

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 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 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, 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.gov. 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 CA State Department of Social Services at (916) 263-5744 for more information. We do issue business licenses for day care in commercial locations. Residential board and care homes are licensed through the State. For more information on residential board and care homes please contact CA State Department of Social Services at (916) 657-2592.

Depending on the type of business 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 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 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, childcare 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 business 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 for marketing distribution.

Planning/Zoning Code Requirements

All home-based businesses must comply with the Zoning Code Home Occupation Standards. All commercial and industrial businesses 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

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 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 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 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

**DO NOT COMPLETE THIS APPLICATION IF ANY OF YOUR BUSINESS SERVICES FALL UNDER
THE DEFINITION OF MASSAGE**

Sacramento County SCC 4.36 defines "Massage" or "Massage Services" as "any method of pressure or friction against, or stroking, kneading, rubbing, tapping, percussion, vibrating or stimulating of the external surfaces of the body with hands or with any object." Reflexology, Acupressure, Reiki, Body Sculpting, Body Contouring and similar bodywork is considered a type of massage.

Businesses that provide any massage service will be required to submit a completed Massage Establishment Business License Application or a Home-Based Massage Business License Application.

DO NOT complete this application for any business offering massage or it will be rejected.

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.

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 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.



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

Mail/Counter C/I H/O AG ☐ Special License ☐ EP ☐ City of _____ Fee _____
Rec'd By/Date _____ Check # / Amount Rec'd _____ Processed By/Date _____
Related Record(s) _____
Closed License(s) _____

☐ **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 form or download from our webpage at:

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

(Corporations/LLC's to do qualify for the fee waiver)

****PLEASE ENSURE THAT YOU WRITE CLEARLY, PROVIDE SPECIFIC INFORMATION, AND COMPLETE EACH SECTION WITH A RESPONSE OR "N/A"*****

Business Location: ☐ Commercial/Industrial ☐ Home-Based ☐ Agriculture

Type of Application: ☐ New License ☐ Change of Owner ☐ Change of Business Address

Ownership Type: ☐ Sole ☐ Married Couple ☐ Partnership ☐ Corporation ☐ LLC

Have you ever been licensed with Sacramento County? ☐ Yes ☐ No

SECTION I: OWNER INFORMATION

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

Owner's Name (First, MI, Last) OR Entity Name if Corporation/LLC:

Personal OR Entity Phone No.:

Residential Address of Owner (Confidential) OR Entity Address (as filed with Secretary of State):

E-mail Address:

Additional Owners OR Corporate Officer(s)/Corporate Officer Title(s) and Residential Address:

Phone No./ Email:

SECTION II: BUSINESS INFORMATION

Business Name (DBA):

Business Phone No.:

Business Site Address (Street, Apt./Suite, City, State, Zip - No P.O. Boxes or PMB):

☐ Is the address you entered a virtual address? If yes, your lease agreement is required.

Business Mailing Address:

Type of Business (short description):

Detailed description of all activities, products, types of services, etc., of your business:

Number of Employees (Not including the business owner(s): _____

If home occupation, any employees that reside outside of the home: ☐ Yes Number _____ ☐ No

If yes, do they report to work at the residence ☐ Yes ☐ No

****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.

COUNTY OF SACRAMENTO BUSINESS LICENSE APPLICATION
SECTION III: General Business License

A General Business License is required for all businesses 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 is allowed at the location. **APPLICATION FEES ARE NON-REFUNDABLE**

| Answer all questions for activities that will take place at the business site | | |
|--|-----|----|
| Will your business 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? | | |
| Bingo? <i>You must contact the Sheriff's Office for additional Bingo Licensing requirements.</i> | | |
| Live entertainment/theatrical productions? | | |
| Preparing Food? If yes, where will food be prepared: <input type="checkbox"/> Commercial/Industrial location listed as the business site address <input type="checkbox"/> Commercial kitchen/commissary at the following address: _____ <i>(my home will only be used as an office for the business)</i> <input type="checkbox"/> Food Truck* stored, when not rendering service, at the following address: _____ <input type="checkbox"/> Food Cart, Trailer, Or Non-Motorized Vehicle <i>(such as a snow cone cart)</i> which will be stored at the following address: _____ What is the model of this cart, trailer, or other non-motorized vehicle? _____ <input type="checkbox"/> Residential location* listed on this application. <i>I will only prepare cottage foods.</i> <i>*Food trucks must be stored at an approved commissary, or another location approved by the Environmental Management Department (EMD). Note that only cottage foods are permitted to be prepared and sold from home. For more information, contact EMDInfo@saccounty.gov.</i> | | |
| Alcoholic beverages? ABC License # _____ Two-Digit SBC License Type: _____ | | |
| Tobacco/Nicotine products/e-cigarettes/paraphernalia?* (add \$542.77 to total fee) *Must provide copy of CA State Tobacco License with application Percentage of total shelving area used for tobacco and tobacco paraphernalia: _____ % (REQUIRED) | | |
| Cannabis (including delivery) <i>(This is not a permitted activity in the unincorporated area)</i> | | |
| <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 <i>*If permanent makeup, include a floor plan of salon or suite showing areas to be used for Permanent Makeup. Permanent makeup is limited to 25% of the floor area of a salon/suite without a Use Permit.</i> | | |
| Hazardous materials or hazardous wastes? <i>(solvents, fuels, paint, etc.), including medical waste (including hospitals, doctor or dental offices, veterinary services)</i> | | |
| Will recyclables, junk, or scrap metal be <u>collected and/or stored</u> at the business location? | | |
| Sexually oriented activities, entertainment, books, magazines, videos, novelties or devices? | | |

