

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

(All hours are 8:00 a.m. to 5:00 p.m., Monday through Friday, excluding holidays,
unless otherwise specified)

<u>What's New in the Book?</u>	4
<u>Getting Down To Business</u>	5
<u>How to use this guide</u>	6
<u>Whose Permit Do I Need?</u>	7
<u>Tips For Dealing With Government Offices</u>	9
<u>Getting Started</u>	10
<u>Zoning Check</u>	16
<u>Building Occupancy Verification</u>	18
<u>Business Licenses</u>	19
<u>Fictitious Business Name Statement</u>	24
<u>Fire Safety Inspections</u>	25
<u>Sign Permit</u>	26
<u>Corporations and Trademarks</u>	27
<u>Seller's Permit/Sales and Use Tax Permit</u>	27

<u>Business Personal Property Tax</u>	28
<u>State Income Tax/Corporate Income Tax</u>	28
<u>Federal Income Tax</u>	29
<u>Employer Registration</u>	29
<u>Employment Standards</u>	29
<u>Worker's Compensation</u>	30
<u>Alcoholic Beverage License</u>	30
<u>Health Permit or Registration</u>	31
<u>Hazardous Materials, Hazardous Waste, and Underground Storage Tanks</u>	33
<u>Air Pollution Control Permits</u>	35
<u>Weights and Measures Device Registration</u>	35
<u>Wastewater Discharge Permit</u>	36
<u>Storm Water Requirements</u>	37
<u>Encroachment Permit</u>	38
<u>Transportation Permit</u>	38
<u>Water Supply Connections</u>	39
<u>Sewer Impact Fees</u>	40
<u>Commercial Refuse Collection Permit</u>	40
<u>Other Regulatory Agencies</u>	41
<u>Business and Professional Licenses</u>	42

<u>State Contractors' Licenses</u>	43
<u>Bureau of Automotive Repair</u>	43
<u>Bureau of Electronic and Appliance Repair</u>	43
<u>Bureau of Home Furnishings and Thermal Insulation</u>	44
<u>Automobile Sales, New or Used</u>	44
<u>Other Resources</u>	44
4445	

What's New in the Book?

The June 2009 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 up-to-date, government offices do move around, so please verify addresses before visiting the offices listed here.

Not every business needs to contact every office listed here. 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 Sacramento County Department of Finance, Business License unit.

[Back to Directory](#)

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 on hand as your business grows and use it as a reference for quick access to County agencies.

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 property is consistent with the Zoning and Building Code requirements for the proposed use. A building that meets Zoning and Building Code requirements for retail sales may not meet the requirements for an auto repair facility. **Do not rely solely on your landlord or real estate agent for this information.** Improper zoning or building standards can result in denial of your business license, additional fees, and legal action. See the "Zoning Check" and "Building Occupancy Verification" 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

[Back to Directory](#)

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, but 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 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.

[Back to Directory](#)

Whose Permit Do I Need?

The Sacramento County area is covered by several different levels of government, and while there is some overlap in the responsibilities of the various government agencies (for example, health and environmental permits **do** cover the entire County, including the various Cities), in many cases you must contact the *local* jurisdiction for permits.

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.

Sacramento County

Sacramento County forms a large and diverse geographic area that is divided into **eight** major government jurisdictions – the **unincorporated area** covered by the County of Sacramento, and the seven incorporated cities within the county. Each city has its own license requirements.

County of Sacramento Business Licenses

(916) 874-6644

www.saccounty.net

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

City of Sacramento

Revenue Division (Taxes, Permits)

(916) 808-8500

www.cityofsacramento.org

City of Folsom

(916) 355-7225

www.folsom.ca.us

City of Isleton

(916) 777-7770

City of Galt

(209) 366-7158

email: clerk@ci.galt.ca.us

City of Citrus Heights

(916) 725-2448

www.ci.citrus-heights.ca.us

City of Elk Grove

(916) 478-2211

www.elkgrovecity.org

City of Rancho Cordova

(916) 851-8700

www.cityofranhocordova.org

Local Jurisdictions outside Sacramento County

City of Roseville (Placer County)

(916) 774-5310

www.roseville.ca.us

City of West Sacramento (Yolo County)

(916) 617-4589

www.ci.west-sacramento.ca.us

[Back to Directory](#)

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 find out where your call is being transferred and the number you're 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.

