

**\*\*\*\*\*ATTENTION APPLICANTS\*\*\*\*\***  
**FAILURE TO PROVIDE A SIC CODE ON**  
**THIS APPLICATION WILL RESULT IN A**  
**REJECTED APPLICATION.**

**STAFF ARE PROHIBITED FROM**  
**ADVISING ON OR DETERMINING THE SIC**  
**CODE ON YOUR BEHALF.**

**PLEASE INDICATE THE SIC CODE ON**  
**THE LAST GENERAL BUSINESS LICENSE**  
**QUESTION**

# 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/enterprises 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/enterprise 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/enterprise, 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.net](http://actonline.saccounty.net). 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 State Department of Social Services at (916) 263-5744 for more information. We do issue business licenses for day care in commercial locations. Also, residential board and care homes are licensed through the State. For more information on residential board and care homes call (916) 657-2592.

Depending on the type of business/enterprise 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](mailto:FinanceOBLA@saccounty.gov)

## INFORMATION AND INSTRUCTIONS FOR BUSINESS LICENSE APPLICANTS CONTINUED

### GENERAL BUSINESS LICENSES:

General Business Licenses are issued to businesses/enterprises 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/enterprises 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..

### 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 30 days), residential (home-based) care homes for adults or children, and family (home-based) day care with less than 14 children.

**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, child care 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 enterprise that combines product from multiple farms, wholesaling, processing, storage or

### Planning/Zoning Code Requirements

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

Office Hours: 8:30 a.m. to 4:30 p.m. Monday through Friday excluding holidays.

Web address: <https://planning.saccounty.net/>

Email address: [SacPlan@saccounty.net](mailto:SacPlan@saccounty.net)

### 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 business 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/enterprise 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/enterprise 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:**

Sacramento County defines massage as "any method of pressure or friction against, or stroking, kneading, rubbing, tapping, pounding, vibrating or stimulating of the external surfaces of the body with hands or with any object, appliance or wrap." Acupressure, Reiki, reflexology, and similar bodywork is considered a type of massage.

Massage providers who do not hold a certification from the California Massage Therapy Council (CAMTC) must provide proof of professional liability insurance, current, valid CPR certificate, and a diploma and/or transcript showing at least 500 hours of massage training from an accredited school.

Massage providers who do hold a certification in good standing from the California Massage Therapy Council (CAMTC) are required to apply for a Special Business License but do not have to meet the requirement for insurance, CPR, or education, and are not required to fingerprint at the Sheriff's Office.

Massage Establishment: In the event the applicant(s) is not the legal owner of the property, the application must be accompanied by a copy of a valid lease agreement.

**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.



### 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			
C/I	H/O (circle one)	( ) CAMTC Special	( ) Special License
Received By/Date _____		Processed By/Date _____	
Mail/Counter _____		Amount Received \$ _____	
Related License Record(s) # _____		Closed License(s) # _____	
SIC Code# _____		NPDES Permit Required? Y/N (circle one)	
		Due Date _____	

**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 of License Fees form or download from our webpage at:

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

**\*\*\*PLEASE WRITE CLEARLY, BE VERY SPECIFIC IN DESCRIBING YOUR ENTERPRISE, AND COMPLETE EACH SECTION WITH A REPLY OR "N/A."\*\*\***

<b>Business/Enterprise Location:</b>	Commercial/Industrial	Home-Based			
<b>Type of Application</b>	New License	Change of Owner	Change of Business Address		
<b>Ownership Type</b>	Sole	Married Couple	Partnership	Corp/LLC	Other

**SECTION I - SOLE, MARRIED COUPLE, OR PARTNERSHIP BUSINESS/ENTERPRISE OWNER INFORMATION**

**PERSONAL INFORMATION WILL ONLY BE RELEASED TO AUTHORIZED GOVERNMENT AGENCIES OR WITH A SUBPOENA**

Business/Enterprise Owner's Name (First, MI, Last)	Phone Number
--	--------------

RESIDENTIAL Address of Business/Enterprise Owner (Kept confidential) **(Or address - other than the business site - where you will accept service of process - NO P.O./PMB Boxes)**

E-mail Address:

Additional Owners Full Name and Residential address (If additional owners, please use a separate sheet).

