



# County of Yolo

## Planning and Public Works Department

292 West Beamer Street Woodland, Ca 95695-2598  
(530) 666-8775 FAX (530) 666-8156

<b>STAFF USE ONLY:</b>	
Receipt #	_____
\$	_____ <b>Non-refundable</b>
<b>Fee</b>	
<b>Date:</b>	_____ <b>Initials:</b> _____
<b>NAICS Code:</b>	_____
<b>Bus. Lic #</b>	_____

### BUSINESS LICENSE APPLICATION

(1) Application is for: (select one)  
New Business    Change of Owner    Change of Name

(2) DBA – Name of Business: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

(3) Business Address: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Email Address \_\_\_\_\_  
Phone Number: \_\_\_\_\_

(4) Mailing Address: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

(5) Describe your Business in Detail/ Daily Activity:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

(6) State Contractor License #: \_\_\_\_\_  
License Class (es) \_\_\_\_\_ Expire Date: \_\_\_\_\_

(7) Type of Organization (select one)  
Sole Owner / Partnership / Corp. / Limited Liability Corp.

(8) List all Owners / Partners Names & Addresses:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Phone Numbers: \_\_\_\_\_  
(Only listed persons can change the license if needed)

(9) Number of persons Working in Yolo County: \_\_\_\_\_  
(Not counting owners or partners)

(10) Local Contact Name & Address: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Phone Number: \_\_\_\_\_

(11) Is the Business location in the UNINCORPORATED area of Yolo County? (YES / NO) (If NO skip to item #16.)

(12) Assessor's Parcel Number of Business Location:  
\_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

(13) Nearest Cross Street: \_\_\_\_\_

(14) Will a private home or residence be all or part of your Business premises?  
(If yes, a "HOME OCCUPATION BUSINESS LICENSE SUPPLEMENTAL APPLICATION" must be completed)

(15) Has the Planning Commission/ Board of Supervisors issued a Use Permit for the Business?  
If yes, provide Number: \_\_\_\_\_

(16) ITINERANT BUSINESS REQUIREMENTS apply to persons conducting Businesses without a fixed place of Business who occupy private property or a Public easement or right-of-way adjoining private property. Is this application for an "Itinerant Business"? (YES / NO) (Attach a separate sheet if needed). If yes, then see item #16 of the instructions for additional requirements

**(17) A.** Will the following materials be dispensed, stored, distributed or used in the normal course of your business activity?

1. Food or drink intended for human consumption?.....	Yes	No
2. Alcoholic beverages?.....	Yes	No
3. Drugs, narcotics or controlled substances?.....	Yes	No
4. Firearms, ammunition, or explosives?.....	Yes	No
5. Adults only, X-rated, or sexually-oriented materials? .....	Yes	No
6. Hazardous materials, radioactive materials or known human carcinogens?.....	Yes	No

**If yes;** complete and attach a "Hazardous Materials and Air Pollution Survey"

7. Are any Hazardous materials stored underground?..... Yes No

8. Does your business include: bulk agricultural products, chemicals, plastics, dry cleaning, cogeneration, bulk food processing, Mining, incineration, production, woodworking, solvent use (painting, finishing, degreasing, printing) or ground water soil remediation?..... Yes No

**If yes;** complete and attach a "Hazardous Materials and Air Pollution Survey"

**B.** Will you, AT ANY TIME, use and/or provide facilities for the following on your premises? Yes No

Select all that apply: taxi cabs  ambulances  pool or billiards  card games

swimming  sauna's  steam rooms  spa's  massages

**C.** Will any portion of your business be conducted outside of a completely enclosed building? Yes No

**If yes explain:** \_\_\_\_\_

**(18)** I declare under penalty of perjury that, to the best of my knowledge, the information provided herein on this application is true and correct.

