

# ***GETTING DOWN TO BUSINESS***

## **YOUR GUIDE TO BUSINESS REGULATIONS IN THE COUNTY OF SACRAMENTO**

Produced by the Business License Unit of the Sacramento County  
Department of Finance with the cooperation of the agencies listed.

### **DIRECTORY OF BUSINESS SERVICES**

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<b>What's New in the Book?</b>	

This 2010 edition of "Getting Down to Business" continues to expand the listings for groups and services that help you get your business off to a good start. We have given these business development services their own section to highlight them. These are very valuable resources and, while some may not apply to your business at start-up, they may be of great service when you expand your operation. Equally important, many of them offer free services!

While we try to verify that all the telephone numbers and addresses are current, government offices do move, so please verify addresses before visiting the offices listed.

Not every business needs to contact every office listed. The best way to discover just whom you should contact is to read this guide, develop a list of contacts, and when you do speak with staff you should always ask, "Is there another agency I should contact?"

The County of Sacramento recognizes the importance of business, large and small, in creating a livable community in which we can all take pride. If there are any questions you have regarding establishing a business in Sacramento County or if there are any suggestions you would like to make for future enhancements to this guidebook, please contact the Business License unit of the Sacramento County Department of Finance.

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## Getting Down to Business

Government regulations exist to protect the community, but can often seem complex and confusing. This guidebook is designed to help you understand the government regulatory process as it affects starting a new business or expanding an existing one in the County of Sacramento.

For instance, if you are interested in starting a new business, this booklet will provide information on the necessary steps to obtain a business license and other required permits with which to carry out your operations in Sacramento County. If you're expanding an existing business, this booklet will help you identify the local agencies involved with permits for new construction or improvements.

Keep this guide in your favorites and use it as a reference for quick access to County agencies as your business grows.

### **CAUTION!**

**Most of the fees and permits listed in this booklet are not refundable.** If your application for a permit is denied or your business venture is not successful, you will not receive a refund on these permits. **Please note that all fees are subject to change.**

Before applying for any of the business permits outlined in this booklet and before signing any lease or rental agreements, you **must** check that the proposed use of the business is consistent with the Zoning and Building Code requirements for the proposed use of the property. A building that meets Zoning and Building Code requirements for retail sales may not meet the requirements for an auto repair facility. Even if the previous business activities were in a building the same as yours, it does not mean you will be approved for a license at the location. **Do not rely solely on your landlord or real estate agent for this information.** Improper zoning or building code issues can result in denial of your business license, additional fees, and legal action. See the "Zoning Check" and "Building Code Requirements/Building Inspections" sections.

We have attempted to make this guide as complete as possible, but each business is individual and not every permit or license can be listed. **It is your responsibility to comply with all government regulations.**

***Best wishes in your new endeavor!***

Sacramento County Department of Finance -- Business Licenses  
(916) 874-6644  
Buslicense@saccounty.net

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## How to use this guide

We have tried to arrange this book in much the same order you should follow in establishing a business - checking on the zoning and building occupancy of likely locations, obtaining a license, registering the business name, checking on sign permits, etc. Beyond these initial steps, the permits involved will depend on the type of business being considered. A restaurant or other food service operation has significantly different licensing requirements than an automotive repair business. **In any case, if you have questions as to whether a permit applies to your business, call and ask the particular department.**

We have included a description of the various permits and which department issues them; however, the licenses and permits you need will depend upon the type of business you plan to operate and the proposed location. Carefully read the description of each permit to determine the permits that are applicable to your business. While many of the permits listed apply to all types of business, it is important to note that **where** you intend to locate the business will determine which government office you must deal with. Many of the addresses and requirements listed in this book apply **only** to businesses within the "unincorporated" area of Sacramento County, which is the area **outside** the city limits of Sacramento, Folsom, Isleton, Citrus Heights, Galt, Elk Grove, or Rancho Cordova. These City jurisdictions have rules and permits of their own and we have attempted to include the proper phone numbers for these jurisdictions. In addition, the book cannot address specialized types of business and may not contain information regarding all State of California licenses. Should you have any questions or require assistance, contact the appropriate Business License section and a representative will assist you in your efforts.

**Most government offices maintain web sites and often the best way to get up-to-date information on contacts, applications, and regulations is to visit their Internet sites.**

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## Whose Permit Do I Need?

The Sacramento area is covered by several different levels of government, and while there is some overlap in the responsibilities of the various government agencies, in many cases you must contact the *local* jurisdiction for permits. Jurisdiction for a business license is determined by where the base of business is located. Mobile businesses will be licensed from your base of business, which may be a commercial location you have leased or your home.

## State of California

The State is generally responsible for sales tax and income tax matters as well as licensing of professionals such as lawyers, doctors, and contractors. See the listings in the [Guide](#) or check with the Department of Consumer Affairs at [www.dca.ca.gov](http://www.dca.ca.gov).

## **Sacramento County**

Within the boundaries of Sacramento County there are **eight** major government jurisdictions: the **unincorporated** County, and the seven incorporated cities, each of which has its own license bureaus and regulations.

### **County of Sacramento Business Licenses**

Covers licensing for businesses based in the unincorporated area (not based in one of the cities in the county).

(916) 874-6644

[www.saccounty.net](http://www.saccounty.net)

### **City of Sacramento**

Revenue Division (Taxes, Permits)

(916) 808-8500

[www.cityofsacramento.org](http://www.cityofsacramento.org)

### **City of Folsom**

(916) 355-7312

[www.folsom.ca.us](http://www.folsom.ca.us)

### **City of Isleton**

(916) 777-7770

### **City of Galt**

(209) 366-7158

email: [clerk@ci.galt.ca.us](mailto:clerk@ci.galt.ca.us)

### **City of Citrus Heights**

(916) 725-2448

[www.citrusheights.net](http://www.citrusheights.net)

### **City of Elk Grove**

(916) 478-2211

[www.elkgrovecity.org](http://www.elkgrovecity.org)

### **City of Rancho Cordova**

(916) 851-8700

[www.cityofranhocordova.org](http://www.cityofranhocordova.org)

## **Local Jurisdictions outside Sacramento County**

### **City of Roseville** (Placer County)

(916) 774-5310

[www.roseville.ca.us](http://www.roseville.ca.us)

### **City of West Sacramento** (Yolo County)

(916) 617-4589

[www.ci.west-sacramento.ca.us](http://www.ci.west-sacramento.ca.us)

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### Tips for Dealing with Government Offices

***Always get the name of the person you're dealing with.***

Government offices are almost always large organizations where many people answer the phone. Knowing whom you spoke with can help clarify things if delays or difficulties develop.

***Always make notes as you speak.***

This will help you keep the information straight and help you connect names with phone numbers.

***Always ask the phone number and Unit/Department your call is being transferred to.***

This will help if you get disconnected or if you need to call back.

***Always be patient.***

The number you first call may be the main reception area. You may have to repeat your request or explain your situation to more than one person. Expect this, and give complete but concise information so you can be forwarded to the right person.

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### Getting Started

Starting a business is not something to be done casually; it is a complex process that requires a lot of thought and planning in order to be successful. You have to understand at least the basics of accounting, marketing, and finance, or know who to ask for help.

