

**BUSINESS LICENSE APPLICATION**



CITY OF DIXON  
 600 EAST A STREET  
 DIXON, CA 95620  
 (707) 678-7000  
[www.ci.dixon.ca.us](http://www.ci.dixon.ca.us)

|  |
|--|
| DATE:                                  |
| BUSINESS NAME:                         |
| BUSINESS ADDRESS: (No P.O. Box)        |
| CITY: ST: ZIP:                         |
| BUSINESS PHONE: ( )                    |
| E-MAIL ADDRESS:                        |
| MAILING ADDRESS:                       |
| CITY: ST: ZIP:                         |
| OWNER'S LAST NAME:                     |
| FIRST NAME:                            |
| HOME ADDRESS:                          |
| CITY: ST: ZIP:                         |
| HOME PHONE: ( )                        |
| DESCRIBE BUSINESS (Please be specific) |
|  |
|  |

|  |
|--|
| (Check one) New Ownership [ ] New License [ ]<br>US Veteran [ ] Revisions [ ] Non Profit [ ] |
| (Must have 1 of the 4 ID #'s below)  |
| SOC. SEC #:  |
| FED ID #:  |
| ST ID #:   |
| NON PROFIT ID #:   |
| Ownership Type: (√one)   |
| Sole Proprietor [ ] Partnership [ ] Corporation [ ]  |
| Sales Tax #:   |
| California Contractor's License #:   |
| I have registered my Alarm with Police Dept. [ ]   |
| <a href="http://www.dixonpolice.org">www.dixonpolice.org</a>                                 |
| I have received the WWDP Application [ ] initials  |
| SWPPP WID#:  |
| SWPPP WD APP #:  |
| SWPPP No Exposure Certificate (NEC #)  |
| NAICS/SIC CODE:  |

PRINCIPAL OFFICERS OR PARTNERS:

RESIDENCE ADDRESS/ PHONE #:

In applying for this license, I/we hereby state that the above information is true and correct, and agree to comply with all requirements set forth in Chapter 6.02 of the Dixon Municipal Code as applicable; as well as all other rules set forth in City, County, State or Federal regulations governing the same. The applicant is also advised that any business opening in Dixon is subject to the requirements of the Dixon Municipal Code regarding land use, and sign regulations. No signs shall be installed without City approval.

I am a United States Veteran (circle one) Yes No  
 Please provide a copy of your DD-214

Signature \_\_\_\_\_

Date \_\_\_\_\_

**APPLICATION DOES NOT GUARANTEE ISSUANCE OF A BUSINESS LICENSE**

|                                  |                    |
|----------------------------------|--------------------|
| PLANNING DEPARTMENT APPROVAL     | DATE:              |
| BUILDING DEPARTMENT APPROVAL     | DATE:              |
| POLICE DEPARTMENT APPROVAL       | DATE:              |
| FIRE DEPARTMENT APPROVAL         | DATE:              |
| PUBLIC WORKS DEPARTMENT APPROVAL | DATE:              |
| ENGINEERING DEPARTMENT APPROVAL  | DATE:              |
| WASTE WATER DEPARTMENT APPROVAL  | DATE:              |
|                                  |                    |
| COMMENTS:                        |                    |
|                                  |                    |
| AMT PAID \$                      | RECEIPT #          |
|                                  |                    |
| BUSINESS LICENSE LOG #           | HOP#               |
|                                  |                    |
|                                  | DATE:              |
|                                  | HOP APPROVAL DATE: |



**CITY OF DIXON, CALIFORNIA  
CITY BUSINESS LICENSE EXEMPTION FEE**

DATE: \_\_\_\_\_

A. If your business activity is of a **CHARITABLE NATURE**, please complete the following. If **not**, leave blank.

1. Type of activity: (concert, exhibition, lecture, dance, amusement or entertainment)

**Please explain:**

\_\_\_\_\_

\_\_\_\_\_

2. Location of activity: \_\_\_\_\_

3. Date(s) of activity: \_\_\_\_\_

4. Applicant Type: (religious, fraternal, governmental, educational, military, state, municipal organization)

\_\_\_\_\_

\_\_\_\_\_

Name: \_\_\_\_\_

Address: \_\_\_\_\_

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

5. Use of proceeds from activity (receipts): \_\_\_\_\_

\_\_\_\_\_

6. Will any person or firm receive profit or pay from the proceeds? **If yes, please explain:**

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

B. If business activity is of a type, other than charitable, that is **SPECIFICALLY SO EXEMPTED BY FEDERAL OR STATE LAWS**, please complete the following. If **not**, leave blank.

