

Business License FAQs

(pg 09/23/11)

1. Do I need a Calaveras County Business License?

Yes, if you are doing business, in whole or in part, in Calaveras County.

The only exceptions are:

- If your business is physically located in the City of Angels you will need to contact the City Clerk at 736-2181.
When a business is located in the City of Angels, per county code, the county will honor a City of Angels Business License.
- If your business is agricultural/viticultural or for the operation of stock, dairy or poultry farms.
- Any commercial traveler whose business is limited to the goods, wares and merchandise sold or dealt in, in this State at wholesale, and who does not carry with him/her for delivery the goods sold by him.

Note: If your business is not located in the City of Angels, but you will be doing business there, contact the City Clerk at 736-2181.

2. What do I have to do to get my license?

- Print the preceding application (if this document was obtained on our website) or go to the Tax Collector's office for a copy.
- When the application is filled out, you are required to obtain departmental approvals.
- The Tax Collector's office will advise which approvals to obtain in addition to Assessor, Planning, and Building.
- All businesses must obtain approval, in order, from: #1 Assessor, #2 Planning, and #3 Building

The following are examples of some businesses requiring additional approvals:	Sheriff	Env Health	Ag	Murphy's Fire	Ebbetts Fire
handyman, landscaping, yard maintenance, gardening, nursery, pest control, etc			X		
viticultural operations (growing/crushing/bottling)			X		
wine tasting tooms		X			
food handling of any type, restaurants, produce stands, B&Bs, vending machines, pills, vitamins		X			
chemical usage, hazardous waste materials, septic hauler, pool cleaners		X			
dental office, beauty or barber shop		X			
tattoo parlors, bars, saloons	X	X			
cannabis clubs, fortune tellers	X				
process or eviction notice servers, private investigator (must be bonded & registered w/Sup Ct.)	X				
dating service (800#, etc)	X				
pawn shops or dealers	X				
door-to-door solicitors, chain installers (license process is specialized)	X				
firearms	X				
child care (BL required if 9 children or more), & elder care	X				
taxicabs are licensed through the SHERIFF only.	X				
Douglas Flat, Murphys, and Vallecito (Commercial buildings only)				X	
Arnold, Avery, Bear Valley, Camp Connell, Dorrington, Hathaway Pines, Sky High, & Tamarack (Comm. & Residential)					X

3. Are there any additional requirements at the time of application?

<u>Firearms Dealers/Sellers</u>	▶copies of current Federal Firearms License, Valid Sellers Permit & Certificate of Eligibility
<u>State Contractors</u>	▶active State License # and Expiration Date
<u>Veterans</u>	▶a copy of your DD-214 showing Honorable Discharge
<u>Corporations, LLCs</u>	▶a list of officers/members names, titles, and addresses
<u>Legal Partnerships</u>	▶a list of partners names and addresses
<u>Non-Profit Organizations</u>	▶a copy of proof of non-profit status
<u>Residential Property Owner's Signature</u>	▶Planning department requires a property owner's signature when the license is to be issued for a home business, residential location. ▶If the property owner is unable to sign the form in the presence of a Planning Department staff member, then a notarized signature is to be furnished.

4. Are there additional forms required to obtain the mandatory departmental approvals?

- Assessor ▶Business License Questionnaire (www.co.calaveras.ca.us, then select Forms and Docs)
- Planning ▶Business License Clearance form (www.co.calaveras.ca.us, then select Forms and Docs)

5. What if I have more than one business?

A separate license shall be obtained for each branch establishment or place of business in the County.

If more than one business is operated from the same location by the same person, only one license shall be required.