The following listings are for some of the organizations and agencies that specialize in helping small businesses get started and succeed. The list may not be complete, as there are many resources for new businesses, but it includes most of the non-profit or public agencies.

#### **Small Business Development Center (SBDC)**

One Capitol Mall, Suite 300  
Sacramento, CA 95814  
(916) 319-4268

[www.capitalregionsbdc.com](http://www.capitalregionsbdc.com)

Provides technical and management assistance to small businesses in the greater Sacramento area. Offers low-cost classes and workshops and a reference library.

#### **Small Business Administration**

6501 Sylvan Road, #100  
Citrus Heights, CA 95610  
(916) 735-1700

[www.sba.gov](http://www.sba.gov)

Provides counseling and support for small businesses with a range of financial and training services as well as seminars. Contact the local office for a listing of programs and workshops.

**Business Environmental Resource Center (BERC)**

3200 Freedom Park Drive, Suite 100  
McClellan, CA 95652  
(located within the former McClellan air base)  
(916) 364-4110 or (916) 874-2100  
[www.sacberc.org](http://www.sacberc.org)

The BERC is a one-stop, non-regulatory office helping businesses understand and comply with local, state, and federal air quality, hazardous materials/waste, solid waste, and water quality regulations. The center also acts as an ombudsman for businesses having difficulty with environmental regulatory issues. Other services include permit assistance and information about costs savings through waste minimization. Services are free and confidential.

**Business and Community Development Clinic (BCDC)**

3200 5<sup>th</sup> Avenue  
Sacramento, CA 95817  
(916) 739-7191  
[www.mcgeorge.edu](http://www.mcgeorge.edu)

The BCDC is a low-cost source for business-related legal services and is staffed by law students of McGeorge School of Law, under supervision of a licensed attorney. Services offered include:

- Business formation
- Licensing and regulatory compliance
- Trade name and trademark protection
- Trade secret protection
- Advertising rules and regulations
- Tax advice
- Employment law
- Contracts and contract review
- Commercial lease review

**Sacramento Housing and Redevelopment Agency (SHRA)**

630 I Street, 2<sup>nd</sup> Floor  
Sacramento, CA 95814  
(916) 440-1300  
[www.shra.org](http://www.shra.org)

The SHRA sponsors a number of business development programs for Enterprise Zones and Military Base Recovery Areas. Businesses in these special areas may be eligible for State Tax credits for:

- Sales/use tax credit on qualified property
- Hiring credits
- Rapid depreciation
- Net operating loss carryover
- Preference points for State contracts

**Sacramento Employment and Training Agency (SETA)**

**Sacramento Works/START**  
925 Del Paso Boulevard  
Sacramento, CA 95815  
(916) 263-3800  
[www.seta.net](http://www.seta.net)

“Sacramento Works” and START (Sacramento Training and Response Team) provide employers with coordinated and customized business assistance including:

- Benefit package data
- Market sector analysis
- Small business services
- Workers compensation information
- Tax credits
- Applicant pool
- Placement services
- Interview and meeting space
- Education and training services
- Labor market information
- Represented labor information
- Wage rates
- Earned reimbursements
- Wage reimbursements
- Employee recruitment and screening
- Translators
- Testing facilities

### **Business Information Centers**

Business Information Centers provide information to business owners throughout Sacramento. These centers offer resource materials, books, videos, seminars and counseling for business owners.

- Business information libraries
- Government contract information
- One-on-one consultations with qualified professionals
- Workshops and seminars
- Tax incentive information
- Recruitment/pre-screening of applicants
- Free posting of job vacancies
- Free use of interview facilities

#### **Hillsdale**

5655 Hillsdale Boulevard, Suite 8  
Sacramento, 95842  
(916) 263-4100

#### **South County**

8401-A Gerber Rd.  
Sacramento, CA 95838  
(916) 524-4717

#### **Franklin**

7000 Franklin Boulevard, Suite 540  
Sacramento, CA 95823  
(916) 262-3200

#### **Galt**

1000 C St., Suite 100  
Galt, CA 95632  
(209) 744-7702

#### **Rancho Cordova**

10381 Old Placerville Rd., Suite 150  
Sacramento, CA 95827  
(916) 255-3255

### **Center for International Trade Development (CITD)**

1410 Ethan Way  
Sacramento, CA 95825  
(916) 563-3200

[www.SacramentoCITD.org](http://www.SacramentoCITD.org)

(inside the Small Business Development Center)

Provides technical assistance to small businesses interested in overseas trade.



## **Sacramento Public Libraries**

(check your phone book for locations)

An often-overlooked source for references, publications, and the latest magazines on business. Most public libraries also offer Internet access.

## **Chambers of Commerce/Business Organizations**

Chambers of Commerce and other business organizations provide important connections to the community. While the County cannot endorse any of the groups listed below, they provide advice and assistance.

### **Sacramento Area Chambers of Commerce**

#### **Asian Pacific Chamber of Commerce**

2012 H St., Suite 202  
Sacramento, CA 95811  
(916) 446-7883  
[www.sacasiancc.org](http://www.sacasiancc.org)

#### **Galt Chamber of Commerce**

431 South Lincoln  
Galt, CA 95632  
(209) 745-2529  
<http://www.galtchamber.com/>

#### **Sacramento Black Chamber of Commerce**

2655 Del Monte  
West Sacramento, CA 95691  
(916) 374-9355  
[www.sacblackchamber.org](http://www.sacblackchamber.org)

#### **Hispanic Chamber of Commerce**

1491 River Park  
Sacramento, CA 95815  
(916) 486-7700  
[www.sachcc.org](http://www.sachcc.org)

#### **California Chamber of Commerce**

3255 Ramos Circle  
Rancho Cordova, CA 95670  
(916) 856-5200  
[www.calchamber.com](http://www.calchamber.com)

#### **Sacramento Metropolitan Chamber of Commerce**

1 Capitol Mall, Suite 300  
Sacramento, CA 95814  
(916) 552-6800  
[www.metrochamber.org](http://www.metrochamber.org)

#### **California Delta Chambers and Visitors Bureau**

P.O. Box 1118  
Rio Vista, CA 94571  
(916) 777-4041  
[www.californiadelta.org](http://www.californiadelta.org)

#### **Antelope/Highlands Chamber of Commerce**

P.O. Box 20  
North Highlands, CA 95660  
(916) 725-5652  
[www.antelopehighlandschamber.com](http://www.antelopehighlandschamber.com)

#### **Carmichael Chamber of Commerce**

6825 Fair Oaks Boulevard  
Carmichael, CA 95608  
(916) 481-1002  
[www.carmichaelchamber.com](http://www.carmichaelchamber.com)

#### **Isleton Chamber of Commerce**

P.O. Box 758  
Isleton, CA 95641  
(916) 777-5880  
[www.isletoncoc.org](http://www.isletoncoc.org)

#### **Citrus Heights Chamber of Commerce**

7115 Greenback Lane, Suite A  
Citrus Heights, CA 95621  
(916) 722-4545  
[www.chchamber.com](http://www.chchamber.com)

#### **North Sacramento Chamber of Commerce**

492 Arden Way  
Sacramento, CA 95815  
(916) 925-6773  
[www.northsacramentochamber.org](http://www.northsacramentochamber.org)