1. Type of business: \_\_\_\_\_

2. Name of business: \_\_\_\_\_

3. Date(s) of activity: \_\_\_\_\_

4. Brief description of activities: \_\_\_\_\_

5. Description of law or statute section allowing exemption, if known:

\_\_\_\_\_

\_\_\_\_\_

Federal or State: \_\_\_\_\_

NOTE: SUPPLEMENTAL INFORMATION MAY BE REQUESTED.

## WORKERS' COMPENSATION DECLARATION

I hereby affirm, under penalty of perjury, one of the following declarations:

I have and will maintain a certificate of consent to self-insure for workers' compensation, as provided by Section 3700, for the duration of any business activities conducted for which this license is issued.

I have and will maintain workers' compensation insurance, as required by Section 3700, for the duration of any business activities conducted for which this license is issued.

My workers' compensation insurance carrier and policy number are:

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Carrier: \_\_\_\_\_

Policy Number: \_\_\_\_\_

I certify that in the performance of any business activities for which this license is issued, I shall not employ any person in any manner so as to become subject to the workers' compensation laws of California, and agree that if I should become subject to the workers' compensation provisions of Section 3700 of the Labor Code, I shall forthwith comply with the provisions of Section 3700.

**WARNING:** FAILURE TO SECURE WORKERS' COMPENSATION COVERAGE IS UNLAWFUL AND SHALL SUBJECT AN EMPLOYER TO CRIMINAL PENALTIES AND CIVIL FINES UP TO \$100,000, IN ADDITION TO THE COST OF COMPENSATION, DAMAGES AS PROVIDED FOR IN SECTION 3706 OF THE LABOR CODE, INTEREST, AND ATTORNEY'S FEES.

Name: \_\_\_\_\_ Date: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

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

**GENERAL PROCESSES WHICH  
MAY REQUIRE AIR QUALITY PERMITS**

|   |   |
|---|---|
| <u>Agricultural Products:</u>           | Grain/Seed/Nut/Food processing; Bulk receiving/storage/packaging/shipping   |
| <u>Chemicals and Plastics:</u>          | Fiberglass/Plastics products; Manufacturing/Processing/Repair; Agricultural (ammonia)-Pharmaceuticals; cultured Marble  |
| <u>Coating Operation:</u>               | Automotive/Metal/Wood/Plastic Products; Solvents; Varnishing; Degreasing  |
| <u>Boilers:</u>                         | On site boilers (heat input>1,000,000 BTU/Hr)   |
| <u>Dry Cleaning:</u>                    | Cleaning taking place on the premises (Perchloroethylene or Hydrocarbon)  |
| <hr/>                                   |   |
| <u>Gasoline Storage and Dispensing:</u> | Fuel dispensing/Bulk Storage  |
| <u>Incineration:</u>                    | Any type of waste   |
| <u>Internal Combustion Engines:</u>     | Gasoline/Diesel/Natural gas powered engines 50 brake horsepower and larger including emergency generators   |
| <u>Mining and Mineral Processing:</u>   | Concrete Storage/Bagging/Mixing; Abrasive Blasting; Soil Mixing/Storage; Aggregate Processing; Asphalt Batch Plants; Concrete Batch Plants; Mining Operations |
| <u>Woodworking:</u>                     | Assembly/Sawing/Sanding   |
| <u>Natural Gas Dehydration System:</u>  |   |
| <u>Remediation:</u>                     | Groundwater/Soil  |
| <u>Pharmaceutical:</u>                  | Tablet Coating/Printing; Manufacturing; Sanitation  |
| <u>Plasma or Laser Cutting Tables</u>   |   |
| <u>Printing:</u>                        | Offset Lithographic; Letterpress; Newspaper; Pad; Silk Screen   |
| <u>Portable Equipment:</u>              | Crushers/Grinders/Screeners; Internal Combustion Engines 50 brake horsepower and larger; Abrasive Blasting; Concrete Batch Plant                              |

For questions on a process that you do not see above, please call the Yolo-Solano AQMD at (530) 757-3650 or toll free in the (530), (916), and (707) area codes at (800) 287-3650.



