Welcome to Business Licenses

This webpage was created to inform and assist business owners of applicable city, county, state and federal regulations and required city licenses and permits. This is a general guide and not intended to supersede any provisions in the City of Rancho Cordova Code.

City Requirements

WHAT IS A BUSINESS LICENSE?

The City of Rancho Cordova issues business licenses to regulate businesses with a fixed location within the city limits to promote improved enforcement of ordinances that protect the public and prevent nuisances and neighborhood disturbances. The license is not a business tax and is not based on business revenue.
The Finance Department is responsible for providing service to the general public, business license applicants and each existing licensee. The City's objective is to assist each business in obtaining the proper business license and/or permit and to ensure proper compliance of the business license code for all businesses transacting business within the city limits.
The City will send a renewal notice; however it is your responsibility, as the business owner, to renew. If you do not receive a renewal notice two weeks prior to the expiration date, please contact the finance department immediately at (916) 851-8737.

WHO NEEDS A BUSINESS LICENSE?

You need a Business License if your business is located within the Rancho Cordova city limits, unless your business is exempt from licensing requirements, as discussed below. Business License staff will assess the needs of your specific business type.

WHEN DO I GET A BUSINESS LICENSE?

You are required to obtain a business license before conducting any business, trade, profession, enterprise, establishment or occupation.

TYPES OF BUSINESS LICENSES

General Business Licenses: $99.00 (renewal $99.00 – late fee $20.00) Renewed yearly
SB 1186 State Disability Access Fee: $1.00 (renewal $1.00) Renewed yearly
Rental Property Licenses: $81.00 (renewal $81.00 – late fee $20.00) Renewed yearly
Housing Stock Fee: $10.00 per rental unit (this fee applies to rental property licenses only) Renewed yearly

General Business Licenses are issued to businesses with a physical location within the City limits based on compliance with Zoning Code Requirements. Review and investigation of the license application can take up to 45 days for approval and then mailed to the applicant. The license is non-transferable. If the license is denied, you will be notified and provided an opportunity to appeal the decision. All businesses based in the City of Rancho Cordova require a General Business License except for the following, which are EXEMPT:

- **Financial Institutions** - banks, savings and loans, and credit unions as defined by the Business and Professions Code, except that check-cashing businesses do require a General Business License.
- **Churches** - to the extent the facilities are used for religious purposes or restricted to members of the congregation. A General Business License is required for a church-run or church-located school or child care facility or thrift store, etc.
- **Libraries** - public and private.
- **Agriculture** - includes growing of crops or raising livestock, except that a General Business License is required for any enterprise that combines product from multiple farms, wholesale, etc.

Home Business

Running a business from home is an attractive idea to many people, but it is important for home business operators to remember that they are conducting a business in a home, which is most likely surrounded by other homes in a residential area. The City places certain restrictions on the operation of home businesses to protect the residential nature of the neighborhood and prevent nuisance complaints regarding noise, dust, and traffic. These rules protect you and your neighborhood, and ensure that the primary use of homes are for residential purposes only. The review process is the same as the General Business License guidelines.

Special Business License: $215.00 (Includes Background Check Fee of $32.00)

Certain types of businesses are required to have more than one license. Usually the second license is a Special License. Note: you may require additional licensing from other governmental agencies in addition to your Rancho Cordova license. The Special License is issued based on a character review of the owner of certain types of businesses. The license is approved by the Police Department and fingerprinting of owner is required. This license may take up to 90 days to be approved.

An Example of types of businesses requiring Special Licenses are listed below and need a separate license for each of the activities:

Antique dealers
Auto dismantlers & sale of used auto parts
Bingo games, organizations
Bingo parlors
Bingo suppliers
Cardrooms
Circuses, carnivals, fairs, petting zoos
Concealed weapons dealers & sales of gun powder
Dances
Filming permit - movie & television productions
Flea market/bazaar booth operators
Janitorial, maid, carpet cleaning, or similar businesses
Junk dealers and Refuse collectors
Home repair services - related to repair/maintenance of occupied residence either inside or outside the home (Without a State Contractor's license) i.e. Handymen etc.
Lawn & garden care (mobile)
Mobile auto repairs
Modeling studios
Motorcycle sales, including new & used parts
Outdoor music festivals, concerts
Pawnbrokers
Poolhalls (1 pool table = poolhall)
Private security patrol companies
Purchase or sale of metals, including precious and scrap metals
Repossession of autos - storage of autos or anything of value
Salvage or wrecking yards
Second-hand goods dealers (more than 50%)
Storage of "junk" tires (approved by Planning Dept.)
Taxi cab companies
Towing companies
Tree trimmers

Employee Permits: $213.00 (Includes Background Check Fee of $32.00)

The Employee Permit is based on a character review of the employees of certain types of businesses (taxi drivers, cared dealers, ice cream vendors, massage therapists, etc.). The permit is approved by the Police Department. This permit may take up to 90 days for approval by the Police Department.

DO I NEED TO HAVE A PHYSICAL ADDRESS BEFORE APPLYING FOR A BUSINESS LICENSE?

Before going to any public agency you should have an exact address for the proposed business. Having an accurate site location is crucial for receiving the correct zoning information and for filing various documents and permits. Private mailbox addresses are for mailing purposes only and cannot be used as a business address.