**Elk Grove Chamber of Commerce**  
9280 West Stockton Bl., Suite 104  
Elk Grove, CA 95758-8073  
(916) 691-3760  
[www.elkgrovecam.com](http://www.elkgrovecam.com)

**Orangevale Chamber of Commerce**  
9267 Greenback Lane, #B-91  
Orangevale, CA 95662-4864  
(916) 988-0175  
[www.orangevalechamber.com](http://www.orangevalechamber.com)

**Fair Oaks Chamber of Commerce**  
10224 Fair Oaks Bl.  
Fair Oaks, CA 95628  
(916) 967-2903  
[www.fairoakschamber.com](http://www.fairoakschamber.com)

**Rancho Cordova Chamber of Commerce**  
2729 Prospect Park, #117  
Rancho Cordova, CA 95670  
(916) 273-5688  
[www.ranchocordova.org](http://www.ranchocordova.org)

**Folsom Chamber of Commerce**  
200 Wool Street  
Folsom CA 95630  
(916) 985-2698  
[www.folsomchamber.com](http://www.folsomchamber.com)

**Rio Linda-Elverta Chamber of Commerce**  
6730 Front St.  
Rio Linda, CA 95673  
(916) 991-9344  
[www.rlechamber.org](http://www.rlechamber.org)

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## Other Business Resources

The services listed below are not endorsed by Sacramento County, but are provided for your convenience.

**Lawyer Referral Service**  
(sponsored by the State Bar Association)  
(916) 444-2333

**Accountants Referral Service**  
(sponsored by the Society of California Accountants)  
(916) 649-6744

## Business Inquiries/Economic Data

**City of Sacramento**  
Department of Planning & Development  
Office of Economic Development  
1231 I Street, Room 300  
Sacramento, CA 95814-2904  
(916) 264-7223

**County of Sacramento**  
Office of Economic Development  
700 H Street, Room 7650  
Sacramento, CA 95814  
(916) 874-6889  
[www.saccounty.net](http://www.saccounty.net)

**SACTO**  
Information regarding industrial and commercial land and demographics for the Sacramento metropolitan area.

Sacramento Area Commerce and Trade Organization  
400 Capital Mall, Suite 1860  
Sacramento, Ca 95814  
(916) 441-2144  
[www.sactoedc.org](http://www.sactoedc.org)

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## Zoning Check

Cities and counties control the way land is used in their jurisdictions in order to protect neighborhoods, encourage good development practices, and support property values. Most communities restrict certain business activities to certain areas or zones. Planning staff will assist you in determining whether the proposed use is consistent with the zoning for your property location.

You should check zoning with the appropriate Planning Department **before**:

- signing a lease or rental agreement.
- starting a new business.
- remodeling an existing building.
- constructing a new building.
- putting up temporary or permanent signs.
- conducting a grand opening or special sales event.

**For information on requirements in an incorporated city, contact the appropriate city office. See page 5 for listing of incorporated cities.**

For the Unincorporated area in Sacramento County contact:

**Sacramento County Planning and Community Development Department**  
827 7th Street, Room 101  
Sacramento, CA 95814  
(916) 874-6221  
9:00 a.m. - 4:45 p.m.  
[www.planning.saccounty.net](http://www.planning.saccounty.net)

To check the zoning, you must know the exact address of the property, or the Assessor's Parcel Number (APN). If you are the property owner, this number can be obtained from your property tax statement. If you are a renter or lessee, your landlord will have the number. If this number is not readily available, you can obtain this information from the Sacramento County Assessor at (916) 875-0700. Once you have obtained the Assessor's Parcel Number, verify if the property is in the unincorporated area or an incorporated city. Once you know which jurisdiction, contact that appropriate Planning Department to check the zoning.

- You need to check the zoning to make sure your proposed business is allowed in the zone. If the use is not consistent with the existing zoning, you may need to apply for a conditional use permit.
- Your proposed building will need to comply with development standards found in the Zoning Code, including things such as parking requirements and landscaping.

**If you need a land use permit (conditional use permit, rezone, variance, tentative map, etc.), Planning staff will assist you in determining exactly what kind of permit you need, how long it will take to process, and what fees are involved.**

The planning process for review and approval of an application can take anywhere from a few weeks to several months, depending on the type and complexity of the application. The process may involve environmental review in order to comply with the California Environmental Quality Act (CEQA). Public hearings may be required.

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## **Building Code Requirements/Building Inspections** (Commercial Building Permits/ Plan Submittal and Review/Permit Issuance)

Cities and counties control the way buildings are used in their jurisdictions in order to protect neighborhoods, encourage good development practices, and support property values. Most communities restrict certain business activities to buildings that have the correct structure for the activity.

You should check with the Building Department **before**:

- starting a new business.
- remodeling an existing building.
- constructing a new building.
- moving into a new building.

**For information on requirements in an incorporated city, contact the appropriate city office.**

For the unincorporated area in Sacramento County contact:

**Sacramento County Municipal Services Agency**  
**Building Inspection Division**  
4101 Branch Center Road  
Sacramento, CA 95827  
(916) 875-5296  
[www.msa.saccounty.net/buildinginspection](http://www.msa.saccounty.net/buildinginspection)

The County Building Inspection Division also provides information to comply with the California Building Code, as well as the Americans with Disabilities Act (ADA). They suggest you check into ADA Accessibility Guidelines at [www.access-board.gov/adaag](http://www.access-board.gov/adaag).

More information regarding ADA requirements can be found at <http://www.ada.gov/business.htm>

## **Building Permits**

A Building Permit is required in most cases when you plan to make physical or cosmetic changes (electrical, mechanical or plumbing installations or alterations) to the interior or exterior of the building you plan to occupy or if you are constructing a new building. A Building Permit is required when there is a change in the use of an existing space, such as putting a restaurant in what was a retail store space.

When a permit is required, plans should be submitted for Plan Review and a Building Permit issued before starting any construction or remodeling. During the course of construction or remodeling, building inspectors are required to inspect the work performed.

**The total Permit fee is based on the value of the work to be performed, including the mechanical, plumbing, and electrical work.** Half of the Permit fee is collected when the plans are submitted for Plan Review; the remainder is due at the time the permits are issued. For more information, contact the Building Inspection Division and request a copy of the informational form BID#069 be mailed to you.

**Note: A floor plan drawing for the Assessor's use must be filed with building plans.** The law requires that any time an owner or builder files a set of building plans with the Building Inspector as part of the building permit application process they must also include a floor plan drawing for the Assessor's use. The format of that floor plan drawing is specified in the Revenue & Taxation Code and must be sufficient in detail to allow the Assessor to determine the square footage of the buildings (that is, it must include dimensions and the scale of the drawing). For more information, call the Assessor's Assessment Standards Division at (916) 875-0760.

New construction, changes to the landscaping or drainage, or other changes to the grading of a parcel may also require a permit from Water Resources. See "Wastewater Discharge" in this booklet.

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## Business Licenses

Business licenses are issued at the local level (city or county). Many cities issue licenses to collect tax revenue, while most counties, including Sacramento County, use licenses to regulate the business activity. These regulations include efforts to protect neighborhoods, encourage good development practices, and support the safety of residents.

