



# County of Yolo

## Department of Community Services

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

### STAFF USE ONLY:

Receipt # \_\_\_\_\_  
Business License Fee:  
\$ \_\_\_\_\_ (Non-refundable Fee)  
Date: \_\_\_\_\_ Initials: \_\_\_\_\_  
SIC Code: \_\_\_\_\_  
Bus. Lic # \_\_\_\_\_

## BUSINESS LICENSE APPLICATION

- (1) Application is for: (Select one)
- (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) Standard Industrial Classification (SIC) code for the business: \_\_\_\_\_, does the business require enrollment in the National Pollutant Discharge Elimination System (NPDES)? **if yes**, answer one of the following:
  - (a) Waste Discharger Identification number (WDID), and the WDID application number issued by the State Water Resources Control Board: \_\_\_\_\_
  - (b) Notice of Non-applicability identification number (NONA) issued by the State Water Resources Control Board: \_\_\_\_\_
  - (c) No Exposure certification identification number (NEC) issued by the State Water Resources Control Board: \_\_\_\_\_

- (8) Type of Organization (Select one)
- (9) List all Owners / Partners Names & Addresses: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
Phone Numbers: \_\_\_\_\_  
(Only listed persons can change the license if needed)
- (10) Local Contact Name and Address: \_\_\_\_\_  
\_\_\_\_\_  
Phone Number: \_\_\_\_\_
- (11) Is the Business location in the UNINCORPORATED area of Yolo County? (YES / NO) (If NO, skip to item #15.)
- (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? .....
  - 2. Alcoholic beverages? .....
  - 3. Drugs, narcotics or controlled substances? .....
  - 4. Tobacco sales? .....
  - 5. Firearms, ammunition, or explosives? .....
  - 6. Adults only, X-rated, or sexually-oriented materials? .....
  - 7. Hazardous materials, radioactive materials or known human carcinogens? .....
  - 8. Are any Hazardous materials stored underground? .....
  - 9. 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?.....
- B. Will you, AT ANY TIME, use and/or provide facilities for the following on your premises? ..  
**Circle 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?

**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): \_\_\_\_\_

Name Address City State Zip Code

Applicant's Signature: \_\_\_\_\_ Relationship to business (Partner, Manager, etc.) \_\_\_\_\_

## **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. Provide valid **EMAIL ADDRESS (required)** and phone number.
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.
7. **Identify the Standard Industrial Classification (SIC)** code for your business by searching the code that best fits your business at the following website link: <https://www.naics.com/>. If your SIC code is identified on the list of regulated SIC Codes and if your business requires that you enroll with the National Pollutant Discharge Elimination System, then you will **either** need you to provide your Waste Discharger Identification number (WDID) on question (7)(a), **or** provide the applicable Notice of Non-applicability identification number (NONA) on question (7)(b) **or** the No Exposure certification identification number (NEC) on question (7)(c).

The regulated SIC code lists are available on the State Water Board website on the following websites:

Alphabetical: [https://www.waterboards.ca.gov/water\\_issues/programs/stormwater/sic.shtml](https://www.waterboards.ca.gov/water_issues/programs/stormwater/sic.shtml)  
Numeric: [https://www.waterboards.ca.gov/water\\_issues/programs/stormwater/sicnum.shtml](https://www.waterboards.ca.gov/water_issues/programs/stormwater/sicnum.shtml)

If your business is a regulated SIC Code and you do not have your WDID, NONA or NEC, please contact the State Water Board:

- o Email: [stormwater@waterboards.ca.gov](mailto:stormwater@waterboards.ca.gov)
  - o Toll Free Phone Number: 1-(866)-563-3107
9. **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

DEPARTMENT OF PLANNING, PUBLIC WORKS AND ENVIRONMENTAL SERVICES

Environmental Health Division

292 W. Beamer Street, Woodland, CA 95695  
 PHONE - (530) 666-8646 FAX - (530) 669-1448

**April Meneghetti, REHS**  
 Director of Environmental Health

## ENVIRONMENTAL HEALTH LAND USE REVIEW SURVEY

A Building Permit Application may require a review from Yolo County Environmental Health (YCEH) to ensure the compliance with County, State and Federal laws and regulations. Please complete this survey and answer questions pertaining to each YCEH unit to the best of your knowledge, and submit it as part of your complete application. This survey should be completed by the property owner or the business operator.