Building Code Requirements/Building Inspections

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

Cities and counties control the way building are used in their jurisdictions in order to protect neighborhoods, encourage good development practices, and support property values. The City of Rancho Cordova restricts certain business activities to buildings that have the correct structure for the activity.

You should check with the City of Rancho Cordova Building & Safety Division **before:**

- Starting a new business
- Remodeling an existing building
- Constructing a new building
- Moving into a new building

The City of Rancho Cordova Building & Safety Department also provides information to comply with the California Building Code, as well as the California Disabled Access Requirements.

Building Permits

A Building Permit is required in most cases when you plan to make physical or cosmetic changes (electrical, mechanical, or plumbing installations or alterations) 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.

Please contact:

City of Rancho Cordova Building & Safety Division
2729 Prospect Park Drive
Rancho Cordova, CA 95670
(916) 851-8760
www.cityofranchocordova.org

County of Sacramento Requirements

FICTITIOUS BUSINESS NAME

If you transact business under a fictitious business name, any name other than your surname or have more than one owner, you will need to file a Fictitious Business Name Statement with the County Clerk's Office. If you accidentally "infringe" upon another business name you may be subject to legal action. Contact the Sacramento County Business License and Fictitious Business Names Unit at (916)874-6644 or www.saccounty.net for further information. Visit the County of Sacramento at: **700 H Street Sacramento, CA 95814**.

HEALTH PERMITS

A Health Permit from the Sacramento County Environmental Management Department may be required if your business involves food sales, public pools/spas, tattooing, body piercing, permanent cosmetics, cosmetology or other business. Contact the County Environmental Health at (916) 875-8440 or http://www.emd.saccounty.net/Pages/default.aspx for additional requirements. Visit the Environmental Management Department at: **10590 Armstrong Ave. Mather, CA 95655**.

PERSONAL PROPERTY TAX (BUSINESS)

For assessment purposes, the owner of the business must file a property statement each year with the County Assessor listing the costs of their business supplies, equipment, and fixtures as of lien date, January 1. Business property is taxed at one to one and one-half percent (1 - 1 1/2 %) of its value. For assessment information, contact the County Tax Assessor's Office at (916) 875-0730 or www.assessor.saccounty.net.

AIR QUALITY PERMITS

Air Quality Permits are required for any equipment or process at a facility, which may emit air pollutants. Please contact the Air Quality Management District at (916) 874-4800 or www.airquality.org for additional information.

State Requirements

ALCOHOL BEVERAGE LICENSE

If your business is selling or serving alcoholic beverages, you will need to contact the Alcohol Control board at (916) 227-2002 or www.abc.ca.gov for additional permit information prior to conducting such business.

DEPARTMENT OF MOTOR VEHICLES

If your business includes automobile dismantling, repairs, or sales, you will want to contact the State of California Department of Motor Vehicles to make sure that you are in compliance with their regulations. You may call the DMV at **(800) 777-0133** or contact the DMV online at http://www.dmv.ca.gov for additional regulations prior to conducting such business.

RESALE/SELLERS PERMIT

If you intend to sell tangible goods by wholesale or retail, a Sellers Permit is required. To apply and obtain information on sales tax, contact the State Board of Equalization at (916) 227-6700 or www.boe.ca.gov.
Beginning June 18th, 2012 the Board of Equalization will no longer provide paper applications. You must apply for the license online. Those who do not have internet access may receive customer assistance by visiting or calling their local BOE district office. Visit the State Board of Equalization at: **3321 Power Inn Rd. #201 Sacramento, CA 95826**

BUSINESS WITH EMPLOYEES

If you have employees, contact the Employment Development Department at (888) 745-3886 or www.edd.ca.gov for their requirements regarding state withholding taxes, disability and unemployment insurance.

BUSINESS WITH NO EMPLOYEES

If you have no employees, contact the Franchise Tax Board at (800) 852-5711 or www.ftb.ca.gov regarding state withholding taxes and corporate taxes. (Note: Family members are considered employees.)

INDEPENDENT CONTRACTORS

As an employer, if you are hiring independent contractors (not an employee) you need to be aware that they should comply with the business license requirements of the City of Rancho Cordova. If you need assistance in determining the difference between employees and independent contractors, contact Employment Development Department at (888) 745-3886 or www.edd.ca.gov. All independent contractors, paid on a "1099" must contact the Business License staff for licensing requirements. Delay in complying will result in penalties being assessed and the possible issuance of a citation.

DEPARTMENT OF CONSUMER AFFAIRS

To protect and serve consumers, the Department issues licenses in more than 100 business and 200 professional categories, including doctors, dentists, contractors, cosmetologists and automotive repair facilities. The Department of Consumer Affairs includes 40 regulatory entities (nine bureaus, one program, twenty-five boards, three committees, one commission, and one office). These entities establish minimum qualifications and levels of competency for licensure. They also license, register, or certify practitioners, investigate complaints and discipline violators. The committees, commission and boards are semiautonomous bodies whose members are appointed by the Governor and the Legislature. DCA provides them administrative support. DCA's operations are funded exclusively by license fees.

To determine if your business activities require licensing through the State of California Department of Consumer Affairs, please contact the DCA using these options. Online at: www.dca.ca.gov/ , or by phone toll free : (800) 952-5210.

Federal Requirements

EMPLOYER IDENTIFICATION TAX NUMBER

For employer identification tax number and federal tax withholding information, contact Internal Revenue Service (IRS) at (800) 829-4933 or www.irs.gov