**For information on requirements in an incorporated city, contact the appropriate city office.**

For the unincorporated area in Sacramento County contact:

### **Sacramento County Department of Finance Business License Division**

700 H Street, Room 1710  
Sacramento, CA 95814  
(916) 874-6644

[www.finance.saccounty.net](http://www.finance.saccounty.net)

Email us at: [Buslicense@saccounty.net](mailto:Buslicense@saccounty.net)

Most businesses operating within Sacramento County are required to have one or more Business Licenses. There are several types of Business License, and your business may require one or more, depending on the business activity. Information and forms can be downloaded from our website.

### **Licenses issued by Sacramento County**

## **General Business License (Commercial Based and Home Based)**

The General Business License is chiefly a land use (zoning) regulatory permit, used to review **where** a business will be located. The County's land use zones restrict what types of business can operate in various areas - **it is in your interest to verify the correct zoning before entering into any rental or lease agreements on a business site.** This can be done by checking with the Planning Department.

Home-based businesses are subject to special regulations regarding the type and extent of business activity allowed. The purpose of these regulations is to protect the residential nature of the neighborhood and prevent nuisance complaints regarding noise, traffic, dust, etc. In addition, you should check your homeowners or renters insurance before starting a home occupation for any limitations. **Note:** There are certain business activities that are **not allowed** as home occupations, for example: businesses engaged in food preparation, hazardous materials handling or storage, auto or boat repair, cabinet shops, tow truck companies, and others cannot operate from a residence.

You can apply for your General License at the Business License public counter at the above address, request an application be mailed to you, download an application from our web site, or apply directly online. The General License is reviewed by the Planning Department, and review may take up to 45 days, though on average applications are processed within three weeks. If your business also requires a Special License, then the General License cannot be issued until the Special License is approved. The General License is good for three years from the date of issue, and the fee depends on the activities being conducted.

**Note: Businesses that perform work that the State of California has deemed “contracting work” (building, remodeling, and various other construction-related activities) require a State Contractor’s License. By law, the County must verify that Business License applicants who apply to do contracting work have a valid State Contractor’s License.**

## **Tobacco Retailer License**

Retail sales of tobacco products and paraphernalia requires a Sacramento County Tobacco Retailer License in addition to the General Business License. A California Cigarette and Tobacco Products License is also required from the State Board of Equalization to sell tobacco in California. For information on the California Cigarette and Tobacco Products License see their website: <http://www.boe.ca.gov/sptaxprog/spctretailers.htm>.

## **Special Business Licenses and Employee Permits**

Special Licenses are issued by the County to businesses requiring additional investigation and review. You will need a Special License if your business falls in the categories listed below. Your business may require **both** a General and a Special License. Certain business activities require a Special License when they are conducted in the unincorporated area, even if the business location is in one of the incorporated cities or neighboring counties. The Special License is approved by the Sheriff and is **separate** from the General License. You will be required to visit the Sheriff's Office to be photographed and fingerprinted, and the Sheriff will approve or deny your license following a background check. You are required to obtain a **separate** Special License for each of the activities listed below. The Special License is renewed good for one year from the date of issue.

The Sheriff will require a separate processing fee to place your fingerprints and those of all other partners/owners on file with the California Department of Justice. After you apply for a

Special License, you will receive a pending Special License number. You will then go to the Sheriff's Identification Unit in person to be fingerprinted and photographed to complete the application process.

Sacramento County requires that people performing certain business activities in the County obtain a background check by the Sheriff's Department. To do so, they must apply for an "Employee Permit" through the Business License unit. The Permit requirement is not limited to employees, but covers all persons who perform certain activities, including owner-operators, independent contractors, and anyone associated with the business and who is doing their activities. Like the Special License, the Permit is a background check, requiring a photograph and fingerprinting at the Sheriff's Identification Unit. The Employee Permit is a photo identification card and is renewed annually, and has a separate fingerprinting fee. For those Special License applicants who also need an Employee Permit (owner-operators of mobile food trucks, taxis, etc.), there is a reduced fee for the Permit.

**Processing time for Special Licenses and Employee Permits can take up to 90 days from the filing date, though most are processed in three to four weeks.**

**Note: Many Special License activities conducted in the unincorporated area also require Use Permits or have zoning restrictions. Check with the Planning Department for more information.**

**Businesses requiring Special Licenses and/or Employee Permits include:**

Adult-Related Businesses (Employee Permit) - Escorts, strip-tease acts, etc.	Massage Establishment
	Massage Practitioner (see additional requirements*)
Antique Dealers	Metals – Dealing In Scrap or Precious Metals
Auto Repair – Mobile	Mobile Food Vendor (Employee Permit) - Ice Cream Trucks, Canteen Trucks, etc.
Auto Wreckers and Dealers In Used Auto Parts	Motorcycle Sales/New or Used Parts
Bingo Parlors, Suppliers, Organizations	Pawn Dealers
Cardrooms	Pool Tables
Cardroom Dealers (Employee Permit)	Refuse Collector
Carnivals, Fairs, Circuses	Repossession or Storage
Concealed Weapons Dealer	Salvage or Wrecking Yard
Concerts – Outdoor	Second-Hand Goods Dealer, Consignment
Dances	Security Patrol
Filming Permit (Movies, Television)	Storage Yards

Flea Market or Bazaar – Each Booth Operator	Taxicab Company
Handymen/Home Repair Services (without a State Contractor's License)	Taxicab Driver (Employee Permit) Tree Trimmers
Hauling – lot cleaning, rubbish, junk hauling (hauler vehicle identification information required).	Towing Company
Housekeeping, Maid, Carpet Cleaning, or similar In-home Services	Lawn and Garden Care (Residential)

**\*Massage in Sacramento County**

Massage Establishments (commercial locations where massage is offered) must present a copy of the lease for the premises when applying for their license.

Massage practitioners must present a diploma showing at least 125 hours of massage training, a current CPR certification, and proof of current liability insurance of \$1 million.

**Temporary Concessions (Street Vendors, etc.)**

Temporary or mobile businesses which are not permanent in nature (that is, that intend to operate from parking lots, vacant lots, etc.) are subject to special regulations regarding the type and location of business activity allowed. The purpose of these regulations is to prevent nuisance complaints regarding noise, traffic, trash, etc. Special permits are required **in addition** to the General Business License.

In addition to the General Business License, you must obtain a Temporary Use Permit from the Planning Department, which includes written permission from the owner of the property, and the appropriate business licenses. **The sale of food for immediate consumption is only allowed in very limited situations. Street side food sales are NOT allowed in the unincorporated area of Sacramento County.** See "Zoning Check" section for further information.

**Temporary Uses**

Many short-term special events (promotions, outdoor sales, street fairs, carnivals, dances, rallies, etc.) may require a Temporary Use Permit from the Planning Department. Contact the Planning Department for details.

**Denials and the Appeal Process**

If your license application is **denied**, there is an appeal process where you may request time to correct violations, or bring your case before an independent hearing officer. Details of the process will be given to you in the event of a denial.

