



The City of Yuba City

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.

- ❖ Planning/Building Department
- ❖ Code Enforcement
- ❖ And other necessary departments and divisions

Validity

- ❖ Business licenses are valid for one year.
- ❖ Must be renewed annually.
- ❖ Failure to renew will result in penalties of 25% per month (not to exceed 100%).

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.
- ❖ A change in ownership requires a new application.

Special Approval/Permits

- | | |
|---|-------------------------------------|
| ❖ Ambulances | ❖ Gun Dealers |
| ❖ Auctioneers | ❖ Limousine Services |
| ❖ Auction Markets | ❖ Massage Parlors |
| ❖ Billiards | ❖ Massage Technician |
| ❖ Bingo | ❖ Pawn Brokers |
| ❖ Cabaret | ❖ Private Security Service (patrol) |
| ❖ Check Cashing Services | ❖ Restaurants |
| ❖ Food Services (including catering trucks) | ❖ Special Events |
| ❖ Taxi Service | |
| ❖ Manufacturing Facilities | |
| ❖ Food Processors | |
| ❖ 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. Where 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 \$40.00 per year.
- ❖ Tax Rate Classifications: (updated annually on Renewal Affidavit)
 - Manufacturer, Administrative Headquarters, Retail, and Wholesale taxed \$0.22 per thousand dollars of gross receipts per year.
 - Rental Residential Property, Rental of Non-Residential Property, Services, Recreation and Entertainment taxed \$0.44 per thousand dollars of gross receipts per year.
 - Professionals taxed \$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

- ❖ Filing fee is \$30.00 for 1 owner and \$5.00 for each additional name added.
- ❖ Within 30 days, your fictitious name must be published in a local newspaper of general circulation in the county. You must also contact your bank.
- ❖ An affidavit showing that it was published must be filed with the Sutter County Clerk not more than 30 days after the last date of publication.
- ❖ No charge for forms.
- ❖ Valid for five years.

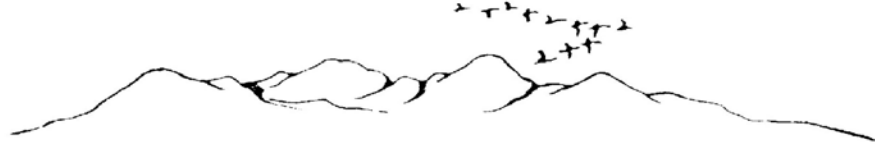
**Sutter County Clerk
433 Second Street
Yuba City, CA 95991**

530-822-7120



The following is a checklist of some items new applicants should consider in planning a new business.

- ❑ Correct Zoning
- ❑ Appropriate Building
- ❑ Adequate Parking
- ❑ Tenant Improvements (permit required)
- ❑ Signs – either new or changes (permit required)
- ❑ Hazardous Materials (Building Department, Fire Department, County Hazardous Materials 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 a each **location** within the City)
- ❑ Industrial Wastewater Discharge Permit



Utilities Department Industrial Wastewater Discharge Permit Information

July 18, 2005

The City of Yuba City requires any business desiring to discharge industrial wastewater to the City's collection system first obtain an Industrial Wastewater Discharge Permit (Chapter 5 of Title 6 of the Municipal Code also known as the Wastewater Collection and Treatment Ordinance). Industrial wastewater is wastewater from any manufacturing, processing, institutional, commercial, agricultural or other operation where the wastewater discharged is of substantially non-human origin (non-domestic) and likely to contain regulated pollutants. Discharge permits provide a mechanism for the City to protect the wastewater collection and treatment facilities, personnel, public and the environment. Wastewater Discharge Permit applications are available from the Pretreatment Coordinator at 302 Burns Drive Yuba City, CA 95991. An application can be requested at (530) 822-7687. Businesses may be required to complete an Industrial User Survey form from time to time as deemed necessary.

Certain businesses may be required to provide wastewater treatment (pretreatment) facilities in order to comply with the Wastewater Collection and Treatment Ordinance. Affected businesses shall achieve compliance with all National Categorical Pretreatment Standards found at 40 Code of Federal Regulations Chapter 1, subchapter N, Parts 405-471 prior to discharge. Inquiries can be made to the Pretreatment Coordinator at the address and phone number listed above.

State and Federal regulations require that industries discharging to POTWs pay their fair share of wastewater treatment costs. Businesses planning to purchase City water for consumption and discharge in excess of 10,000 gallons per day shall notify the Utilities Director at 302 Burns Drive Yuba City, CA 95991 or by phone at (530) 822-4639. The capital and interest costs shall be determined by the required plant capacity of each industrial user. Plant capacity may be reserved by a written request to the Utilities Director at the address above. Requests must be received on or before February 1 for the succeeding fiscal year beginning July 1. Capacity will be allotted based on availability. Businesses are subject to assessment of permit application fees, annual permit fees and industrial user fees as set forth in the Yuba City Municipal Code

Discharge into streams is prohibited by Section 6.5.201 of the Yuba City Municipal Code. No business shall conduct activities on its premises (parking, storage or other outside areas) which generate untreated non-stormwater runoff into the City's stormwater collection system.

Following is a sampling (not necessarily complete) of business types which may be required to obtain industrial wastewater discharge permits; manufacturing facilities: food processors; machine shops: facilities with grease or sand/grit interceptors, oil/water separators or other pretreatment systems: medical/dental complexes: businesses subject to National Categorical Pretreatment Standards: industrial laundries and dry cleaners, commercial electric generating stations and hospitals.