COUNTY OF SACRAMENTO BUSINESS LICENSE APPLICATION
SECTION III: General Business License (Continued)

| Will your business offer, provide, dispense, store, distribute, use, sell or otherwise engage in any of the following at the business site? | YES | NO |
|--|-----|----|
| Electronic, mechanical, or video games, including internet based, or computers <u>for customer use</u> If yes, number of machines: _____ | | |
| Pool, billiards, snooker tables that you <u>charge</u> customers to use? If yes, how many tables: _____ | | |
| Do you use any vehicles for your business? Number of vehicle(s): _____ Address where business vehicle(s) will be parked/stored: _____ Type of vehicle (passenger vehicle, pick-up, semi, tractors/trailers) _____ Make/model: _____ Weight classification (if known): _____ | | |
| 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? _____ | | |
| Auto Repair? Check all that apply: <input type="checkbox"/> Paint <input type="checkbox"/> Body rebuilding/collision repair <input type="checkbox"/> Engine/transmission/radiator rebuilding | | |
| 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: _____ Square footage of outdoor storage area: _____ **OUTSIDE STORAGE IS NOT ALLOWED FOR A HOME-BASED BUSINESS** | | |
| Will customers <u>come into your business</u> 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? <i>If yes, please contact Code Enforcement to apply for an abandoned shopping cart plan or your application will be denied.</i> | | |
| Will your business have a "drive-thru"? Is it a new drive-thru with amplified sound? <input type="checkbox"/> Yes <input type="checkbox"/> No <i>*If yes, provide a site plan with location of speaker to property line</i> | | |
| Will your business be manufacturing or assembling a product involving machining, fabrication, welding, molding, casing, foundry, or other mechanical processes? <input type="checkbox"/> Indoor <input type="checkbox"/> Outdoor If yes, please describe: _____ | | |
| Will your business have a laboratory or any equipment for analysis or processing, including medical diagnostic? | | |
| GENERAL BUSINESS LICENSE FEE IS \$235.06 PLUS FEES – TOTAL IS \$254.34 | | |

SECTION IV - Special Business License

Please answer all questions for activities that will take place

| Will your business 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 (<i>night clubs, bar with dance floor, etc.</i>) | | |
| 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) | | |
| Motorcycle sales, including new and used parts (<i>not to include non-mobile repairs</i>) | | |
| Repossession service | | |
| Security Services | | |
| Taxicab services* (<i>metered taxicab services</i>) | | |
| <input type="checkbox"/> Towing <input type="checkbox"/> Roadside Assistance (<i>flat tire change, lock-out service, battery jump start and/or fuel delivery</i>) | | |
| Pool table(s)/billiards/snooker that customers are charged to use | | |
| Concealable firearms or gunpowder? | | |
| Card room* | | |
| Circus, carnival, petting zoo, face painting, clowns, Children's Entertainers | | |
| Storage of vehicles, goods or anything of value <u>not</u> 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/landscaping/pest control or any other services relating to maintenance, repair and/or installation at residential properties (<i>occupied/unoccupied</i>). If you hold a state license for this activity, please provide agency name and license number: _____ <i>If your business is not based in unincorporated Sacramento County and you have an active CA State Contractor's License, you are not required to obtain a business license.</i> | | |
| 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). | | |

SECTION IV - Special Business License (Continued)

Will your business offer, provide, dispense, store, distribute, use, sell or otherwise engage in any of the following at the business site?

YES**NO**

Secondhand goods:

Please indicate below which BEST describes your business activities:

- ☐ Pawnshop/pawn broker
- ☐ Thrift Store (donated goods only)
- ☐ Consignment
- ☐ General Secondhand/used goods (including internet sales, Estate Sales, Liquidators)
- ☐ Used vehicles (even if you are licensed by CA DMV as a new dealership).

Indicate the percentage of secondhand items_____%

(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.)

If you answered YES to ANY question, the fee is: \$212.58 plus fees – **total is \$230.39.**

This fee is in addition to the General Business License application fee (if required).

If you answered YES to ANY question in Section IV, 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.

* Business owner(s) and any person working for the businesses indicated by an asterisk 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 \$10.22 plus fees for a total of \$14.88 for an Employee Permit. Employees incur an application fee of \$197.25 plus fees for a total of \$214.07, with an annual renewal fee of \$214.07 and require a background check at the Sacramento Sheriff's Office.

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.

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 activity, or new location.

The Special Business License is **not transferable** to a new owner or new business 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 the responsibility of the business 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 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 may result in a rescinded application or license.

Under Business and Professions Code section 16000.2, you are hereby notified that Section 118600 of the Health and Safety Code requires you to identify all single-user toilet facilities in your business as all- gender toilet facilities on compliant signage. Details are available in Section 118600 at:

https://leginfo.ca.gov/faces/codes_displaySection.xhtml?lawCode=HSC§ionNum=118

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.

Print Owner or Corporate Officer Name

Print Additional Owner or Corporate Officer Name

Signature of Owner or Corporate Officer

Signature of Additional Owner or Corporate Officer

Date

Date

Please complete next section if form was completed by someone other than the business owner or Corporate Officer.

Print Preparer Name

Preparer Phone Number

Please complete next section if someone translated the form for the business owner or Corporate Officer.

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.