**Hotels, Motels and Other Lodging**

If you are in the hotel or motel business, a Transient Occupancy Tax registration form will need to be completed at the time you apply for the General License. The Transient Occupancy Tax



information form is available at the Business License Office or on-line at <http://www.finance.saccounty.net/Tax/BusLicForms.asp>. The County's Transient Occupancy Tax is currently 12 percent (12%) of gross room rental receipts. The tax is paid monthly to the County, and your records are subject to audit. There are substantial penalty and interest charges for late filings.

Sacramento County also collects an assessment on room rentals. The Sacramento Tourism Business Improvement District assessment rate is based on geographic area and hotel gross revenues, and varies from \$.025 to \$1.25 per night. Staff will provide details when the application is received.

## Child Care

Licensing of child care is divided between local and state jurisdictions depending on the number of children being cared for. Facilities with 12 or fewer children are licensed by the County, 13 or more by the State.

### Home Child Care – 12 or fewer children

Sacramento County Health and Human Services Department, at (916) 875-2808 or their webpage at <http://www.sacdhhs.com/article.asp?ContentID=235>, can help you with the requirements for a home-based child care business.

### Child Care Centers – 13 or more children

State of California Department of Social Services – Community Care Licensing Division, at (916) 263-4700 or webpage <http://cclid.ca.gov/PG411.htm>, has information on the requirements for larger child-care facilities.

## Insurance and Bond Requirements

Depending on the type of business you plan to operate, you may be required to show proof of Liability Insurance or a Bond before the County will issue a Business License. Insurance and Bonds are issued by private companies such as banks and insurance companies. **County staff cannot advise you on where or how to obtain these bonds.**

The following types of businesses require insurance and/or bonds:

<b><u>Business</u></b>	<b><u>Coverage</u></b>
Taxicabs	Liability
Filming	Liability
Carnivals	Liability
Massage	Liability
Junk Dealer	Bond
Cardroom	Bond
Outdoor Festivals	Bond

## State of California Licenses

The State of California Department of Consumer Affairs issues licenses for these and other types of business and profession. These licenses are **in addition** to any local (city or

county) licenses. See the listing for the [Department of Consumer Affairs](#) under the **Business and Professional Licenses** section.

- **Automotive Repair**
- **Automobile Sales, New or Used**
- **Electronic Equipment Repair/Service (including computer assembly)**
- **Structural Pest Control**

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## Fictitious Business Name Statement

### Sacramento County Department of Finance

#### Business License Unit

700 H Street, Room 1710

Sacramento, CA 95814

(916) 874-6644

[www.finance.saccounty.net](http://www.finance.saccounty.net)

Email us at [Buslicense@saccounty.net](mailto:Buslicense@saccounty.net)

If you will conduct business under a name other than one that contains your **legal last name**, the legal name of a corporation, or any name that suggests additional owners (“John Smith and Company,” etc.) you need to file a Fictitious Business Name (FBN) Statement with the County, whether you are operating in the unincorporated area or in one of the incorporated cities. This statement must be filed within 40 days of the first day of business; however, it is recommended that you file before opening your business to avoid confusion.

FBNs can be filed by mail or at the Business License office. Forms can also be downloaded from our website. To look for a name being used, you can search on our web page, [www.efbn.saccounty.net](http://www.efbn.saccounty.net) or there are public terminals available in our lobby.

The basic filing of your FBN Statement includes one business name, with one owner name. Additional business names and owner names on the Statement have an additional fee. After a Fictitious Business Name Statement has been filed, you will receive a certified copy of the application. The bank you choose for your business' financial transactions may request a copy of this certified form to open your account. The filing is valid for five years or until the facts in the statement change whichever occurs first.

Within 30 days after filing a Fictitious Business Name Statement, you need to publish the statement in a newspaper of general circulation in the County. The statement must be published once a week for four weeks. Depending on the newspaper's policy, either you or the newspaper will need to send proof of publication to the Business License unit. Publication costs are **not** included in the Fictitious Business Name Statement filing fee.

County staff **cannot** give legal advice regarding your business name or form of ownership. These questions should be addressed to an attorney or to a business support organization such as the Small Business Development Center. See their listing in this Guide.

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## Fire Safety Inspections

Your local Fire Department issues a Fire Inspection Permit for various types of businesses. The permit provides a clearance to operate a business which uses special processes and materials such as garages and repairs, hospitals, day care centers, and hotels. **To determine whether you need a permit(s), call your local Fire Department.** If you do not know which Fire District (FD) or Fire Protection District (FPD) your business is located in, ask your landlord, property management agent or call the Fire District nearest you.

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## Sign Permit

If you are planning to place a sign on the outside of your business, you need a Sign Permit. Regulations regarding the types of signs and their placement depend on the zoning for the property and the type of business. **This includes special promotional banners or announcements.**

### **Sacramento County Municipal Services Agency**

#### **Building Inspection Division**

827 7th Street, Room 102

Sacramento, CA 95814

(916) 875-5296

9:00 a.m. -- 4:45 p.m.

[www.msa.saccounty.net/buildinginspection](http://www.msa.saccounty.net/buildinginspection)

**For information on requirements in an incorporated city, contact the appropriate city office.**

The Sign Permit application requires the business owner or the sign contractor to submit drawings indicating the advertising message, location, dimensions, construction, electrical wiring and components, and method of attachment.

The fees associated with Sign Permits vary with the size and type of sign and whether it is illuminated or not.

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## Corporations and Trademarks

The Secretary of State's Office handles Articles of Incorporation, Corporation Qualification, Service Mark Registration, and Trademark Registration.

### **State of California Secretary of State**

#### **Corporate Filing Division**

1500 11th Street (11th & O)

Sacramento, CA 94814

(916) 657-5448

[www.sos.ca.gov](http://www.sos.ca.gov)

#### **Limited Partnership Division**

(916) 653-3365

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## Seller's Permit/Sales and Use Tax Permit

If you will be selling tangible personal property in the State of California, you must apply for a Seller's Permit. If your business is a partnership, one of the partners should be present to apply for the Permit.

### **State of California Board of Equalization**

3321 Power Inn Road, Suite 210  
Sacramento, CA 95827  
(916) 227-6700  
[www.boe.ca.gov](http://www.boe.ca.gov)

This Permit requires you to collect sales tax on all appropriate taxable sales, and remit that tax to the State. There is no fee for a Seller's Permit; however, depending on your type of business, you may be required to post a deposit which would be refundable after three years of non-delinquent payments. Sales tax rates vary in different jurisdictions.

If your business is a corporation, one of the corporate officers must bring the Articles of Incorporation at the time of filing. You will be issued a Sales and Use Tax Permit Number when you apply for a Seller's Permit.

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## Business Personal Property Tax

California law requires all business owners to pay personal property tax on personal property or fixtures held or used for business purposes (such as office furniture and equipment, computers, machinery, etc.).

### **Sacramento County Assessor's Office**

3701 Power Inn Road, Suite 3000  
Sacramento, CA 95826-4329  
(916) 875-0730  
[www.assessor.saccounty.net](http://www.assessor.saccounty.net)

Business personal property is reported to the Assessor annually on a form known as the Business Property Statement, BPS Form 571. Business personal property is appraised annually at its current fair market value. Certain types of personal property are exempt from property tax such as business inventories and licensed vehicles. All business owners must complete, sign, and file a BPS that lists the costs of supplies, equipment, and fixtures at each location as of January 1 of each year.

