

## 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

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

2480 Hilborn Rd #200  
Fairfield, CA 94534  
(707) 428-2041

#### ***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 Tax Education Council***

(877) 850-2832

#### ***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

#### ***Social Security Administration***

106 Plaza Dr  
Vallejo, CA 94591  
(800) 772-1213

#### ***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 LICENSE INFORMATION

CITY OF  
AMERICAN  
CANYON



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

**(707) 647-4354 • Fax (707) 643-2371**

e-mail: [lbanta@cityofamericancanyon.org](mailto:lbanta@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.*

## **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. A Business License Certificate must be issued prior to conducting business. The city ordinance 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.

## **BEFORE YOU START YOUR BUSINESS**

You should verify that you have first secured all necessary Federal, State and/or County licenses, permits, etc.

Visit [www.calgold.ca.gov](http://www.calgold.ca.gov) for assistance with locating all applicable requirements.

Your business activity may require a Seller's Permit from the **State Board of Equalization**. Please check with the local office in Suisun.

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.

The **Small Business Development Center** or **SCORE** may be able to provide you with assistance and/or training for your business.

**Application forms are available at the following City offices:**

**Finance Department** and  
**Community Development Department**  
4381 Broadway, Suite 201  
American Canyon, CA 94503  
Hours: 8:30am - 5:00pm

Forms are also online at  
[www.cityofamericancanyon.org](http://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**.

## **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 \$58 Zoning Clearance Fee. There is a State Mandated CASp fee of \$1. 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 a onetime \$58 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**.