Site address:		City:	Zip code:
Existing business? <input type="checkbox"/> Yes <input type="checkbox"/> No		If yes, name of business:	
Property and/or owner of business name:			
Phone number:		Email:	
Mailing address:		City:	Zip code:
Building Permit #:	Project Description: (Please describe this building permit project as specifically as possible; such as "New house" or "Remodeling a house for use as an Office":		

EH Program	Environmental Health Questions:	YES	NO	N/A	Why is this asked?
ALL	Is this project for a commercial use?				Some EH programs regulate only commercial facilities.
<b>SEPTIC SYSTEM:</b> <u>If on City Sewer System, check here:</u> <input type="checkbox"/> * * Go to next EH Program. ONLY answer questions if a septic system exists on parcel - OR - the parcel will be serviced by a future septic system:	Is a building/structure getting bigger; is the footprint of a building/structure is expanding out of the original footprint?				Septic setbacks are required with adequate replacement area
	Will this project include adding a structure/building/foundation to the land that will be an additional footprint?				Septic setbacks are required with adequate replacement area
	Will this project have a wastewater flow or will it alter the existing wastewater flow?				Needs to meet septic installation requirements
	Will this project change the wastewater flow in any way (decrease or increase)? <i>For example, <u>adding bedrooms</u> or potential sleeping rooms, or <u>changing the use</u> of the structure, such as residential to commercial</i>				This will affect the existing septic system, and the system will need to be evaluated.
	Grading permits only: will the project have an impact on the existing soils on the parcel?				This could affect future septic system developments.
	Is there an unused septic system on this parcel?				Abandonment under permit is required.

EH Program	Environmental Health Questions:	YES	NO	N/A	Why is this asked?
<b>WELL / WATER USE:</b>  <b>If on City Water System or another approved Public Water System, check here: <input type="checkbox"/> *</b>  <b>* Go to next EH Program. ONLY Answer questions if a water well exists on this parcel:</b>	Will this project replace one structure for another that already has a well service connection? <i>For example, replacing a modular home with a new modular home.</i>				<i>If it is on city water, not an EH issue.</i>
	Will this project use an existing well service connection to the structure? <i>For example, remodeling a house or other structure that is already connected to the well.</i>				<i>No need for EH review if there is an existing service connection</i>
	Will this project require new piping to connect from a well or well water line to the project (i.e., a new connection)?				<i>The well should have an approved permit; if not, the well requires evaluation.</i>  <i>There could be public water system or state small water system requirements.</i>
	<ul style="list-style-type: none"> <li>Will there be 15 or more buildings or physical structures supplied by this well?</li> </ul>				
	<ul style="list-style-type: none"> <li>Will there be 5-14 buildings or physical structures supplied by this well?</li> </ul>				
	<ul style="list-style-type: none"> <li>Does this well serve 25 or more people daily, at least 60 days per year (can be non-consecutive days)?</li> </ul>				
<ul style="list-style-type: none"> <li>Does the water system serve 25 or more year-long residents (year-long residents is at least 183 days/year)?</li> </ul>					
	Is there an unused water well on this parcel?				<i>Abandonment under permit is required after 1 year of non-use.</i>
<b>SOLID WASTE:</b>	Will this project, or does activity on this parcel, result in handling yard trimmings, untreated wood wastes, natural fiber waste, or construction and demolition wood waste?				<i>Permit required</i>
	<ul style="list-style-type: none"> <li>If yes, will these materials be managed in a way which would allow them to reach 122 degrees Fahrenheit (i.e., composting, excessive storage times, etc.)?</li> </ul>				
<b>FOOD:</b>	Will this project, or does activity on this parcel, result in retail food facility activities? <i>“Retail” means handling food for dispensing or sale directly to the consumer or indirectly through a delivery service. For example: storing, preparing, packaging, serving, vending or otherwise providing food (any edible substance incl. beverage and ice) for human consumption at the retail level.</i>				<i>Permit required, including a plan check prior to building permit issuance.</i>
<b>POOL/SPA:</b>	Will this project result in a public pool/spa? <i>A public pool/spa includes but is not limited to pools/spas located at hotels, motel, parks, apartments, schools, health clubs, etc.</i>				<i>Permit required, including a plan check prior to building permit issuance.</i>
<b>BODY ART:</b>	Will this project, or does activity on this parcel, result in tattooing, body piercing, or permanent cosmetics activities?				<i>Permit required, including a plan check prior to building permit issuance.</i>
<b>WASTE TIRE:</b>	Will this project, or does activity on this parcel, result in generating waste tires onsite?				<i>Permit required</i>
	Will this project, or does activity on this parcel, result in hauling 10 or more waste tires at a time?				