If you do not receive a BPS from the Assessor by March 1, or have other questions, please contact the Assessor's Personal Property Division at (916) 875-0730 (9 a.m. – 4 p.m.), or by fax at (916) 875-0735. For additional information on this process, we encourage you to visit the web site listed above.

Annual tax bills are due August 31<sup>st</sup> of each year. If you do not receive your tax bill by July 31<sup>st</sup>, please contact the Unsecured Tax Unit, 700 H Street, Room 1710, Sacramento, CA 95814 or by telephone at (916) 874-7833.

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## State Income Tax/Corporate Income Tax

Once each year, every business in the State of California is required to submit a Business Income Tax Statement to the Franchise Tax Board. For information regarding your filing, contact the Franchise Tax Board or a private accountant.

### **State of California Franchise Tax Board**

3321 Power Inn Road  
Sacramento, CA 95827  
800-852-5711  
[www.ftb.ca.gov](http://www.ftb.ca.gov)

Corporations are taxed differently than individuals. Information regarding tax procedures will be given to you when you file the Articles of Incorporation with the Secretary of State's Office.

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## Federal Income Tax

For information regarding employee withholdings, self-employment tax, sole proprietorships, partnerships, corporate taxes, and obtaining a taxpayer ID number, contact the IRS.

### **United States Government Internal Revenue Service (IRS)**

4330 Watt Avenue  
Sacramento, CA 95842  
800-829-3676  
[www.irs.gov](http://www.irs.gov)

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## If You Hire Employees

### **Employer Registration**

If you hire employees, you must register with the State Employment Development Department within 15 days after your employees are hired.

### **State of California Employment Development Center**

3321 Power Inn Road  
Sacramento, CA 95827  
(916) 255-1965  
[www.edd.ca.gov](http://www.edd.ca.gov)

The Employment Development Department regulates State Disability Insurance, Unemployment Insurance Tax, Income Tax Withholdings, and Employment Training Tax. There is no fee to register as an employer. The Employment Development Department will have information on tax rates and payment schedules.

### **Employment Standards**

If you hire employees, you will need information on the minimum wage, child labor, record keeping, etc., for a full understanding of your rights and responsibilities.

**United States Department of Labor Wage and Hour Division**  
2981 Fulton Avenue  
Sacramento, CA 95821  
(916) 978-6120

### **Americans with Disabilities Act: Employer responsibilities**

Information on your responsibilities under the ADA as an employer is available from the U.S. Equal Employment Opportunity Commission at <http://www.eeoc.gov/facts/ada17.html>.

For more specific information about ADA requirements affecting employment contact:

**Equal Employment Opportunity Commission**  
PO Box 7033  
Lawrence, KS 66044  
(800) 669-4000 (Voice), (800) 669-6820 (TDD)

### **Americans with Disabilities Act: Federal Government**

The Federal Government's introduction to ADA requirements for businesses offering guidance in understanding and complying with different provisions of the ADA is found on their webpage: <http://www.ada.gov/business.htm>

### **ADA Information Line**

800-514-0301 (voice)  
800-514-0383 (TTY)

ADA information services to other agencies: <http://www.ada.gov/agency.htm>. This list contains the telephone numbers and Internet addresses of federal agencies and other organizations that provide information about the **Americans with Disabilities Act (ADA)** and informal guidance in understanding and complying with different provisions of the ADA.

General publications on ADA regulations and technical assistance materials are available to download at <http://www.ada.gov/publicat.htm>

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## **Worker's Compensation**

The State Industrial Relations Department provides information and assistance to businesses concerning worker's compensation regulations and benefits.

**State of California State Labor Commissioner**  
2424 Arden Way  
Sacramento, CA 95815  
(916) 323-4920  
[www.dir.ca.gov](http://www.dir.ca.gov)

This is a very complex area of the law, and before you hire employees you should check on your rights and responsibilities under the worker's compensation laws.

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## Alcoholic Beverage License

If you want to sell alcoholic beverages from your business, you must obtain an Alcoholic Beverage License. The type of license you obtain depends on whether you sell alcoholic beverages for consumption off the premises (such as grocery store or liquor store) or for consumption on the premises (such as restaurant or bar).

### **State of California Department of Alcoholic Beverage Control**

3810 Rosin Court, Suite 150

Sacramento, CA 95834

(916) 263-6900

[www.abc.ca.gov](http://www.abc.ca.gov)

The fee for the license, which is renewed annually, depends on the type of license. The processing time is approximately 45-60 days. For details regarding proper documentation, contact the Sacramento District Office of the Department of Alcoholic Beverage Control. One day licenses for special events (festivals, etc.) can be obtained from the Sheriff at (916) 874-5860 or from the local police department if you are located in an incorporated city.

Alcohol sales in those areas that already have a number of sales outlets may require special review and approval from the County. This is an additional permit and cost **separate** from the ABC license. The ABC will inform you if you need this approval, and you will be given information on how to apply.

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## Health Permit or Registration

A Health Permit, issued by the County's Environmental Health Division, is required for most retail businesses that sell or give away food or beverages to the public including restaurants, markets, temporary food facilities, food vehicles and carts, and for public swimming pools and spas, medical waste and solid waste facilities, wells, and public water systems.

### **Sacramento County Environmental Management Department (EMD) Environmental Health Division (EHD)**

10590 Armstrong Avenue

Mather, CA 95655

(916) 875-8440

[www.emd.saccounty.net](http://www.emd.saccounty.net)

EHD regulates businesses in the County unincorporated area as well as the incorporated cities.

This Permit is required **before** you can open for business. New owners of an existing business must obtain a new Permit in their name. Fees for a Health Permit vary, depending on the type of business, and are due annually.

At the time of the Health Permit inspection all construction and equipment installation must be completed. A Plan Review is generally required for new construction or remodeling as explained in the section **Plan Review for Food-Related Businesses and Public Pool/Spa**. Re-inspection fees will be charged for repeat inspections.

**Food cannot be prepared in the home for sale or distribution to the public.**

## **Food Sales, Preparation, Handling, Storage**

Here are some types of food facilities which require a Health Permit to operate. Contact the County Environmental Health Division for further information.

- Restaurants
- Bars
- Grocery Markets
- Vehicles and Carts (mobile food vendors)
- Retail Bakeries
- Food Festivals
- Bed and Breakfast
- Temporary Food facilities (fairs, carnivals)
- Certified Farmers Markets
- Vending Machines (food and beverage)

## **Plan Check for Food-Related Businesses and Public Swimming Pool/Spa**

If you are constructing a new facility or are planning to make any type of tenant improvements to an existing facility, you need to go through a Plan Review with the County's Environmental Health Division. In the case of tenant improvements or minor changes to an existing facility, a Plan Review is required only if the improvements you plan to make are related to the equipment, food preparation/serving area, restrooms, storage, or refuse area of your establishment (such as changes to any equipment or structural changes to the floors, walls, or ceilings).

### **Sacramento County Environmental Management Department**

#### **Environmental Health Plan Check**

10590 Armstrong Avenue

Mather, CA 95655

(916) 875-8440

### **Approval Requirements**

Call the County Environmental Health Plan Review Section at the above number to inquire about the documentation required for the Plan Review.