6. What are the Exemptions from fees?

Veterans	▶a copy of your DD-214 showing Honorable Discharge (not valid for Corp/LLC)
Non-Profit Organizations	▶a copy of proof of non-profit status
Exhibition, concert, lecture or other entertainment	▶where 50% or more receipts go to a church, school, religious, charitable or benevolent purpose in county
Insurance Companies & Agents	▶a copy of proof of agency - Brokers ARE NOT excluded from fees

Business License FAQs

(pg 2 09/23/11)

7. What are the fees, and when do I need to complete an application form and obtain departmental approvals?

	Application Forms Req'd	Approvals Required	Application Fee	Planning Fee	License Fee	Late Fee	Total
New business license – Jan - Sept	YES	YES	\$25.00	\$25.00	\$25.00		\$75.00
New business license – Oct - Dec (Prorated 1 ¼ yr)	YES	YES	\$25.00	\$25.00	\$31.25		\$81.25
Timely renewal (By last day in February)	--NO--	--NO--			\$25.00		\$25.00
Late renewal (March 1 to April 30 th)	--NO--	--NO--			\$25.00	\$16.00	\$41.00
Reinstate Business License – same year as cancelled for non-renewal Section 5.04.140	YES	YES	\$25.00	\$25.00	\$25.00	\$16.00	\$91.00
New Business Location (in county)	YES	YES	\$25.00	\$25.00			\$50.00
Change or add Business Type(s)	YES	YES					\$0.00
Change Business Name	YES	--NO--					\$0.00
Add an Owner to existing Business License	YES	--NO--					\$0.00
Remove an Owner from an existing Business License (Must provide a letter from the owner being removed)	YES	--NO--					\$0.00

Note: A business license is approved for the physical location the business is based from. Should the physical location change, a new application must be completed for the new business location.

8. What happens if I change the location of my business?

A business license is approved for the physical location the business is based from.

Should the physical location change, a new application must be completed for the new business location. Approvals must be obtained, and an additional fee must be paid.

9. What are the Renewal Requirements?

- A courtesy Renewal Notice will be mailed in late December or early January.
- Non-receipt of a Renewal Notice in no way relieves the business owner of his responsibility to renew his business license timely, nor does it relieve him from any penalty due for a late renewal.
- Your license expires December 31st, and must be renewed by the last day in February to avoid penalties.
- If not renewed by April 30th, your license will be cancelled.

10. Should I notify anyone when I close my business?

Yes. You should notify the Assessor's office and the Tax Collector when your business closes.

11. Do I need to file a Fictitious Business Name Statement?

A Fictitious Business Name Statement is not a requirement to obtain a business license. For more information contact the Calaveras County Clerk – Recorder's office at 754-6370.

12. How do I get a resale license?

If sales or use tax applies to your business activities, you may seek advice regarding the application of tax to your particular business.

Write to: State Board of Equalization – P.O. Box 942879 – Sacramento CA 94279-0090

Or call: 1-800-400-7115

Or visit: 3321 Power Inn Rd Ste. #210 – Sacramento

Or visit: www.boe.ca.gov

13. County Contacts:

Department	Phone	Hours	Location
Agriculture	209-754-6504	9 AM – 4 PM	23 E St Charles St, San Andreas
Assessor	209-754-6356	8 AM – 4 PM	891 Mountain Ranch Rd, San Andreas
Building	209-754-6390	8 AM – 4 PM	891 Mountain Ranch Rd, San Andreas
Clerk – Recorder	209-754-6370	8 AM – 4 PM	891 Mountain Ranch Rd, San Andreas
Ebbetts Pass Fire	209-795-1646	9 AM – 5 PM	1037 Blagen Rd, Arnold
Environmental Health	209-754-6399	8 AM – 4 PM	891 Mountain Ranch Rd, San Andreas
Murphys Fire	209-728-3864	8 AM – 3 PM – T-F	37 Jones Street, Murphys
Planning	209-754-6394	8 AM – 4 PM	891 Mountain Ranch Rd, San Andreas
Sheriff	209-754-6500	9 AM – 5 PM	891 Mountain Ranch Rd, San Andreas

If you require additional information, please feel free to contact:

Calaveras County Tax Collector/Treasurer - 891 Mountain Ranch Road - San Andreas, CA 95249
www.co.calaveras.ca.us - (209) 754-6350

This information is provided for informational purposes only and does not represent business advice. It is the responsibility of the business owner/officer to gather information relative to your business needs.