[Back to Directory](#)

Getting Started

Business Start-up and Development

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)

1410 Ethan Way
Sacramento, CA 95825
(916) 563-3210

www.sbdc.net

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

Business Environmental Resource Center (BERC)

3331 Peacekeeper Way

McClellan, CA 95652

(located within the former McClellan air base)

(916) 649-0225

www.sacberc.org

The BEREC 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 5th Avenue

Sacramento, CA 95817

(916) 739-7191

www.mcgeorge.edu/x1624.xml

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, 2nd Floor
Sacramento, CA 95814
(916) 440-1300

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 Enterprise Zones include Florin Perkins, Northgate Norwood, and Sacramento Army Depot.

Sacramento Employment and Training Agency (SETA)

Sacramento Works/START
925 Del Paso Boulevard
Sacramento, CA 95815
(916) 263-3800

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

(inside the Small Business Development Center)

Provides technical assistance to small businesses interested in overseas trade.

Small Business Administration

650 Capitol Mall, Suite 7-500

Sacramento, CA 95814

(916) 930-3700

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.

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.

Better Business Bureau

400 S Street

Sacramento, CA 95814

(916) 443-6843

www.bbb.org

Sacramento Area Chambers of Commerce

Asian Pacific Chamber of Commerce

2012 H St., Suite 202
Sacramento, CA 95811
(916) 446-7883
www.sacasiancc.org

Galt Chamber of Commerce

431 South Lincoln
Galt, CA 95632
(209) 745-2529
www.galtchamber.com

Sacramento Black Chamber of Commerce

2655 Del Monte
West Sacramento, CA 95691
(916) 374-9355
www.sacblackchamber.org

Hispanic Chamber of Commerce

1491 River Park
Sacramento, CA 95815
(916) 486-7700
www.sachcc.org

California Chamber of Commerce

3255 Ramos Circle
Rancho Cordova, CA 95670
(916) 856-5200
www.calchamber.com

Sacramento Metropolitan Chamber of Commerce

1 Capitol Mall, Suite 300
Sacramento, CA 95814
(916) 552-6800
www.metrochamber.org

California Delta Chambers and Visitors Bureau

P.O. Box 1118
Rio Vista, CA 94571
(916) 777-4041
www.californiadelta.org

Antelope/Highlands Chamber of Commerce

P.O. Box 20
North Highlands, CA 95660
(916) 725-5652
www.antelopehighlandschamber.org