**SECTION II - CORPORATION/LLC/NON-PROFIT (AS REGISTERED WITH SECRETARY OF STATE)  
BUSINESS/ENTERPRISE OWNER INFORMATION**

Name of Corporation/LLC (As filed with the Secretary of State)	Phone No.
--	-----------

Address of Corporation/LLC (As filed with Secretary of State)	Corp/LLC Entity No.
---	---------------------

Corporate Officer Full Name, Residential Address, and Title (Or mailing address - other than the business site - where you will accept service of process - **NO P.O. Boxes**)

EMAIL ADDRESS:

**SECTION III - BUSINESS INFORMATION**

Business/Enterprise Name:	Business Phone Number:
---------------------------	------------------------

Business/Enterprise Site Address (Street, Apt./Suite#, City, State, Zip) **NO P.O. OR POSTAL MAIL BOXES**

Business/Enterprise Mailing Address - **MAY NOT BE THE BUSINESS ADDRESS** upon application, (may be updated after a license is issued)

Type of Business/Enterprise (short description)

Describe ALL activities, products, types of services, etc., of your business/enterprise (detailed description)

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

**COUNTY OF SACRAMENTO BUSINESS LICENSE APPLICATION  
SECTION IV - GENERAL BUSINESS LICENSE**

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

<b>Please answer all questions for activities that will take place at the business/enterprise site</b>		
<b>Will your business/enterprise offer, provide, dispense, store, distribute, use, sell or otherwise engage in any of the following at the business site?</b>	<b>YES</b>	<b>NO</b>
Concealable firearms or gunpowder?		
Dancing open to the general public (i.e. nightclub, bar w/dance floor)?		
Live entertainment/theatrical productions?		
Cottage Foods? Please also contact EMD: <a href="https://emd.saccounty.net/EH/FoodProtect-RetailFood/Pages/CottageFood.aspx">https://emd.saccounty.net/EH/FoodProtect-RetailFood/Pages/CottageFood.aspx</a>		
Alcoholic beverages? ABC License # _____		
Tobacco products/e-cigarettes/paraphernalia? Add \$359.00 to total fee What percentage of total shelving area will be used for tobacco/paraphernalia? _____ <b>(REQUIRED)</b>		
Cannabis/CBD (including delivery) <b>This is not a permitted activity in the unincorporated area of the County of Sacramento</b>		
<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		
Hazardous materials or hazardous wastes? (solvents, fuels, paint, etc.), including medical waste (including hospitals, doctor or dental offices, veterinary services)		
Will recyclables, junk, or scrap metal be collected & stored at the business location?		
Will MASSAGE/REFLEXOLOGY/ACUPRESSURE/REIKI be offered or otherwise available at the business site?		
Sexually oriented activities, entertainment, books, magazines, videos, novelties or devices?		
Electronic, mechanical, or video games, including internet based, or computers <b>for customer use.</b> If yes, number of machines: _____		
Pool, billiards, snooker tables that you charge customers to use? If yes, how many tables: _____		
Will you park/store any business vehicles (Tow truck or Semi, trailers, construction equipment, fleet vehicles (do not include "personal" vehicles not associated with the business). Number of vehicles: _____ Address where business vehicles will be parked/stored: _____		



**SACRAMENTO COUNTY BUSINESS LICENSE APPLICATION  
SECTION IV (CONTINUED)**

<b>Will your business/enterprise offer, provide, dispense, store, distribute, use, sell or otherwise engage in any of the following at the business site?</b>	<b>YES</b>	<b>NO</b>
<b>Service or repair</b> (to include but not limited to: smog check or other passenger vehicle servicing; repairing appliances: electronic equipment, etc.)? <b>If yes, what will be serviced or repaired?</b> _____		
<b>Will there be any OUTSIDE STORAGE at this location of:</b> Goods or inventory to be sold, raw materials and/or equipment, vehicles, RV's, boats (including in a Marina), materials, inventory, etc.? <b>If yes, what will be stored:</b> _____ <b>ATTENTION** OUTSIDE STORAGE IS NOT ALLOWED FOR A HOME-BASED BUSINESS.</b>		
<b>Will customers come into your business to purchase any goods, merchandise, or products, including food?</b> <input type="checkbox"/> Retail <input type="checkbox"/> Wholesale <b>If yes, please describe the items:</b> _____		
<b>Will your business provide shopping carts with wheels?</b> <b>If yes, please contact Planning and Environmental Review to apply for an abandoned shopping cart plan or your application will be denied.</b>		
Will your business have a "drive-thru"?		
Will your business be manufacturing or assembling a product involving machining, fabrication, welding, molding, casing, foundry, or other mechanical processes? <b>If so, please describe:</b> _____		
Will your business have a laboratory or any equipment for analysis or processing, including medical diagnostic?		

