



*How to start a business
& obtain a license*

DO YOU HAVE A BUSINESS PLAN?



What is a [Business Plan](#)? A business plan is a blueprint of every aspect of your business sales, marketing, advertising, promotion and location are just some of the categories to consider when creating a plan.

[SBA Business Plan Templates](#)



What will be the activities of the business?

Business activities include any activity engaged in whether for profit or not

- Selling Goods
- Performing a Service
- Manufacturing a Product

Operating activities are specific to a company's core. Business activities may include manufacturing, distributing, marketing, selling a product or providing a service.

Before applying for a Business License

CHOOSE YOUR BUSINESS STRUCTURE

- Corporation
- S Corporation
- Limited Liability Company (LLC)
- Sole Proprietorship
- Partnership

Have you filed your Tax and Employer Identification documents ?





STEP 1

Contact the Planning Department

* Do this **BEFORE** you decide to buy a building or sign a lease!

Check the zoning of the property to make sure it is zoned to support your business

STEP 2

Now that you created a business plan and your business activities, you can apply for a City business license

Be prepared to tell the business license office:

1. Your business plan
2. Your business activities with a detailed description
3. Address of where you are locating your business.

1. Complete a Business License Application .
2. Complete an application for a Certificate of Occupancy (if your business will have a storefront).
3. Complete a Home Occupation Permit Application (if you are applying for a home-based business).



Flow Chart to Open a Business with a Storefront

1

Are you starting a business with a storefront?
If yes, proceed.



Complete a Business License Application



Then go directly to the Planning Department



Is the location zoned for this purpose?

YES



NO

Find another location or apply for a rezone



To Obtain Required Approvals, complete application for Business License and Certificate of Occupancy.



City Departments will review applications.
Call to Schedule the Certificate of Occupancy inspection.



City Engineer



City Utilities



City Fire Chief



City Building Official



Once all Departments have approved, the City will issue the Business License and Certificate of Occupancy

Food (no Alcohol) business license flow chart

1

Applying for a storefront business license



Business License Office



City Hall

Planning Department



Find another location Or seek rezoning

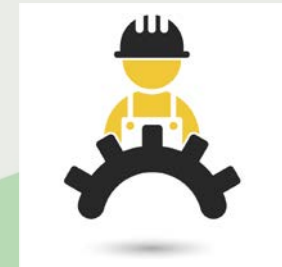


Obtain Required Approvals for Business License and Certificate of Occupancy



2

APPROVALS



City Engineer



City Fire Chief



City Building Official



City Utilities



County Health Dept.



Obtain your Business Lic. and Certificate of Occupancy

Check Alert page for further information

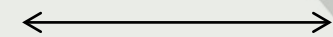


YES



NO

Is the location zoned for this purpose



CONTACT NUMBERS



530-824-7029



City Utilities
530-824-7020



530-527-8020



Planning Department
530-824-7036



Fire Chief
530-824-7044



City Engineer
530-824-7029



Building Official
530-824-7027

OPENING A BUSINESS PRIOR TO OBTAINING A CITY BUSINESS LICENSE OR CERTIFICATE OF OCCUPANCY WILL RESULT IN CITATIONS AND BUSINESS CLOSURE.

ALERT PAGE



This is the general process for obtaining your Business License and Certificate of Occupancy. Some uses may require additional permitting before your Business License or Certificate can be issued.