Carmichael Chamber of Commerce

6825 Fair Oaks Boulevard
Carmichael, CA 95608
(916) 481-1002
www.carmichaelchamber.com

Isleton Chamber of Commerce

P.O. Box 758
Isleton, CA 95641
(916) 777-5880
www.isletoncoc.org

Citrus Heights Chamber of Commerce

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

North Sacramento Chamber of Commerce

492 Arden Way
Sacramento, CA 95815
(916) 925-6773
www.northsacramento-chamber.org

Elk Grove Chamber of Commerce

9280 West Stockton Bl., Suite 104
Elk Grove, CA 95758-8073
(916) 691-3760

Orangevale Chamber of Commerce

9267 Greenback Lane, #B-91
Orangevale, CA 95662-4864
(916) 988-0175

www.elkgroveca.com

Fair Oaks Chamber of Commerce

10224 Fair Oaks Bl.
Fair Oaks, CA 95628
(916) 967-2903

www.fairoakschamber.com

Filipino-American Chamber of Commerce

P.O. Box 231841
Sacramento, CA 95823
(916) 923-3748

Folsom Chamber of Commerce

200 Wool Street
Folsom CA 95630
(916) 985-2698

www.folsomchamber.com

www.orangevalechamber.com

Rancho Cordova Chamber of Commerce

2729 Prospect Park, #117
Rancho Cordova, CA 95670
(916) 273-5688

www.ranhocordova.org

Rio Linda-Elverta Chamber of Commerce

6730 Front St.
Rio Linda, CA 95673
(916) 991-9344

www.rlechamber.com

South Sacramento/Greenhaven Chamber

6191 Florin Road
Sacramento, CA 95823
(916) 391-0272

www.southsacchamber.org

[Back to Directory](#)

Zoning Check

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

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

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.

You should check with the 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.

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, contact the County Planning and Community Development Department to check the zoning.

Many zones have restricted uses. Planning staff will assist you in determining whether the proposed use is consistent with the zoning for your parcel.

New Business in Existing Building, New Building or Remodeling (Tenant Improvement)

- 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 are unable to comply with these standards, you may need a variance.

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 or more, 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.

Temporary Concessions (Street vendors, etc.)

Special permits are required for businesses which are not permanent in nature (that is, that intend to operate from parking lots, vacant lots, etc.). To operate as a Temporary Concession 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. Streetside food sales are NOT allowed in Sacramento County.**

Temporary Uses

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

[Back to Directory](#)

Building Occupancy Verification (Commercial Building Permits/ Plan Submittal and Review/ Permit Issuance)

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

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

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.

A Building Permit is required in most cases when you plan to make physical or cosmetic changes 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.

[Back to Directory](#)

Business Licenses

Sacramento County Department of Finance -- Business Licenses
700 H Street, Room 1710
Sacramento, CA 95814
(916) 874-6644
www.finance.saccounty.net

Email us at Buslicense@saccounty.net

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

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.

General Business License

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.

You can apply for your General Business License at the Business License public counter at the above address, apply at one of the Neighborhood Service Centers, request an application be mailed to you, download an application from our web site, or apply directly online. The General License is approved by the Planning Department, and approval may take up to 45 days, though on average applications are processed in two to three weeks. The General Business 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, 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 Tobacco Retailer License in addition to the General Business License.

Special Business Licenses and Employee Permits

You will need a Special Business License if your business falls in the categories listed below. The Special License is approved by the Sheriff and is **separate** from the General License. Your business may require **both** a General and a Special License. Special Licenses are issued by the County to businesses requiring additional investigation and review. 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 every year.

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. As with the

General License, you can obtain the application by mail or at our website, but you must apply in person in order to be fingerprinted and photographed at the Sheriff's Office.

A number of businesses are required to have their employees obtain an Employee Permit. Like the Special License, the Permit is a background check, requiring a photograph and fingerprinting. The Employee Permit 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 nominal fee for the Employee Permit card.

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.

Businesses requiring Special Licenses and/or Employee Permits:

Adult-Related Businesses (Employee Permit) (Escorts, strip-tease acts, etc.)	Massage Establishment Massage Practitioner (Employee Permit)
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 Bingo Parlors, Suppliers, Organizations	Motorcycle Sales/New Or Used Parts 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
Dances	Security Patrol
Filming Permit (Movies, Television)	Storage Yards
Flea Market Or Bazaar – Each Booth Operator	Taxicab Company Taxicab Driver (Employee Permit)

Handymen/Home Repair Services (Without A State Contractor's License) 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)

Note: Many Special License activities require Use Permits or have zoning restrictions. Check with the Planning Department for more information.

Denials and the Appeal Process

If your General or Special License 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.

Massage in Sacramento County

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

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.

State of California Licenses

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

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 **Other Regulatory Agencies** section.

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 Business License. The Transient Occupancy Tax information form is available at the Business License Office. 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.

Temporary Concessions (Street Vendors, etc.)

Temporary or mobile businesses 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 Business License. See "Zoning Check" section for further information.

