

COUNTY, STATE AND FEDERAL OFFICES

COUNTY OFFICES

County Clerk-Recorder's Office

900 Coombs St #116
Napa, CA 94559
(707) 253-4247

Environmental Management

1195 Third Street, Room 101
Napa, CA 94559
(707) 253-4471

Department of Weights & Measures

7292 Silverado Trail
Napa, CA 94559
(707) 944-8714

Area Agency on Aging – Napa/Solano

575 Sacramento St
Vallejo, CA 94590
(707) 643-1797

STATE OFFICES

California Department of Tax& Fee Administration

2480 Hilborn Rd #200
Fairfield, CA 94534
(707) 427-4800

Franchise Tax Board

1515 Clay Street, Suite 305
Oakland, CA 94612
(800) 852-5711

California Employment Development Department

1440 Marin Street
Vallejo, CA 94590
(707) 648-4024

Alcoholic Beverage Control

50 D Street, Room 130
Santa Rosa, CA 95404
(707) 576-2165

Contractors State License Board

9821 Business Park Drive
Sacramento, CA 95827
(800) 321-2752

State Community Care Licensing

101 Golf Course Drive, Suite A-230
Rohnert Park, CA 94928
(707) 588-5026

Board of Barbering and Cosmetology

2420 Del Paso Rd, Ste 100
Sacramento, CA 95834
(800) 952-5210

Public Utilities Commission

505 Van Ness Avenue
San Francisco, CA 94102-3298
(415) 703-1603

California Massage Therapy Council

(916) 669-5336

FEDERAL OFFICES

Internal Revenue Service

1301 Clay Street, 1520S
Oakland, CA 94612
(800) 829-1040

Small Business Administration

455 Market Street, Suite 600
San Francisco, CA 94105
(415) 744-6820

US Customs Service

(877) CBP-5511

CITY OFFICES

Community Development Department

4381 Broadway, Suite 201
American Canyon, CA 94503
(707) 647-4336

Public Safety

911 Donaldson Way East
American Canyon, CA 94503
(707) 551-0650 – Fire
(707) 551-0600 – Police

OTHER OFFICES

American Canyon Chamber of Commerce

3860 Broadway Ste 103
American Canyon, CA 94503
(707) 552-3650

Napa Valley College

Small Business Development Center

2277 Napa Vallejo Hwy, Bldg 3300
Napa, CA 94558
(707) 256-7250

***SCORE* Counselors to America's Small Business**

(800) 634-0245

Business Licenses Information



**4381 Broadway, Suite 201
American Canyon, CA 94503**

(707) 647-4354 • Fax (707) 638-0468

businesslicense@cityofamericancanyon.org

This pamphlet is provided as a public service to assist those persons interested in establishing and conducting a business in the City of American Canyon

For additional assistance consider making an appointment to meet with the Business License Coordinator.

WHO NEEDS A BUSINESS LICENSE?

Any person, including but not limited to, an individual, corporation or sole proprietor who wishes to conduct business in American Canyon either directly or indirectly; this includes independent contractors and home offices. The City Municipal Code states that it is unlawful for any person to commence, transact, engage in, or carry on any business in the city without first having obtained a valid license and paid the license fee.

Business Licenses are non-transferable. Any change in ownership, location or business activity requires a new application.

BEFORE YOU START YOUR BUSINESS

Visit www.calgold.ca.gov for assistance with locating all applicable requirements. The **Small Business Development Center** or **SCORE** may be able to provide you with assistance and/or training for your business as well as assistance in completing forms.

Your business activity may require a Seller's Permit from the **California Department of Tax & Fee Administration**. www.cdtfa.ca.gov

Contact the **California Department of Alcoholic Beverage Control** if you plan to sell or serve alcoholic beverages.

In addition to obtaining the business license certificate, you must also comply with all City, County, State, and Federal regulations for zoning, building, health and safety.

Application forms are available at:

Finance Department

4381 Broadway, Suite 201
American Canyon, CA 94503
Hours: 8:30am - 5:00pm

Apply online or obtain the forms at
www.cityofamericancanyon.org

EMPLOYERS AND CORPORATIONS

All employers and most businesses are required to have a Federal Tax Identification Number and State Employer Identification Number. Contact the **Internal Revenue Service** and the **State Franchise Tax Board** for assistance. Additionally employers should contact **California Employment Development Department** for information on withholding Income Tax, Disability and Unemployment Insurance.

For information related to Corporations, Limited Liability Corporation and Partnerships contact the **Secretary of State**.

FICTITIOUS NAME AND DBA

Every business name that does not include the owner's surname must file a fictitious business name statement with the **Napa County Clerk-Recorder's Office**.

COUNTY HEALTH REQUIREMENTS

If your establishment intends to prepare and/or sell food of any type or will be handling hazardous materials/waste a permit may be required by the **Napa County Department of Environmental Management**. This is the same agency that handles Cottage Food Licensing.

STEPS FOR BUSINESS LICENSE APPLICATION

For Businesses Located in American Canyon:

Read the application thoroughly. All sections of the application form should be completed. Post office boxes can not be used for the business address. The business' Federal ID or owner's Social Security Number must be on the application. Submit your completed forms and non-refundable Zoning Clearance fee (for commercial/industrial only) to the Community Development Department. Following the approval process you will be contacted for payment of the license fees. After the fees have been paid, the Business License Certificate will be mailed to you.

For Businesses Located outside City limits: Complete the appropriate form and return it with all applicable fees to the Finance Department.

FEES

A non-refundable fee of \$25.00 is required in addition to any applicable fees for the license or permits. Businesses located at a commercial or industrial location in the City limits must pay a non-refundable one-time Zoning Clearance Fee. There is a State Mandated CASp fee of \$4. Please refer to the Fee Summary located on the back of the application form. All fees are due upon application via Cash, Check, or VISA/MC. There is a \$25 returned check fee.

POSTING AND KEEPING LICENSES

All business license certificates must be displayed on the premises in a conspicuous place. For those not having a fixed business location, the certificate must be physically carried by the person and presented upon request.

BUSINESS LICENSE PERIOD & RENEWAL

All licenses are issued for Calendar Year periods unless otherwise specified by the City's Municipal Code. Courtesy renewal notices are mailed within three weeks of the expiration date. You will have a 30-day period in which to renew. If you do not receive a renewal notice, please contact the Business License Coordinator. **Failure to receive a renewal notice does not relieve the business owner's responsibility to renew the business license.**

HOME OCCUPATION PERMIT

The use of residential property for any business purpose requires a Home Occupation Permit. The application is submitted with the Business License forms. There is non-refundable one-time fee for the permit application. This permit is non-transferable to another address or person.

CAREGIVERS & DAYCARE FACILITY

All day care facilities must be licensed with the State of California; **State Community Care Licensing**. Those businesses providing care giving services are required to obtain a Caregiver permit from the **Area Agency on Aging**.