are taxed at \$0.22 per thousand dollars of gross receipts per year.
 - Rental Residential Property, Rental of Non-Residential Property, Services, Recreation and Entertainment businesses are taxed at \$0.44 per thousand dollars of gross receipts per year.
 - Professional businesses are taxed at \$0.77 per thousand dollars of gross receipts per year.

Fictitious Business Statement

California law requires that every person who regularly transacts business for profit in the state under a fictitious name must file and publish a Fictitious Name Statement. If you use your surname as the name of your business (and the business name does not suggest the existence of additional owners), you do not have to file a Fictitious Business Statement.

Filing a Fictitious Name Statement

- ❖ Fictitious Name Statements are applied for and processed in the Sutter County Clerk's office, located at:

433 Second Street

Yuba City, CA 95991.

(530) 822-7120

- ❖ The fee for filing a Fictitious Business Name Statement is \$23.00 for the first name including one owner on the statement, \$5.00 for each additional business name and / or owner on the same statement at the same location. Abandonment or Withdrawal of a Fictitious Name is \$23.00. The filing fee includes one certified copy. Additional certified copies are \$2.50. Make checks payable to the Sutter County Clerk. Publication fee will vary with newspaper.
- ❖ The Fictitious Name Statement expires five years from the date of filing, 40 days after any change in fact (except change of address of individual, general partner or trustee), or upon abandonment of name.

Checklist of items to consider when planning a new business

- Correct Zoning
- Appropriate Building
- Adequate Parking
- Tenant Improvements (permit required)
- Signs – either new or changes (permit required)
- Hazardous Materials (Building Dept., Fire Dept., County Hazardous Management Division)
- Fictitious Business Name (County Clerk)
- Sellers Permit/Resale Number (State Board of Equalization)
- State Tax ID Number (Internal Revenue Service)
- Food Handler’s Permit (County Health Department)
- Any Special Federal, State or County Permits and/or Licenses which pertain to your business
- City Business License (Required in **each City** where you conduct business and at **each location** within the City)
- Industrial Wastewater Discharge Permit

Who to Call for Help

City of Yuba City

www.yubacity.net

Business License - (530) 822-4619
Code Enforcement - (530) 822-4703
Building Department - (530) 822-4629
Fire Department - (530) 822-4687
Planning Department - (530) 822-4700
Utilities Department - (530) 822-4639

State Departments

Alcoholic Beverage Control
2400 Del Paso Road, Ste. 155
Sacramento, CA 95834
(916) 419-1319

Board of Equalization
www.boe.ca.gov
450 N Street
Sacramento, CA 95814
(800) 400-7115

Sutter County

www.co.sutter.ca.us

Health Department
1130 Civic Center Blvd
Yuba City, CA 95993
(530) 822-7215

County Clerk
433 Second Street
Yuba City, CA 95991
(530) 822-7120

Federal Departments

IRS Taxpayer Service
<http://www.irs.gov/uac/Contact-My-Local-Office-in-California>
1-800-829-4933 (Businesses)
1-800-829-1040 (Individuals)