Home Occupations

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. Ask for the handout "Home Occupations Regulations Summary," available from the Business License Section.

Note: There are certain business activities that are **not allowed** as home occupations. 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.

Child Care

Licensing of child care is divided between local and state jurisdiction by the number of children 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, 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, 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:

<u>Business</u>	<u>Coverage</u>
Taxicabs	Liability
Filming	Liability
Carnivals	Liability
Massage	Liability

Outdoor Festivals	Bond
Junk Dealer	Bond
Cardroom	Bond

[Back to Directory](#)

Fictitious Business Name Statement

Sacramento County Department of Finance - Business Licenses
700 H Street, Room 1710
Sacramento, CA 95814
(916) 874-6644
www.finance.saccounty.net
Email us at 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 a City. 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 public counter in the Department of Finance. Forms can also be downloaded from our website. Upon request, staff will research whether a name has already been used, however, the County cannot guarantee complete accuracy, due to alternate spellings, etc. We recommend you search for yourself on our web page, www.efbn.saccounty.net.

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.

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 section. 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.

[Back to Directory](#)

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.

[Back to Directory](#)

Sign Permit

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

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

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.**

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.

[Back to Directory](#)

Corporations and Trademarks

State of California Secretary of State -- Corporate Filing Division
1500 11th Street (11th & O)
Sacramento, CA 94814
(916) 657-5448

www.ss.ca.gov

Limited Partnership Division
(916) 653-3365

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

[Back to Directory](#)

Seller's Permit/Sales and Use Tax Permit

State of California Board of Equalization
3321 Power Inn Road, Suite 210
Sacramento, CA 95827
(916) 227-6700

www.boe.ca.gov

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. 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.

[Back to Directory](#)

Business Personal Property Tax

Sacramento County Assessor's Office
3701 Power Inn Road, Suite 3000
Sacramento, CA 95826-4329
(916) 875-0730

www.assessor.saccounty.net

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.). 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.

Business personal property is reported to the Assessor annually on a form known as the Business Property Statement, Form 571, or BPS. 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 Business Property Statement by March 1, or have other questions, please contact the Personal Property Division of the Assessor's Office 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 and explore the web site listed above.

[Back to Directory](#)

State Income Tax/Corporate Income Tax

State of California Franchise Tax Board
3321 Power Inn Road
Sacramento, CA 95827
800-852-5711

www.ftb.ca.gov

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.

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.

[Back to Directory](#)

Federal Income Tax

United States Government Internal Revenue Service (IRS)
4330 Watt Avenue
Sacramento, CA 95842
800-829-3676

www.irs.gov

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

[Back to Directory](#)

Employer Registration

State of California Employment Development Center
3321 Power Inn Road
Sacramento, CA 95827
(916) 255-1965

www.edd.ca.gov

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

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.

[Back to Directory](#)

Employment Standards

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

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.

[Back to Directory](#)

Worker's Compensation

State of California State Labor Commissioner
2424 Arden Way
Sacramento, CA 95815
(916) 323-4920

www.dir.ca.gov

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

[Back to Directory](#)

Alcoholic Beverage License

State of California Department of Alcoholic Beverage Control
3810 Rosin Court, Suite 150
Sacramento, CA 95834
(916) 263-6900

www.abc.ca.gov

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).

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.

[Back to Directory](#)

Health Permit or Registration

Restaurants, Markets, Temporary Food Facilities, Food Vehicles and Carts, Public Swimming Pools and Spas, Medical Waste and Solid Waste Facilities, Wells, 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

*EHD regulates businesses in the County unincorporated area as well as the incorporated cities of Sacramento, Folsom, Citrus Heights, Elk Grove, Isleton and Galt.

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

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

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

Sacramento County Environmental Management Department
Environmental Health Plan Check
10590 Armstrong Avenue
Mather, CA 95655
(916) 875-8440

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).

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). 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.