Yolo-Solano Air Quality Management District

1947 Galileo Ct., Suite 103  
Davis, CA 95618

PHONE - (530) 757-3650; (800) 287-3650 FAX- (530) 757-3670

**A Building Permit or Business License cannot be issued unless all requirements of the YOLO-SOLANO Air Quality Management District are met. If you answered YES to Questions 2 or 3 you MUST conduct an asbestos survey.**

Q1. Description of work being done (building permit) or Nature of Business (business license).

Q2. Will your activity involve the demolition of a load bearing wall or structural member?

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

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**\* If you answered YES, then you must conduct an asbestos survey and submit the results with an Asbestos Demolition/Renovation Form to the Yolo-Solano AQMD.**

Q3. Is your activity a renovation, remodel or tenant improvement of an existing structure?

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

**\* If you answered YES then you must conduct an asbestos survey and submit the results to the Yolo-Solano AQMD for approval.**

Q4. Is a copy of the asbestos survey attached?

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

Q5. Does the business use, process or have equipment or products, which emit emissions or would otherwise require a permit from the Yolo-Solano AQMD? (See attached list for potential permitted processes.

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

If YES, have you submitted an application for a permit?

Q6. Does your facility have any current permit(s) with the Yolo-Solano AQMD?

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

**I, the undersigned, certify under penalty of perjury that the above information is true and correct.**

\_\_\_\_\_  
**Signature of Company Representative**

\_\_\_\_\_  
**Date**

If you are applying for a business license, the  
California State Board of Equalization  
has requested your read this ...

## THE CALIFORNIA SALES AND USE TAX MAY APPLY TO YOUR BUSINESS ACTIVITIES

### CALIFORNIA SALES AND USE TAX

The sales or use tax applies to most retail sales and leases of tangible personal property, including purchases from out-of-state retailers for use in California.

The Sales Tax is imposed on retailer of tangible personal property in California. However, retailers are authorized to reimburse themselves for the sales tax by collecting it from the consumer.

Every person in the business of selling property of a kind subject to the tax must apply to the Board of Equalization for a seller's permit. Wholesalers as well as retailers are included. There is no fee for the permit, but the applicant may be required to furnish security to assure payment of the tax.

Failure to pay the tax when due may result in the assessment of interest and penalties, in addition to the tax obligation.

### IF YOU ARE IN DOUBT HOW THE SALES AND USE TAX APPLIES TO YOUR BUSINESS, CONTACT US.

The best way to find out if the tax applies to your business activities is to contact the nearest Board of Equalization office and request written advice.

The Board staff will provide verbal responses to your questions and requests for advice. However, the law provides that the Board may relieve taxpayers to tax, interest, and penalties only where the Board finds that the failure to make a timely return or payment of sales or use tax was due to reliance on erroneous written advice by the Board staff.

To receive written advice, your inquiry must be in writing and must describe fully the specific facts and circumstances of the activities or transactions for which the advice is being requested.

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OTHER CITY REGULATIONS MAY APPLY.  
PLEASE CHECK AT CITY HALL IF YOUR ARE UNCERTAIN.  
(707) 678-7000.

### YOU SHOULD ALSO BE AWARE OF THE FOLLOWING INFORMATION:

1. All new signs must be approved by the Planning Commission unless the new sign is of the same size and style as a former sign on the property, and the former sign was approved by the City pursuant to Sec. 12.20 of the City's zoning ordinance.
2. The business use must be consistent with the City's zoning ordinance.
3. You will probably need a Building Code Compliance Inspection. Call (707) 678-7000.



**CITY OF DIXON  
PRESS RELEASE  
NOVEMBER 13, 2017  
FOR IMMEDIATE RELEASE**

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**City of Dixon Business License Renewals to Include  
\$4 Surcharge Mandated by Assembly Bill 1379**

Governor Brown signed Assembly Bill 1379 requiring cities to charge and collect a \$4.00 fee on each new or renewed business license beginning January 1, 2018. AB 1379 primarily amends the procedures for construction-related accessibility claims. One component of the bill seeks to bolster the Certified Access Specialist Program (CASp) administered by the State Architect and local governments.

