

## 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 at least 3 weeks prior to 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, how does that affect my license?*

Please notify us of your new address, phone number, or 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. Some moves require a zoning clearance through the Development Services Department.

### *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 the business license office?*

We are located at 1201 Civic Center Blvd. Enter the main building and follow the signs to Customer Service.

## WHAT OTHER THINGS MAY I NEED?

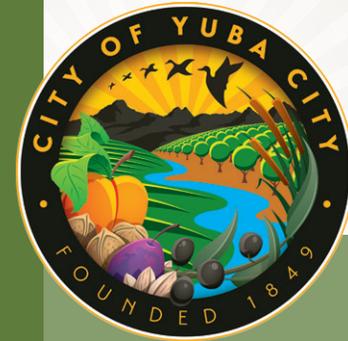
- » **Certificate of Occupancy**  
Required by the building Dept. prior to occupying a newly constructed or remodeled building, issued upon completion of permitted construction. Call (530)822-4700
- » **Home Occupancy Certificate**  
Required by the Building Dept. if your office is home based. Call (530)822-4700.
- » **Conditional Use Permit**  
Required by the Planning Dept. for some businesses such as live entertainment, dance schools, internet cafes, & 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)**  
Required if you do not have your last name included in your business name. Contact the County Clerk's office at (530)822-7120, go online at [www.co.sutter.ca.us](http://www.co.sutter.ca.us)
- » **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](http://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](http://www.irs.gov)
- » **Worker's Compensation Insurance**  
Required if you have employees. Contact your local insurance agent, state fund or visit [http://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](http://www.abc.ca.gov)
- » **Special Permits**  
Required by the Police Dept. for certain types of business activities, such as: firearm dealers, pawnbrokers, psychic reading, massage, soliciting for donations, live entertainment, & bingo. Call (530)822-4629 or the Police Dept. at (530)822-4660 for more information.

## HAVE QUESTIONS?

Get answers from the Business License Division.  
Call (530) 822-4618.

# Doing business in Yuba City

Obtaining a  
Business License



### City of Yuba City

Finance Department  
1201 Civic Center Blvd.  
Yuba City, CA 95993  
Phone (530) 822-4618  
Fax (530) 822-4828  
[BusinessLicense@YubaCity.net](mailto:BusinessLicense@YubaCity.net)  
[www.YubaCity.net](http://www.YubaCity.net)



# ABOUT Business Licenses

## WELCOME!

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) 822-4618.

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.

## 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 the City 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 companies, gardening services, fumigators, telemarketers, photographers, etc.
- » Independent contractors, such as doctors, real estate sales agents, cosmetologists, janitorial contractors, & home party demonstrators.
- » Property 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 TO OBTAIN A BUSINESS LICENSE

### *Where*

You can obtain an application from City Hall, or online at [http://www.yubacity.net/city\\_hall/departments/finance/business\\_license/](http://www.yubacity.net/city_hall/departments/finance/business_license/). Complete the application and bring it to City Hall, 1201 Civic Center Blvd. Depending on your location, you may need to fill out an application for Occupancy through the Planning Dept., who can be reached at (530) 822-4700. If you are an out of city business you can mail or email your application to the Finance Department, 1201 Civic Center Blvd., Yuba City, CA 95993

### *Cost*

The license fee is based on the type of business. Contractors pulling permits pay a flat rate of \$36 per year. Transportation pays a flat rate of \$41 per truck. All other businesses begin by paying a \$45 administrative fee, plus a tax which varies depending upon the business. The amount of tax is paid is based on annual gross receipts.

### *When To Renew Your License*

Licenses are valid from January 1st through December 31st. Renewal notices are mailed to businesses at the end of December. To avoid penalties, license fees must be paid by February 1st of each year.

### *Application Processing Time*

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, Health Permit, Certificate of Occupancy or receipt. Your application may also be mailed or emailed to City Hall, and once processed, the license will be available for pick up at City Hall or mailed to the business.

