

Business License Information

businesslicense@cityofamericancanyon.org

707.647.4354

4381 Broadway, Suite 201
American Canyon, CA 94503



Apply online! www.cityofamericancanyon.org

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. The City Municipal Code 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.

Business Licenses are non-transferable. Any change in ownership, location or business activity requires a new application.

BEFORE YOU START YOUR BUSINESS

Visit www.calgold.ca.gov for assistance with locating all applicable requirements including but not limited to the following resources:

Fictitious Name Statement	Doing Business As (DBA)	Small Business Center	Health Permits
Alcoholic Beverage Permits	Sellers Permits	Tax Identification EIN/TIN	Corporations or LLC
Partnerships or LLP	State and Federal Taxes	Hazardous Materials	Contractors Licenses
Workers Compensation	Business Bonds	Employer Registration	Wage Laws
Second Hand Dealers/Pawn	Limos & PUC Permits	Consumer Affairs	Imports/Exports
Massage Services	Use Tax	Weights & Measures	Caregivers/Daycares

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.

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 non-refundable one-time fee for the permit application. This permit is non-transferable to another address or person.

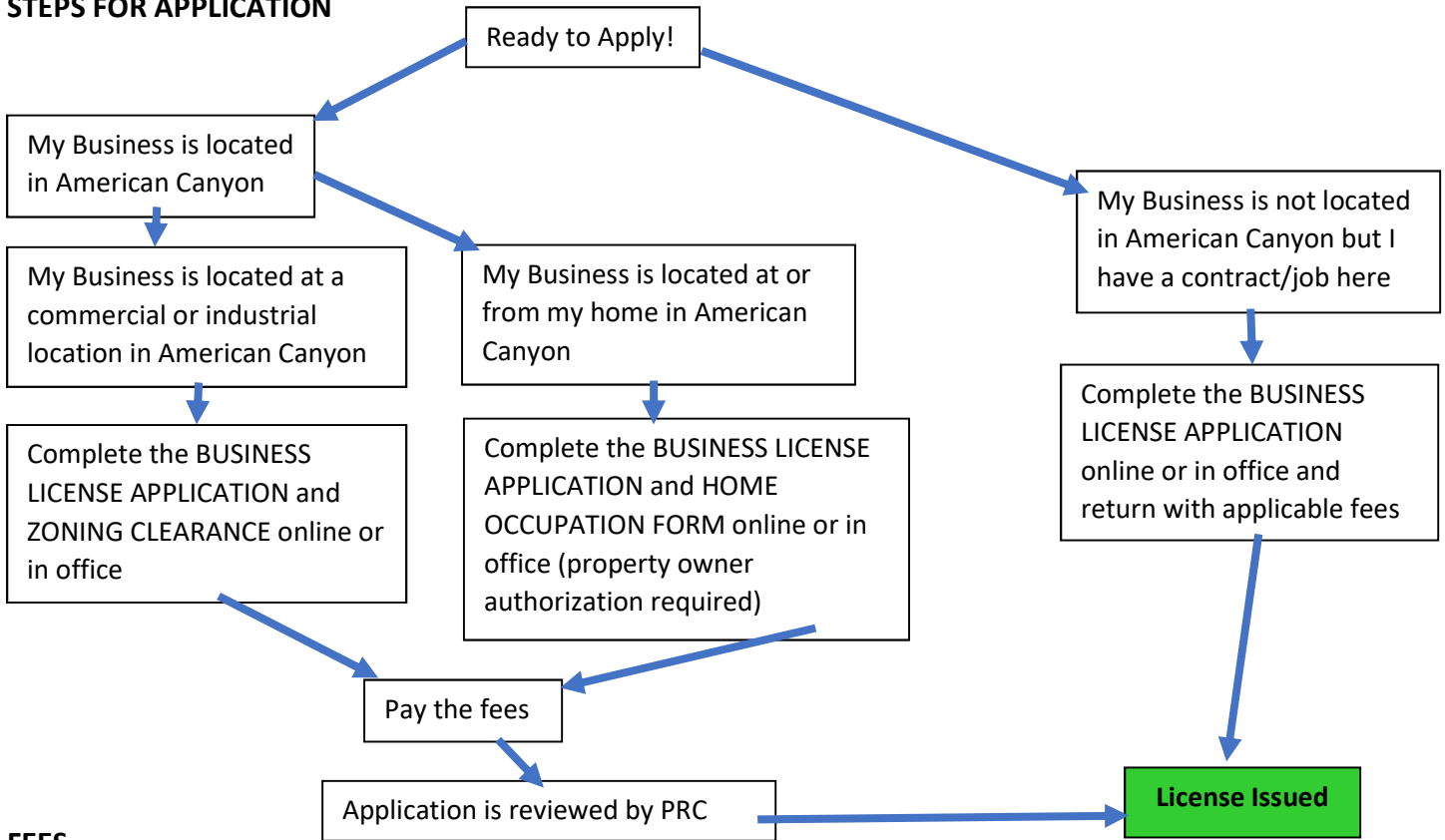
POSTING AND KEEPING LICENSES

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.

STEPS FOR APPLICATION



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 Zoning Clearance Fee.

There is a State Mandated CASp fee of \$4. SB 1186 is intended to increase disability access, encourage compliance with construction-related accessibility requirements, develop education resources for businesses, and facilitate compliance with Federal and State disability laws. From January 1, 2013, and until December 31, 2017, cities and counties were required to collect a State mandated fee of \$1.00 from “any applicant for a local business license or equivalent instrument or permit, and from any applicant for the renewal of a business license or equivalent instrument or permit.” Assembly Bill 1379 was passed on October 11, 2017, which extends the assessment of the fee indefinitely and the State mandated fee from \$1.00 to \$4.00 from January 1, 2018 until December 31, 2023.

The City is required by law to inform you of the following: 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:

- The Division of the State Architect <https://www.dgs.ca.gov/DSA>
- The Department of Rehabilitation <https://www.dor.ca.gov/>
- The California Commission on Disability Access <https://www.dgs.ca.gov/ccda>

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.

This information is provided as a public service to assist those persons interested in establishing and conducting a business in the City of American Canyon. For additional assistance consider making an appointment to meet with the Business License Coordinator.