EH Program	Environmental Health Questions:	YES	NO	N/A	Why is this asked?
<b>HAZARDOUS MATERIALS:</b>	1. Will this project, or does any activity on this parcel, result in the handling or storing of any hazardous materials in a commercial capacity? * <i>Please note: a hazardous material is a chemical that is flammable, corrosive, reactive or toxic. This could include organic pesticides.</i>				<i>May be required by State law to submit a Hazardous Materials Business Plan to YCEH.</i>
	2. Will this project or does activity on this parcel generate hazardous materials waste in a commercial capacity? * <i>For example, used oil.</i>				<i>Failure to comply with this requirement could result in fines of up to \$2000.00/day.</i>
	*Supplemental Hazardous Materials questions: <u>If you answered "yes" to #1 or #2 of the above HM questions, answer a) through i) questions below.</u> If you answered "no" to #1 or #2 of the above HM questions, mark N/A.  a) Will you be handling hazardous materials in quantities greater than 500 pounds, 55 gallons or 200 cubic feet of compressed gas?				<i>Business plans must be filed by going to the California Environmental Reporting System (CERS) website <a href="http://cers.calepa.ca.gov">cers.calepa.ca.gov</a>, creating an account, entering required hazardous materials information, and submitting the information for approval by YCEH.</i>
	b) Will you be repairing or maintaining motor vehicles or motorized equipment?				<i>For assistance with CERS, or any other hazmat questions, call our office at 530.666.8646 and ask for a hazmat specialist.</i>
	• If yes, will your facility handle any of the following: motor oil, gasoline, grease, antifreeze, hydraulic oil, and/or diesel?				
	c) Will you have an above ground storage tank?				
	d) Will you be selling motor vehicle fuel?				
	• If yes, will you have an underground storage tank? +				
	e) Will you be engaging in welding operations?				
	• If yes, will you be handling more than one cylinder of acetylene, oxygen, shielding or other welding gasses?				
	f) Will you be operating forklifts?				
	• If yes, will you be storing more than one extra cylinder of propane?				
	g) Will you be storing batteries with 55 gallons or more of acid?				+ Tank installations require a plan review.
h) Will you be engaging in photography?					
• If yes, will you be generating photographic waste fluid?					
i) Will you be engaging in x-ray processing?					
• If yes, will you be generating x-ray processing waste fluid?					
	3. Are there unused/abandoned hazardous materials storage containers on this site? <i>For example, above-ground tanks or underground tanks or barrels.</i>				<i>Permit required for abandonments.</i>

**I hereby certify that the information given in this Yolo County Environmental Health Land Use Survey document is true and correct to the best of my knowledge:**

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Print Name: \_\_\_\_\_ Title: \_\_\_\_\_



# County of Yolo

## DEPARTMENT OF COMMUNITY SERVICES

Stephanie Cormier,  
INTERIM DIRECTOR

**Planning, Building & Public Works**  
292 West Beamer Street  
Woodland, CA 95695-2598  
(530) 666-8775  
FAX (530) 666-8156  
[www.yolocounty.org](http://www.yolocounty.org)

**Environmental Health**  
292 West Beamer Street  
Woodland, CA 95695-2598  
(530) 666-8646  
FAX (530) 669-1448  
[www.yolocounty.org](http://www.yolocounty.org)

**Integrated Waste Management**  
44090 CR 28 H  
Woodland, CA 95776  
(530) 666-8852  
FAX (530) 666-8853  
[www.yolocounty.org](http://www.yolocounty.org)

## NOTICE TO APPLICANTS FOR BUSINESS LICENSES AND COMMERCIAL BUILDING PERMITS:

Under federal and state law, compliance with disability access laws is a serious and significant responsibility that applies to all California building owners and tenants with buildings open to the public. You may obtain information about your legal obligations and how to comply with disability access laws at the following agencies:

DEPARTMENT OF  
GENERAL SERVICES,  
Division of the State  
Architect, CASp Program  
  
[www.dgs.ca.gov/dsa](http://www.dgs.ca.gov/dsa)  
[www.dgs.ca.gov/casp](http://www.dgs.ca.gov/casp)