The City of Dixon will comply with the legal mandate to impose an additional state fee of \$4.00 on all businesses. This will appear as Assembly Bill 1379 charge on the renewal notice. The fee will be charged for new or renewed business licenses, including out-of-town businesses, non-profits, exempt businesses, and home-based businesses. The bill divides the money with 10% transmitted to the State Architect and 90% retained by the City for use in its CASp program and administrative costs.

This bill also requires local entities to transmit to local businesses information regarding compliance with and legal obligations under state disability laws. The \$4 surcharge will be in effect for business licenses issued between January 1, 2018 and December 31, 2023.

11/13/2017

## Assembly Bill 1379 Requirement

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:

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The Division of the State Architect at [www.dgs.ca.gov/dsa/Home.aspx](http://www.dgs.ca.gov/dsa/Home.aspx)

The Department of Rehabilitation at [www. Rehab.cahwnet.gov](http://www.Rehab.cahwnet.gov)

The California Commission on Disability Access at [www.cdda.ca.gov](http://www.cdda.ca.gov)



## DEPARTMENT OF INDUSTRIAL RELATIONS

Division of Labor Standards Enforcement

San Francisco, CA 94142

Tel: (415) 703-4810

Fax: (415) 703-4807



Please take a moment to review the following information which is being provided in an effort to assist you in your efforts to begin your new business enterprise:

The State of California, through statutory mandates, requires that certain businesses and/or individuals Obtain a license, registration or certification through the Division of Labor Standards Enforcement (DLSE) prior to commencing business and to maintain that license in good standing:

DLSE requires licenses for:

Farm Labor Contractors

Talent Agent

Industrial Homework

◦ License to Employ Industrial Home workers

◦ Permit to Work as an Industrial Home worker

Employers, supervisors and transporters of minors working in door-to-door sales

DLSE requires registration of:

Garment Manufacturers/Contractors

Car Wash and Polishing businesses

DLSE provides certification of:

Studio Teachers

DLSE collects bonds for businesses engaging in:

Fee-Related Talent Services

Finally, please note that an Entertainment Work Permit is required of all minors wishing to work in the Entertainment industry and any employer wishing to employ a minor in the entertainment industry is Required to complete an Application for Permission to Employ a Minor in the Entertainment Industry.

Information on the licensing requirements and downloaded able application forms, instructions and other Documentation required to complete your application can be accessed on the DLSE website at <http://www.dir.ca.gov/dlse/dlseLicensing.html>. In addition, the DLSE provides a network of 18 District Offices which can provide further assistance if necessary. To find the office closest to you, please go to the DLSE website at <http://www.dir.ca.gov/dlse/DistrictOffces.html>.