In addition to the Plan Review by the County Environmental Health Division, you may need to submit plans to County or City Building Inspections. The County and City will not grant you a Building Permit until your plans are approved by Environmental Health.

Food establishment owners must apply for a Health Permit at the Environmental Health main office (see Health Permit section).

### **Public Swimming Pool/Spa**

In the case of new commercial pools/spas, three construction inspections are required. Only after the final inspection is made and approval given is the pool/spa permitted to open to the public. If you are planning to modify equipment on an existing public pool/spa, you must submit plans to the County Environmental Health Division, Plan Review Section, prior to construction.

## **Other Businesses Requiring Permits**



Permits, registration, or program fees to be obtained from the [Environmental Compliance Division](#) of EMD are also required for the following businesses prior to conducting business:

- Septic Systems
- Water Wells
- Medical Waste Generators
- Small Water Systems
- Landfills
- Compost Facilities
- Transfer Stations and Materials Recovery
- Soil Treatment Facilities

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## Hazardous Materials, Hazardous Waste, and Underground Storage Tanks

### **Sacramento County Environmental Management Department (EMD) Environmental Compliance Division (ECD)**

10590 Armstrong Avenue  
Mather, CA 95655  
(916) 875-8550  
[www.emd.saccounty.net](http://www.emd.saccounty.net)

Note: ECD regulates businesses in the County unincorporated area as well as the incorporated cities.

### **Hazardous Materials**

Businesses that store, use, or handle hazardous materials above certain amounts (55 gallons for liquids, 500 pounds for solids, and 200 cubic feet for compressed gases) are required to file a Hazardous Materials Business Plan with ECD. For the business plans information go to: <http://www.emd.saccounty.net/EMDforms.htm>. These plans, once approved, are made available to fire districts and other emergency response personnel in event of an emergency. They are also available for public review. Examples of businesses that normally must file are gas stations, auto repair, auto body, lube and oil shops, dry cleaners, as well as wholesale chemical facilities. If you are uncertain as to whether or not you must file or if you desire assistance in obtaining the required permit, ECD staff are available to help you through the process.

### **Hazardous Wastes**

ECD regulates businesses that generate or treat any quantity of hazardous wastes and said businesses must also comply with state and federal laws related to storage, transport and disposal. Examples of businesses that typically generate hazardous wastes include auto repair shops, dry cleaners, plating shops, and auto body shops. If you are uncertain as to whether your business generates or treats hazardous waste, ECD staff are available to help you through the process.

### **Underground Storage Tanks**

ECD regulates businesses that store hazardous materials and hazardous waste in underground storage tanks and said business must comply with State laws established to reduce the

likelihood of soil and ground water contamination. ECD enforces all of the legal requirements involving installation, operation, repair, upgrade and removal of underground storage tanks. Examples of businesses that typically have underground storage tanks include gas stations, mini-marts, fleet operations, and large lube and oil shops. If you are uncertain as to whether your business qualifies for this program, ECD staff are available to help you through the process.

It is important to note that some businesses fall into more than one of the above regulatory categories. Please contact ECD if you have questions.

## Air Pollution Control Permits

Air pollution permits are issued for businesses that emit air contaminants as a result of their operations. Examples of businesses requiring air pollution permits include those which involve fuel burning, electrical energy creation, incineration, gasoline fueling equipment (both public gas stations and private fuel facilities), internal combustion engines, painting processes, dry cleaning, degreasing, and chemical manufacture. The use of coatings, solvents, and cleanup materials are regulated.

### **Sacramento Metropolitan Air Quality Management District**

777 12<sup>th</sup> Street, 3<sup>rd</sup> Floor  
Sacramento, CA 95814-1908  
(916) 874-4800  
[www.airquality.org](http://www.airquality.org)

Businesses that emit or have the potential to emit air contaminants may have to comply with local rules and regulations issued by the Air District, regardless of whether the business has a Federal or State air permit.

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## Other Environmental Regulatory Agencies

Although County agencies are generally responsible for implementing and enforcing state and federal environmental laws in Sacramento County, you may want information directly from state or federal agencies.

### **State of California**

#### **California Environmental Protection Agency (Cal-EPA)**

1001 I Street  
Sacramento, CA 95814  
(916) 445-3846  
[www.calepa.ca.gov](http://www.calepa.ca.gov)

This office provides information on state regulations regarding environmental issues, air quality, and permits for the handling and transportation of hazardous materials.

Many environmental permits are handled at the local level, and you should contact the Business Environmental Resource Center (BERC) or Environmental Health before contacting Cal-EPA.

### **United States Government**

#### **Environmental Protection Agency (EPA) – West Coast Office (Region 9)**

75 Hawthorne Street

San Francisco, CA 94105  
(415) 947-8000  
[www.epa.gov](http://www.epa.gov)

Many environmental permits are handled at the local level, and you should contact the Business Environmental Resource Center (BERC) or Environmental Health before contacting the EPA.

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## Weights and Measures Device Registration

If you will be using commercial weighing or measuring equipment in your business, you are required to notify the County Office of Weights and Measures within 24 hours of equipment installation.

### **Sacramento County Agriculture Commission/Weights and Measures**

4137 Branch Center Road  
Sacramento, CA 95827-3897  
(916) 875-6603  
[www.agcomm.saccounty.net](http://www.agcomm.saccounty.net)

Businesses that sell products by weight or measure, such as delicatessens, candy stores, grocery stores, or gas stations are included in this category. Commercial weighing and measuring equipment is required to be sealed as correct prior to its use.

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## Water Supply Connections

There are numerous public and private water providers within Sacramento County, each with its own requirements regarding connection to their water system. You can find out which water provider services your area by:

- Checking your water bill for information  
or
- Contacting the Sacramento County Department of Water Resources

### **Sacramento County Municipal Services Agency**

#### **Water Resources Division**

827 7th Street, Room 301  
Sacramento, CA 95814  
(916) 874-6851

[www.msa.saccounty.net/waterresources](http://www.msa.saccounty.net/waterresources)

**For information on requirements in an incorporated city, contact the appropriate city office.**

If water service is provided by the unincorporated County Water Agency, you may be required to obtain a Connection Permit and pay a connection fee, depending on where the property is located. A permit can be obtained from:

**Sacramento County Municipal Services Agency  
Technical Resources Division**

827 7th Street, Room 105  
Sacramento, CA 95814  
(916) 874-6544

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## Wastewater Discharge Permit

If you are a commercial or industrial business which will be discharging wastewater into the sanitary sewer system, you may be required to file with the Sacramento Regional County Sanitation District (SRCSD) a Sewer Use Questionnaire or a Wastewater Discharge Permit Application.

### **Sacramento Sanitation District Agency**

10060 Goethe Road  
Sacramento, CA 95827  
(916) 876-6000

**For information on requirements in an incorporated city, contact the appropriate city office.**

You must file at least 60 days prior to beginning the discharge. Based on review of the Sewer Use Questionnaire or Wastewater Discharge Permit Application, SRCSD will determine if your discharge requires the issuance of a Wastewater Discharge Permit. Some of the characteristics of the wastewater that are evaluated include the volume, strength, and chemical make-up. For specific information on wastewater discharge requirements, contact SRCSD's Wastewater Source Control Section at (916) 875-6470.