Executed on \_\_\_\_\_ at \_\_\_\_\_

Applicant's Name (print): \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

Applicant's Signature: \_\_\_\_\_ Relationship to business \_\_\_\_\_

## **BUSINESS LICENSE APPLICATION INSTRUCTIONS**

2. **"Name of Business (DBA)"** - When required a **Fictitious Name Statement** must be filed at the Yolo County Clerk Recorder Office, 530-666-8130.
3. **"Business Address"** - Provide the **PHYSICAL** address where the business is located.
4. **"Mailing Address (if different than site address)"** - Your license, renewal and all other correspondence will be sent to this address.
5. **"Describe your Business in DETAIL"** - BE SPECIFIC, and indicate if you are one of the following: manufacturing; contractor; construction; transportation or communications; wholesale trade; retail trade; finance; insurance or real estate; a service type business which is personal; automotive repair; health; social; recreational; or another type service. **USE A SEPARATE SHEET FOR ADDITIONAL DETAILS IF NEEDED.**
6. **CONTRACTORS** must provide their license number, license class(es), expiration date, and show proof of workers compensation issuance.
8. **"Owner's Name" "Home Address"** - If the owner is a corporation, give the corporate home office. If the ownership is sole owner or partnership, give name and residence address(es) and phone number(s) of the owner or partner(s). Only the listed owner(s), partner(s) or officer(s) can make changes to a license.
10. **"Local Contact for Business"** - Provide a person that can be contacted in the case of an emergency regarding the business. (if other than the Owner)
13. **"Nearest Cross Street"** - Nearest cross street to your business location.
14. **"Will a Private Home..."** - When **any** portion of a business is conducted from, at or in a residence answer YES and complete a "Home Occupation Compliance Record".
15. **"Use Permit"** - If a Use Permit has been issued, provide the Use Permit number and a brief description.
16. **"ITINERANT BUSINESS"** - In addition to the application the following must be provided in writing:
  - A. Specify if owner or applicant has been convicted of a felony?
  - B. Provide facts and details of the business for the Sheriff-Coroner and the Business License Officer, so they can determine if the Standards of Title 12-3 of the Yolo County Code have been met.
  - C. Provide written consent of the property owner or adjoining property owner to conduct the business.
17. **"A", "B" & "C"** -The term "hazardous materials" is very broad and includes fuels, solvents and many common chemicals. For more information call the Yolo County Emergency Service Coordinator at 530-666-8930. If you need to add additional details, use a separate sheet.
18. "Executed on **(Give Date)** AT **(Give City)** \_\_\_\_\_, California.  
**"Applicant's Signature"** - If the applicant is not the business owner, give your name, title or relationship to the business, home address and phone number in the space provided below your signature.

**INCOMPLETE APPLICATIONS, APPLICATIONS NOT ACCOMPANIED WITH THE CORRECT FEES OR APPLICATIONS WITH INSUFFICIENT INFORMATION MAY BE DELAYED OR RETURNED.**

### **ALL BUSINESSES ARE REQUIRED TO BE LICENSED**

**"Business" means** any trade, manufacturer, profession, occupation or service of all and every kind, whether or not carried on for profit or for charitable, philanthropic, or other purposes, including the arrangement of business transactions, holding of sales or training meetings and administrative conferences, the receipt of customer or client payments and the keeping of records and accounts pertaining to a business.

**"Business" does not mean:** 1. Apartments, rooming houses, duplexes or other residential facilities in which living units are rented or leased for a term of 30 days or longer.

2. Churches to the extent that the use is for worship, religious education, or social affairs primarily for members of the religious group (this exception does not extend to other activities not undertaken primarily for members of the religious group such as day schools and social services programs).

3. Offices, stores, or other facilities maintained without paid employees by a nonprofit public benefit corporation.

4. Persons who furnish vending machines located on the premises of a person holding a valid business license.

**Agricultural exemptions for products sold by producers:** No license is required for a business undertaken by an agricultural producer in the production of products of cultivation of the soil and its fruits and raising and harvesting crops or products or the rearing, feeding, and management of livestock, or for any business extending service to an agricultural producer which service is normally accomplished by the producer in the production of agricultural products.



# County of Yolo

## Planning, Public Works and Environmental Services

### Environmental Health Division

137 N. Cottonwood Street, Suite 2400, Woodland, CA 95695  
PHONE - (530) 666-8646; (916) 375-6475 FAX - (530) 669-1448

### *Environmental Health Land Use Review Survey*

**A LAND USE REVIEW CANNOT BE COMPLETED WITHOUT THIS FORM COMPLETED.**

Facility Name \_\_\_\_\_ Phone \_\_\_\_\_  
Property Owner Name \_\_\_\_\_ Phone \_\_\_\_\_  
Property Address \_\_\_\_\_  
Mailing Address (if different) \_\_\_\_\_  
Nature of Business \_\_\_\_\_

Building project and business license application may require review from Yolo County Environmental Health to ensure the compliance to the Federal and State laws and regulations as well as Yolo County ordinance. Please complete this Environmental Health Land Use Review Survey and submit it as part of your application to Planning, Public Works and Environmental Services.

Q#1. Will your building or facility be used to store, prepare, package, serve, vend or otherwise provide food for human consumption at the retail level?  
YES \_\_\_\_\_ NO \_\_\_\_\_

Q#2. Will your building or facility use a private well for your drinking water source?  
YES \_\_\_\_\_ NO \_\_\_\_\_

Q#3. Will your building or facility use an on site wastewater treatment system (aka:septic system) ?  
YES \_\_\_\_\_ NO \_\_\_\_\_

Q#4. **For commercial facilities only:** Will your facility have a public pool or spa? (A public pool includes but is not limited to pools located at hotels, motels, apartment buildings, homeowners associations, schools, health clubs, etc.)  
YES \_\_\_\_\_ NO \_\_\_\_\_

Q#5. Will your building or facility be used to offer tattooing, body piercing, or permanent cosmetics?  
YES \_\_\_\_\_ NO \_\_\_\_\_

A hazardous material is a chemical that is flammable, corrosive, reactive, or toxic. Compressed inert gases are also considered hazardous because of the danger of the container rupturing and becoming a projectile. A hazardous waste is a hazardous material that facility personnel have decided is no longer useful. If you are not sure if what you have is classified as a hazardous material, refer to the appropriate MSDS or contact Yolo County Environmental Health Division at (530) 666-8646 to find out.