**\*\*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**

**GENERAL BUSINESS LICENSE FEE IS \$182.00**



**SECTION V - SPECIAL BUSINESS LICENSE**  
**ACTIVITIES REQUIRING A SPECIAL BUSINESS LICENSE**

Please answer all questions for activities that will take place

Will your business/enterprise 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 (night clubs, bar with dance floor, etc.)		
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)		
Event Vendor - Selling items at a bazaar, flea market, farmer's market, craft fair, or similar type of setting.		
Motorcycle sales, including new and used parts (not to include non-mobile repairs)		
Repossession service		
Security Services		
Taxicab services* (metered taxicab services)		
Towing and/or Roadside Assistance (flat tire change, lock-out service, battery jump start and/or fuel delivery)		
Pool table(s)/billiards/snooker that customers are charged to use		
Card room*		
Circus, carnival, petting zoo, face painting, clowns, Children's Entertainers		
Storage of vehicles, goods or anything of value <b>not</b> 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/handyman/landscaping/pest control or any other services relating to maintenance, repair or installation at residential properties (occupied/unoccupied). <b>If you hold a state license for this activity, please provide agency name and license number:</b> _____		
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. <b>(THIS INCLUDES JEWELRY STORES).</b>		

Will your business/enterprise offer, provide, dispense, store, distribute, use, sell or otherwise engage in any of the following at the business site?	YES	NO
<p><b>Massage*</b> (Definition of massage is on the next information page. <b>(INCLUDES REIKI/REFLEXOLOGY/ACUPRESSURE/BODY CONTOURING)</b>)</p> <p>If you hold a CAMTC certificate - cert #_____.</p> <p>I am a CAMTC certified Provider \$114 ( ) or Establishment ( ) \$216</p>		
<p><b>Secondhand goods:</b></p> <p><b>Please indicate below which BEST describes your business activities:</b></p> <p><input type="checkbox"/> Pawnshop/pawn broker</p> <p><input type="checkbox"/> Thrift Store (donated goods only)</p> <p><input type="checkbox"/> Consignment</p> <p><input type="checkbox"/> General Secondhand/used goods (including internet sales, Estate Sales, Liquidators)</p> <p><input type="checkbox"/> Used vehicles (even if you are licensed by CA DMV as a new dealership).</p> <p>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.</p>		
<p>Except for Massage CAMTC Provider licensing, if you answered YES to ANY question, the fee is: <b>\$216.00</b></p> <p><b>This fee is in addition to the General Business License application fee (if required).</b></p>		
<p><b>If you answered YES to ANY question in Section V, 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.</b></p>		
<p><b>* Business owner(s) and any person working for the businesses indicated by an asterick 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 for an Employee Permit. Employees incur an application fee of \$216.00, with an annual renewal fee of \$193 and require a background check at the Sacramento Sheriff's Office.</b></p>		
<p><b>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.</b></p>		

**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/enterprise activity, or new location. The Special Business License is NOT TRANSFERABLE to a new owner or new business/enterprise 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 also the responsibility of the business/enterprise 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/Enterprise 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 these fees may result in a rescinded application or license.**

**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.**

\_\_\_\_\_  
Business Name

\_\_\_\_\_  
Date

\_\_\_\_\_  
(Clearly) Print Owner/Corporate Officer Name

\_\_\_\_\_  
(Clearly) Print Owner/Corporate Officer Name

\_\_\_\_\_  
Owner/Corporate Officer Signature

\_\_\_\_\_  
Owner/Corporate Officer Signature

\_\_\_\_\_  
(Clearly) Print Preparer Name

\_\_\_\_\_  
Preparer Phone Number

\_\_\_\_\_  
(Clearly) 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.**

**APPLICATION FEES ARE NON-REFUNDABLE**