**GOOD LUCK IN YOUR NEW BUISINESS!!  
WE WELCOME THE OPPORTUNITY TO ASSIST YOU!!**

Julie Su  
Labor Commissioner

**City of Dixon Business License Tax & Fee Table  
& AB 1379 State Mandated Charges**

**New Application  
Processing Fees <sup>8</sup>.**

| Business Type                                   | New Businesses |           |           |           |  | Renewals |                         | Note   | Fees | Note       |
|---|----------------|-----------|-----------|-----------|--|----------|-------------------------|--------|------|------------|
|   | Jan - Mar      | Apr - Jun | Jul - Sep | Oct - Dec |  |          |                         |        |      |            |
| Bars/Taverns                                    | 344.00         | 291.50    | 239.00    | 186.50    |  |          | 254.00                  | 130.00 |      |            |
| Carnivals/Fairs/ Amusements and Concessions     | 164.00         | 156.50    | 149.00    | 141.50    |  |          | Plus \$30.00 per day    | 130.00 |      |            |
| Gas Stations                                    | 194.00         | 179.00    | 164.00    | 149.00    |  |          |                         | 130.00 |      |            |
| Grocery Stores                                  | 284.00         | 246.50    | 209.00    | 171.50    |  |          |                         | 130.00 |      |            |
| Grocery/Gas Combination                         | 224.00         | 201.50    | 179.00    | 156.50    |  |          |                         | 130.00 |      |            |
| Living Accommodations                           | 194.00         | 179.00    | 164.00    | 149.00    |  |          |                         | 130.00 |      |            |
| Restaurants w/o Liquor                          | 224.00         | 201.50    | 179.00    | 156.50    |  |          |                         | 130.00 |      |            |
| Restaurants w/Liquor                            | 344.00         | 291.50    | 239.00    | 186.50    |  |          |                         | 130.00 |      |            |
| Temporary Vendors                               | 164.00         | 156.50    | 149.00    | 141.50    |  |          | Per day                 | 130.00 |      |            |
| Vending Machines                                | 134.00         | 134.00    | 134.00    | 134.00    |  |          | Plus \$5.00 per machine | 130.00 |      |            |
| Dances, Dancing Places                          | 374.00         | 314.00    | 254.00    | 194.00    |  |          |                         | 130.00 |      |            |
| Events  | 164.00         | 156.50    | 149.00    | 141.50    |  |          |                         | 130.00 |      |            |
| Warehousing/Distributions Centers               | 164.00         | 156.50    | 149.00    | 141.50    |  |          |                         | 130.00 |      |            |
| Manufacturing/Assembling                        | 194.00         | 179.00    | 164.00    | 149.00    |  |          |                         | 130.00 |      |            |
| Adult bookstores/Videos/Paraphernalia/          | 164.00         | 156.50    | 149.00    | 141.50    |  |          |                         | 130.00 |      |            |
| Tattoo Parlors/Palm Readers/Smoke Shops         |                |           |           |           |  |          |                         |        |      |            |
| Professionals- Doctors, Dentists, Attorneys,    | 164.00         | 156.50    | 149.00    | 141.50    |  |          |                         | 130.00 |      |            |
| Consultants, Architects (Per Professional)      |                |           |           |           |  |          |                         |        |      |            |
| Motorized Vehicle Sales (Personal, Recreational | 224.00         | 201.50    | 179.00    | 156.50    |  |          |                         | 130.00 |      |            |
| Commercial, Industrial and/or Agricultural)     |                |           |           |           |  |          |                         |        |      |            |
| Taxicabs  | 164.00         | 156.50    | 149.00    | 141.50    |  |          |                         | 130.00 |      |            |
| Peddlers/Solicitors/Itinerant Merchants         | 164.00         | 156.50    | 149.00    | 141.50    |  |          |                         | 39.00  |      | Per person |
| Massage Therapists, Hair & Nail Salons          | 164.00         | 156.50    | 149.00    | 141.50    |  |          |                         | 130.00 |      |            |
| Contractors, Plumbers, Electricians             | 164.00         | 156.50    | 149.00    | 141.50    |  |          |                         | 130.00 |      |            |
| Retail Stores                                   | 164.00         | 156.50    | 149.00    | 141.50    |  |          |                         | 130.00 |      |            |
| Automotive, Tire Service                        | 164.00         | 156.50    | 149.00    | 141.50    |  |          |                         | 130.00 |      |            |
| Property Mgmt., Real Estate Co., Apartments     | 164.00         | 156.50    | 149.00    | 141.50    |  |          |                         | 130.00 |      |            |
| H.O.P. Businesses                               | 194.00         | 179.00    | 164.00    | 149.00    |  |          |                         | 130.00 |      |            |
| All Other Non-H.O.P. Dixon Businesses           | 164.00         | 156.50    | 149.00    | 141.50    |  |          |                         | 130.00 |      |            |
| Non-Dixon Businesses                            | 194.00         | 179.00    | 164.00    | 149.00    |  |          |                         | 130.00 |      |            |

SP

**SP Special Permit required in addition to business license.**

**Highlighted Business Types must complete a Waste Water Discharge Permit application.**

1. A separate license is required for each business location.
2. Duplicate license cost is \$20.00.
3. Multiple businesses at one (1) location each require a business license.
4. NO LICENSE IS TRANSFERRABLE.

\*New Businesses Established by Dixon Residents Exempt from BL Tax Only Per Ordinance No. 17-011

5. Business License revision cost is \$20.00

6. Home Occupation Permit (one time fee) \$167.00

7. Family Day Care Home Permit (one time fee) \$238.00

8. **AB 1379 State Mandated Charge \$4.00 – NO EXCEPTIONS**

**ALL RATES INCLUDE AB 1379 State Mandated Fees, Taxes and**

**New Application Processing Fee. \*Business license tax is from Reso. 02-018.**

Rev. 12/8/20