

FREQUENTLY ASKED QUESTIONS

What if I Don't Obtain a License?

Conducting business in the city without a license can result in penalties, Notices of Violation and Administrative Citations. It is a misdemeanor to violate the City Business License ordinances.

Do I Need to Display My Business License?

Yes, all business licenses must be posted in public view at the fixed location of the business. For those businesses without a fixed location, the responsible party must carry the business license with them while conducting business in Yuba City.

How Often Do I Need to Renew It?

Business licenses are renewed annually. A Courtesy notice is mailed 3 weeks before the due date. However, you are responsible for renewing your license whether or not the renewal notice is received. If the payment is received more than 30 days past the due date, a 10% per month penalty is charged. Notices of Violation and Administrative Citations may also be issued.

I am Moving to a New Location in the City.

Please notify us of your new address, phone number, and any other changes to your business. After compliance with any applicable city requirements, your business license may be transferred to the new location for a small fee. If you are moving to a new commercial location, you will need to apply for a new Certificate of Occupancy.

What if I Stop Doing Business or Move Away?

Let us know in writing if you want your license cancelled. No refunds are given when the business ceases.

Can I Transfer My License to Someone Else?

Business Licenses are not transferable from one owner to another. The new owner must apply for a business license in their name.

Where Do I Find You?

We are located at 1201 Civic Center Blvd. Enter the main Administration Building and follow the signs to Business License.

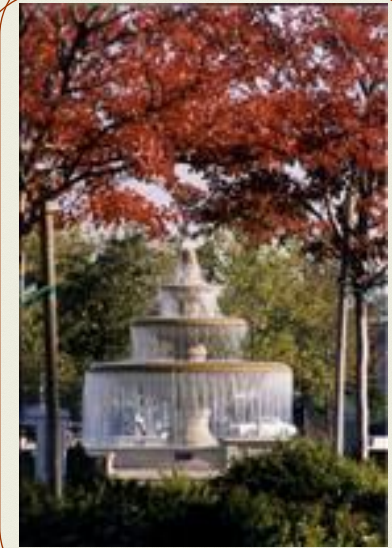
WHAT OTHER THINGS MAY I NEED?

- ✦ **Certificate of Occupancy** – required by the Planning Dept. for businesses in a commercial or industrial location. Call (530) 822-4700 or pick up an application from City Hall.
- ✦ **Conditional Use Permit** – required by the Planning Dept. for some businesses such as live entertainment, dance schools, internet cafes, and alcohol sales. Call (530) 822-4700.
- ✦ **Certified Unified Program Agency (CUPA)** required by the Fire Dept if you handle or store hazardous material or waste. Call (530) 822-4687.
- ✦ **Fictitious Name (dba)** – must be filed if you choose a business name that does not include your own last name. Contact the County Clerk's office at (530) 822-7120, go online at www.co.sutter.ca.us or contact your local newspaper office.
- ✦ **Seller's Permit (Resale #)** – required by the State Board of Equalization if you sell merchandise. Call (949) 440-3473 or visit www.boe.ca.gov.
- ✦ **Health Permit** – required by the County Health Dept. for food handling, permanent make-up, tattooing or body piercing. Call (530) 822-7215.
- ✦ **Federal Tax ID #** – required if you have employees, are incorporated, or have a registered partnership. Call (800) 829-1040 or visit www.irs.gov.
- ✦ **Worker's Compensation Insurance** required if you have employees. Contact your local insurance agent, state fund or visit [www.dir.ca.gov/workers' comp.html](http://www.dir.ca.gov/workers_comp.html).
- ✦ **Liquor License** – required by the State Dept. of Alcoholic Beverage Control if you sell or serve alcohol. Contact (714) 558-4101 or visit www.abc.ca.gov.
- ✦ **Special Permits** – required by the Police Dept for certain types of business activities. Some examples are firearm dealers, pawnbrokers, psychic reading, massage, soliciting for donations, live entertainment, and bingo. Call (530) 822-4629 or the Police Dept. at (530) 822-4660 for more information.



How to Obtain a Business License in Yuba City

City of Yuba City



Town Square Fountain

The Place to Be!

Phone: (530) 822-4619

Web site: www.yubacity.net

ABOUT BUSINESS LICENSES...

Welcome to the City of Yuba City business community. This information guide is intended as a summary of information you will need to know in order to operate a business in the City of Yuba City. This guide is provided as a public service. It is not all-inclusive and any specific questions should be directed to the Business License Division at (530) 822-4619. Clarification and definition can also be found in the City of Yuba City Municipal Code, Title 3 – Finance Chapter 4. The City of Yuba City business license is not a regulatory license but is a tax to help pay for the public safety needs of the people of Yuba City.



Downtown Plumas Street

WHO NEEDS A BUSINESS LICENSE?

The City of Yuba City Municipal Code requires most businesses operating in Yuba City to pay an annual business license tax. Business Licenses are not transferable between owners; however, they may be transferred to a new location upon notification to Business License and approval by the City Planning Department. All businesses, trades, professions, callings, or occupations operating in the City need a Business License. These include but are not limited to:

- ✦ Any business in a commercial or industrial location.
- ✦ Persons who have a home office or use their home as the headquarters of their business.
- ✦ Businesses, which are located outside the city, but transact business in the city such as contractors, cleaners, repair people, gardening services, fumigators, telemarketers etc.
- ✦ Independent contractors such as doctors, real estate sales agents, hairdressers, janitorial contractors, and home party demonstrators.
- ✦ Apartment owners renting 3 or more units.
- ✦ Mobile Vendors who sell merchandise from their vehicles, such as ice cream trucks.
- ✦ Temporary businesses such as a one-day or weekend event in the city, or a short-term seasonal business.



HOW DO I OBTAIN A BUSINESS LICENSE?

You can obtain an application from City Hall, or download one from our website at www.yubacity.net. Look under the Finance Department for Business License. Complete the application and bring it to City Hall, 1201 Civic Center Blvd., Yuba City, CA 95993. If you are in a commercial location in the city, you may need to fill out an application for a Certificate of Occupancy for the Planning Department, who can be reached at (530) 822-4700. If you are an out of City business you can mail the application to City Hall. Attention: Finance Department.

HOW MUCH DOES IT COST?

The [business license](#) fee is based on the type of business. Contractors pay a flat rate of \$35.00 per year and Transportation pays a flat rate of \$40.00 per truck. All other businesses begin by paying a \$41.00 administrative fee along with a tax which varies depending upon the type of business. The amount of Tax paid is based on annual gross receipts. A business license is valid from January 1 through December 31. To avoid penalties, license fees must be paid by February 1 of each year. For more detailed information or if you have any questions, please contact the licensing division at (530) 822-4619.

HOW LONG DOES IT TAKE TO APPLY?

A business license may be issued at City Hall while you wait. Your application must be complete and include all necessary documents. You may need to bring the following: Seller's Permit showing a Yuba City location; Health Permit; Certificate of Occupancy or receipt. Your application may also be mailed to City Hall. Be sure to complete all relevant items on the application.