Q#6. Does your building or facility handle hazardous material that is used for a business?  
YES \_\_\_\_\_ NO \_\_\_\_\_

Q#7. Does your building or facility generate hazardous waste that comes from a business?  
YES \_\_\_\_\_ NO \_\_\_\_\_

Q#8. Does your building or facility have an aboveground storage tank containing petroleum fuel of quantities above 1,320 gallons that is used for a business?  
YES \_\_\_\_\_ NO \_\_\_\_\_

**If you answered “yes” to any of questions #6 through #8 above, please answer the following questions:**

Q#9. Does your commercial facility handle any hazardous material in quantities greater than 500 pounds, 55 gallons, or 200 cubic feet of any kind of compressed gas, including air?  
YES \_\_\_\_\_ NO \_\_\_\_\_

Q#10. Does your commercial facility repair or maintain motor vehicles or motorized equipment?

YES \_\_\_\_\_ NO \_\_\_\_\_

If yes, does your commercial facility handle motor oil?

YES \_\_\_\_\_ NO \_\_\_\_\_

Does your commercial facility handle antifreeze/coolant?

YES \_\_\_\_\_ NO \_\_\_\_\_

Does your commercial facility handle grease?

YES \_\_\_\_\_ NO \_\_\_\_\_

Does your commercial facility handle gasoline or diesel?

YES \_\_\_\_\_ NO \_\_\_\_\_

Does your commercial facility routinely generate waste tires?

YES \_\_\_\_\_ NO \_\_\_\_\_

Q#11. Does your commercial facility sell motor vehicle fuel?

YES \_\_\_\_\_ NO \_\_\_\_\_

If yes, does your commercial facility have an underground storage tank (UST)?

YES \_\_\_\_\_ NO \_\_\_\_\_

Q#12. Does your commercial facility have an above ground tank (AST)?

YES \_\_\_\_\_ NO \_\_\_\_\_

Q#13. Does your commercial facility engage in welding operations?

YES \_\_\_\_\_ NO \_\_\_\_\_

If yes, does your commercial facility store more than one cylinder of acetylene, oxygen, shielding or other welding gas?

YES \_\_\_\_\_ NO \_\_\_\_\_

Q#14. Does your commercial facility operate forklifts?

YES \_\_\_\_\_ NO \_\_\_\_\_

If yes, does commercial your facility store more than one extra cylinder of propane?

YES \_\_\_\_\_ NO \_\_\_\_\_

Does your commercial facility store extra forklift batteries with 500 pounds of lead or 55-gallons of acid?

YES \_\_\_\_\_ NO \_\_\_\_\_

Q#15. Does your commercial facility commercial engage in photography?

YES \_\_\_\_\_ NO \_\_\_\_\_

If yes, does your commercial commercial facility generate photographic waste fluids?

YES \_\_\_\_\_ NO \_\_\_\_\_

Q#16. Does your commercial commercial facility generate dental amalgam or x-ray processing waste fluid?

YES \_\_\_\_\_ NO \_\_\_\_\_

Q#17. Does your commercial facility generate any quantity of any other hazardous waste?

YES \_\_\_\_\_ NO \_\_\_\_\_

Q#18. Does your commercial facility handle yard trimmings, untreated wood wastes, natural fiber products, or construction and demolition wood waste?

YES \_\_\_\_\_ NO \_\_\_\_\_

If yes, are these materials managed in a way which would allow them to reach 122 degrees Fahrenheit?

YES \_\_\_\_\_ NO \_\_\_\_\_

If the answer to any of the above questions is "Yes", you may be required by State law to submit a Hazardous Materials Business Plan to Yolo County Environmental Health. Failure to comply with this requirement could result in fines/penalties of up to \$2,000.00 per day. Starting January 1, 2013, business plans must be filed by going to the California Environmental Reporting System (CERS) web site (<http://cers.calepa.ca.gov/>), creating an account, entering required hazardous materials information, and submitting the information for approval by Yolo County Environmental Health. For assistance with CERS, please visit our web site at <http://www.yolocounty.org/Index.aspx?page=2353> or call YCEH at (530) 666-8646 and ask to speak to a Hazmat Specialist.