Public Swimming Pool/Spa

If you are planning to construct a public swimming pool/spa or 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 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

[Back to Directory](#)

Hazardous Materials, Hazardous Waste, and Underground Storage Tanks

Sacramento County Environmental Management Department (EMD)
Hazardous Materials Division (HMD)
10590 Armstrong Avenue
Mather, CA 95655
(916) 875-8550
www.emd.saccounty.net

*HMD regulates businesses in the County unincorporated area as well as the incorporated cities of Sacramento, Folsom, Citrus Heights, Elk Grove, Rancho Cordova, Isleton and Galt.

Hazardous Materials

HMD regulates 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 this division. 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 qualify for this program are gas stations, auto repair, auto body, lube and oil shops, as well as wholesale chemical facilities. If you are uncertain as to whether or not you qualify or if you desire assistance in obtaining the required permit, professional staff is available to help you through the process.

Hazardous Wastes

HMD regulates businesses that generate or treat any quantity of hazardous wastes and said businesses must comply with state 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, professional staff is available to help you through the process.

Underground Storage Tanks

HMD regulates businesses that store hazardous materials and hazardous waste in underground storage tanks, said business must comply with State laws established to reduce the likelihood of soil and ground water contamination. HMD enforces all of the legal requirements involving installation, operation, repair, upgrade and removal. 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, professional staff is 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 HMD if you have questions.

[Back to Directory](#)

Air Pollution Control Permits

Sacramento Metropolitan Air Quality Management District
777 12th Street, 3rd Floor
Sacramento, CA 95814-1908
(916) 874-4800

www.airquality.org

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, internal combustion engines, painting processes, dry cleaning, degreasing, and chemical manufacture.

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. The use of coatings, solvents, and cleanup materials are regulated.

[Back to Directory](#)

Weights and Measures Device Registration

Sacramento County Agriculture Commission/Weights and Measures
4137 Branch Center Road
Sacramento, CA 95827-3897
(916) 875-6603
www.aqcomm.sacounty.net

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. Businesses 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.

[Back to Directory](#)

Wastewater Discharge Permit

Sacramento County Municipal Services Agency – Department of Water
Quality

9960 Ecology Lane
Sacramento, CA 95827
(916) 875-6820
8:00 a.m. – 4:00 p.m.

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

If you are a commercial or industrial business which will be discharging wastewater into the sanitary sewage system, you will need to file with the Department of Water Quality office a wastewater discharge permit classification questionnaire or a wastewater discharge permit application at least 60 days prior to the discharge. If your discharge is of sufficient volume, strength, or characteristics to classify it as "industrial" you will need to obtain a Wastewater Discharge Permit. This Permit will cover all aspects of the sewer discharge. For specific information on wastewater discharge requirements, contact the Industrial Waste Section of the Department of Water Quality 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.

[Back to Directory](#)

Storm Water Requirements

Sacramento County Municipal Services Agency - Water Resources
Division
827 7th Street, Room 301
Sacramento, CA 95814
(916) 874-6851

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

All businesses must exercise good housekeeping practices to minimize stormwater pollution. However, 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. You may also visit our website at www.Sacstormwater.org

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

[Back to Directory](#)

Encroachment Permit

Section	Sacramento County Municipal Services Agency - Technical Resources
	827 7th Street, Room 105
	Sacramento, CA 95814
	(916) 874-6544 9:00 a.m. - 4:45 p.m.

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

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.

[Back to Directory](#)

Transportation Permit

Section	Sacramento County Municipal Services Agency - Technical Resources
	827 7th Street, Room 105
	Sacramento, CA 95814
	(916) 874-6544 9:00 a.m. - 4:45 p.m.

www.sacdot.com

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

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

[Back to Directory](#)

Water Supply Connections

Sacramento County Municipal Services Agency - Water Resources
Division
827 7th Street, Room 102
Sacramento, CA 95814
(916) 874-6433
www.msa.saccounty.net/waterresources

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

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
- Accessing the following website: www.saccodwr.org
or
- Contacting the Sacramento County Department of Water Resources at (916) 874-6851.