DEPARTMENT OF  
REHABILITATION  
Disability Access Services  
  
[www.dor.ca.gov](http://www.dor.ca.gov)  
[www.rehab.cahwnet.gov/  
disabilityaccessinfo](http://www.rehab.cahwnet.gov/disabilityaccessinfo)

DEPARTMENT OF  
GENERAL SERVICES,  
California Commission on  
Disability Access  
  
[www.cdda.ca.gov](http://www.cdda.ca.gov)  
[www.cdda.ca.gov/resourc  
es-menu/](http://www.cdda.ca.gov/resources-menu/)

## CERTIFIED ACCESS SPECIALIST INSPECTION SERVICES

Compliance with state and federal construction-related accessibility standards ensures that public places are accessible and available to individuals with disabilities. Whether your business is moving into a newly constructed facility or you are planning an alteration to your current facility, by engaging the services of a Certified Access Specialist (CASp) early in this process you will benefit from the advantages of compliance and under the Construction-Related Accessibility Standards Compliance Act (CRASCA, Civil Code 55.51-55.545), also benefit from legal protections.

Although your new facility may have already been permitted and approved by the building department, it is important to obtain CASp inspection services after your move-in because unintended access barriers and violations can be created, for example, placing your furniture and equipment in areas required to be maintained clear of obstructions. For planned alterations, a CASp can provide plan review of your improvement plans and an access compliance evaluation of the public accommodation areas of your facility that may not be part of the alteration.

A CASp is a professional who has been certified by the State of California to have specialized knowledge regarding the applicability of accessibility standards. CASp inspection reports prepared according to CRASCA entitle business and facility owners to specific legal benefits, in the event that a construction-related accessibility claim is filed against them.

To find a CASp, visit [www.apps2.dgs.ca.gov/DSA/casp/casp\\_certified\\_list.aspx](http://www.apps2.dgs.ca.gov/DSA/casp/casp_certified_list.aspx).

## **GOVERNMENT TAX CREDITS, TAX DEDUCTIONS AND FINANCING**

State and federal programs to assist businesses with access compliance and access expenditures are available:

### **Disabled Access Credit for Eligible Small Businesses**

FEDERAL TAX CREDIT—Internal Revenue Code Section 44 provides a federal tax credit for small businesses that incur expenditures for the purpose of providing access to persons with disabilities. For more information, refer to Internal Revenue Service (IRS) Form 8826: Disabled Access Credit at [www.irs.gov](http://www.irs.gov).

STATE TAX CREDIT—Revenue and Taxation Code Sections 17053.42 and 23642 provide a state tax credit similar to the federal Disabled Access Credit, with exceptions. For more information, refer to Franchise Tax Board (FTB) Form 3548: Disabled Access Credit for Eligible Small Businesses at [www.ftb.ca.gov](http://www.ftb.ca.gov).

### **Architectural and Transportation Barrier Removal Deduction**

FEDERAL TAX DEDUCTION—Internal Revenue Code Section 190 allows businesses of all sizes to claim an annual deduction for qualified expenses incurred to remove physical, structural and transportation barriers for persons with disabilities. For more information, refer to IRS Publication 535: Business Expenses at [www.irs.gov](http://www.irs.gov).

### **California Capital Access Financing Program**

STATE FINANCE OPTION—The California Capital Access Program (CalCAP) Americans with Disabilities Act (CalCAP/ADA) financing program assists small businesses with financing the costs to alter or retrofit existing small business facilities to comply with the requirements of the federal ADA. Learn more at [www.treasurer.ca.gov/cpcf/cap/](http://www.treasurer.ca.gov/cpcf/cap/).

## **FEDERAL AND STATE LEGAL REQUIREMENTS ON ACCESSIBILITY FOR INDIVIDUALS WITH DISABILITIES**

AMERICANS WITH DISABILITIES ACT OF 1990 (ADA) —The ADA is a federal civil rights law that prohibits discrimination against individuals with disabilities, and requires all public accommodations and commercial facilities to be accessible to individuals with disabilities. Learn more at [www.ada.gov](http://www.ada.gov).

CALIFORNIA BUILDING CODE (CBC)—The CBC contains the construction-related accessibility provisions that are the standards for compliant construction. A facility's compliance is based on the version of the CBC in place at the time of construction or alteration. Learn more at [www.bsc.ca.gov](http://www.bsc.ca.gov).