**Fees associated with discharges to the sanitary sewer vary with the number of connections, the physical tap and capacity purchase, and monthly sewer service charges.** For further information on these fees, contact the Department of Water Quality at (916) 876-6100.

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## Sewer Impact Fees

Every business in the developed portions of Sacramento County must pay impact fees before using the sewer system. If a business expands or changes its operation, it may also have an increase in its sewer impact fees.

Sewer impact fees pay for the added cost of treating more wastewater generated by a new or changing business. These fees pay for expanding treatment capacity at the wastewater treatment plant.

### **Sacramento County Regional Sanitation District**

10545 Armstrong Avenue, #101  
Mather, CA 95655  
(916) 876-6100

<http://www.regionalsan.com>

Contact the District before you finalize your business plan or before you expand your operation. Impact fees can be very costly, frequently thousands of dollars, so it is important to get estimates of the cost early. Fees are paid at the time building permits are issued.

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## Storm Water Requirements

Stormwater becomes polluted by flowing over dirty surfaces, such as parking lots. Stormwater pollution also takes place when someone dumps materials, like oil or paint, directly into the storm drain. Polluted stormwater flows without treatment directly to creeks and rivers, where it can be harmful to aquatic life.

### **Sacramento County Municipal Services Agency**

#### **Water Resources Division**

827 7th Street, Room 301

Sacramento, CA 95814

(916) 874-6851

[www.Sacstormwater.org](http://www.Sacstormwater.org)

**For information on requirements in an incorporated city, contact the appropriate city office.**

All businesses must exercise good housekeeping practices to minimize stormwater pollution. Runoff from rainstorms is called stormwater. Sacramento County's Stormwater Ordinance specifically requires that facilities with the potential to contribute pollutants through exposure of stormwater to stored materials, industrial processes, or equipment, must establish measures to either: 1) prevent such exposures, or 2) treat resulting contaminated waters before discharging to the storm drain system (with appropriate permits).

The Department of Water Resources can also provide business owners and individuals with General Industrial Permit fact sheets and County Stormwater Ordinance fact sheets, upon request, by calling the number mentioned above.

Businesses can also obtain free and confidential consultations regarding stormwater and other environmental compliance matters from the Business Environmental Resource Center by calling them at (916) 364-4110 or (916) 874-2100.

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## Encroachment Permit

If you wish to use property or right-of-way owned by the County (public right-of-way), you need to obtain an Encroachment Permit. This permit covers minor street improvements such as driveways, culverts, sidewalks, or street lights.

The Encroachment Permit must be filed at the County Building Inspection Division - Technical Resources Section. This office will determine the other departments or agencies you will need to contact to obtain approval.

### **Sacramento County Municipal Services Agency**

#### **Technical Resources Section**

827 7th Street, Room 105

Sacramento, CA 95814  
(916) 874-6544

**For information on requirements in an incorporated city, contact the appropriate city office.**

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## Transportation Permit

You will need a Transportation Permit if your business will use large vehicles or vehicles with loads exceeding state vehicle code limits.

### **Sacramento County Municipal Services Agency**

906 G Street, Suite 510  
Sacramento, CA 95814  
(916) 874-6291  
[www.sacdot.com](http://www.sacdot.com)

**For information on requirements in an incorporated city, contact the appropriate city office.**

For specific information on dimensions and weight limitations, call the County's Building Inspection Division - Technical Resources Section. The fee for this permit varies with the number of trips or length of time the permit will be needed.

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## Commercial Refuse Collection Permit

(Non-Exclusive Commercial Solid Waste Collection Franchise  
Sacramento Regional Solid Waste Authority (SWA))

If you are a private company collecting commercial solid waste ("garbage") in the SWA region, you are required to obtain a Commercial Solid Waste Collection Franchise. This includes waste collection services for commercial, industrial, restaurants, construction, apartments, and/or multi-family residential complexes.

### **Sacramento County Municipal Services Agency Department of Waste Management & Recycling**

9850 Goethe Road  
Sacramento, CA 95827-3561  
(916) 875-4557  
[www.msa2.saccounty.net](http://www.msa2.saccounty.net)

The SWA subcommittee members include representatives from the County of Sacramento and the incorporated cities of Citrus Heights, Elk Grove, Folsom, Galt, Rancho Cordova and City of Sacramento.

To receive a franchise application, contact the Department of Waste Management & Recycling (DWMR). The following will be required:

- A completed Non-Exclusive Franchise Application appropriate for business type (partnership, corporation, limited liability company, etc.)
- Financial information or estimates showing revenue for collection operations.
- Inspection of all solid waste vehicles (trucks) operating in the SWA region.
- Clearance from the Sheriff's Department.
- Proof of insurance coverage.

Franchisees must sign a Franchise Agreement, pay a percentage of their gross collection revenue to the SWA on a monthly basis, and maintain records for audit. Contact the DWMR for further details.

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## Business and Professional Licenses

### State of California Department of Consumer Affairs

400 R Street  
 Sacramento, CA 95814-5624  
 (916) 445-1254 or 1-800-952-5210  
[www.dca.ca.gov](http://www.dca.ca.gov)

The Department of Consumer Affairs handles business and professional licenses for a wide variety of occupations and specialized fields through a series of independent licensing boards. These boards include the following professions:

Accounting	Hearing Aid Dispensers
Acupuncture	Home Furnishings and Thermal Insulation
Animal Health Technician (See Veterinary)	Landscape Architects
Arbitrators	Medical (Doctors/Medical Professions)
Architects	Naturopathic Medicine
Athletics	Osteopathic Medicine
Automotive Repair	Optometry
Barbering and Cosmetology	Pharmacy
Behavioral Sciences	Physical Therapy
Cemetery and Funeral Operations	Physicians Assistant
Collections and Investigations (See Accounting)	Podiatric Medicine
Contractors	Private Postsecondary Education
Court Reporters	Psychiatric Technician
Dentists	Psychologist
Dental Hygiene	Registered Nursing
Electronic and Appliance Repair	Respiratory Care
Engineers/Surveyors	Security and Investigative Services
Fiduciaries	Speech Pathology and Audiology
Funeral Directors and Embalmers	Structural Pest Control
Geologists/Geophysicists	Tax Preparer (See Accounting)
Guide Dogs for the Blind	Veterinary Medicine
	Vocational Nursing

If you are interested in entering any of these fields, please check the Consumer Affairs webpage for licensing boards and bureaus at [http://www.dca.ca.gov/about\\_dca/entities.shtml](http://www.dca.ca.gov/about_dca/entities.shtml).

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## State Contractors' Licenses

### **State of California Contractor's State License Board**

9821 Business Park Drive

Sacramento, CA 95827-1703

(916) 255-3900 or 1-800-321-2752 (321-CSLB)

[www.cslb.ca.gov](http://www.cslb.ca.gov)

If you plan to set up business as a contractor, you will need to obtain a contractor's license from the State. An examination is required. If you are unsure if your field requires a State Contractors License, visit their site at:

<http://www.cslb.ca.gov/GeneralInformation/Library/LicensingClassifications/>

**The County is required to verify the Contractor's License of anyone applying for a business license as a contractor.**

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