If water service is provided by the Sacramento 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
Section
827 7th Street, Room 105
Sacramento, CA 95814
(916) 874-6544

[Back to Directory](#)

Sewer Impact Fees

Sacramento County Regional Sanitation District
10545 Armstrong Avenue, #101
Mather, CA 95655
(916) 876-6100

www.srcsd.com

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.

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.

[Back to Directory](#)

Commercial Refuse Collection Permit

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

Sacramento County Municipal Services Agency
Department of Waste Management & Recycling
9850 Goethe Road
Sacramento, CA 95827-3561
(916) 875-4557

www.sacgreenteam.com

If you are a private company collecting commercial solid waste 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. Currently, the SWA region includes the City of Sacramento, City of Citrus Heights, and the Sacramento County Unincorporated Area.

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.

[Back to Directory](#)

Other Regulatory Agencies

Environmental Permits

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

This office provide 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 Environmental Resource Center 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

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

[Back to Directory](#)

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

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	Landscape Architects
Arbitrators	Nursing Home Administrators
Architects	Optometry
Athletics	Pharmacy
Automotive Repair	Physical Therapy
Barbering and Cosmetology	Physicians Assistant
Behavioral Sciences	Podiatric Medicine
Cemetery Operations	Psychiatric Technician
Collections and Investigations	Psychologist
Contractors	Registered Nursing
Dentists	Respiratory Care
Dental Auxiliaries (Hygienists)	Security and Investigative Services
Doctors and other Medical professions	Shorthand Reporters (CSR)
Electronic and Appliance Repair	Speech Pathology and Audiology
Engineers/Surveyors	Structural Pest Control
Funeral Directors and Embalmers	Tax Preparer
Geologists/Geophysicists	Veterinary Medicine
Guide Dogs for the Blind	Vocational Nursing

If you are interested in entering any of these fields, please check with the State for information on licenses required. The most commonly contacted State boards are listed on the following pages.

[Back to Directory](#)

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

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

[Back to Directory](#)

Bureau of Automotive Repair

State of California Department of Consumer Affairs
10220 Systems Parkway, Suite B
Sacramento, CA 95814
(916) 255-4200 or 1-800-952-5210 (Consumer Affairs)

www.smogcheck.ca.gov

A State license is required for businesses engaged in automotive repair, smog checks, etc. Annual renewal of the licenses is required.

[Back to Directory](#)

Bureau of Electronic and Appliance Repair

State of California Department of Consumer Affairs
3485 Orange Grove Avenue
North Highlands, CA 95660
(916) 574-2069

www.bear.ca.gov

A State license is required for businesses repairing or assembling electronics and appliances. **This includes computer assembly or repair.**

[Back to Directory](#)

Bureau of Home Furnishings and Thermal Insulation

State of California Department of Consumer Affairs
3485 Orange Grove Avenue
North Highlands, CA 95660
(916) 574-2041

www.dca.ca.gov/bhfti

A State license is required for businesses that **retail**, import, manufacture, **reupholster** or **renovate** upholstered furniture or bedding. **This includes antique dealers.** Fees depend on the actual activity being performed.

[Back to Directory](#)

Automobile Sales, New or Used

State of California Department of Motor Vehicles
Bureau of Occupational Licensing
2120 Broadway
Sacramento, CA 95818
(916) 657-6621

www.dmv.ca.gov

Sale of new or used automobiles, including wholesale brokers, requires a permit from the DMV. You will need to submit proof of correct zoning to obtain this license. Fees vary with the level of activity involved.

[Back to Directory](#)

Other Resources

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

Lawyer Referral Service

(sponsored by Sacramento County 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

SACTO

(**S**acramento **A**rea **C**ommerce and **T**rade **O**rganization)

400 Capital Mall, Suite 1860

Sacramento, Ca 95814

(916) 441-2144

www.sactoedc.org

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

[Back to Directory](#)