



CITY OF VACAVILLE

650 Merchant Street • P. O. Box 6178 • Vacaville, CA 95696-6178
Phone (707) 449-5185 x 2 • www.cityofvacaville.com
business.licenseemail@cityofvacaville.com

BUSINESS LICENSE APPLICATION

Finance Use Only

HOP Type 1 2

Approved by: _____

CIP Project - NO FEE

Bus. License No. _____

Expiration Date. _____

License Fee \$ _____

Date Paid _____

Paid By: Cash Check C/C

New Application

Change

TYPE OF BUSINESS

Service <input type="checkbox"/>	Professional <input type="checkbox"/>
Contractor <input type="checkbox"/>	Rentals <input type="checkbox"/>
Wholesale <input type="checkbox"/>	Non-Profit <input type="checkbox"/>
	Special Event <input type="checkbox"/>

PREFERRED METHOD OF CONTACT

Paper Notifications <input type="checkbox"/>	Email Notifications <input type="checkbox"/>	
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PLEASE TYPE OR PRINT CLEARLY

Business Name _____

Business Location _____

City _____ State _____ Zip _____

Mailing Address _____

(If different than above)

City _____ State _____ Zip _____

Bus. Phone _____ Start Date: _____

Email _____

Ownership Sole Proprietor Corporation Partnership Limited Liability Corp. Non-Profit

Contractor's/Massage License # _____ Other License # _____ Expiration Date _____

Description of Business (services provided, product made/sold) _____

Federal ID No. _____ State ID No. _____ Resale No. _____

Enter below names of Owners, Partners, or Corporate Officers

Per AB 2184, you may protect your residential address by providing a different Service of Process address in accordance with Sections 16000.1(a)(2) and 16100.1(a)(2) of the Business and Professions Code. To do so, please fill out the section on the bottom of this form.

1st Owner/Officer Name _____ Title _____ Date of Birth _____

Address _____ Driver Lic. No. _____

SSN/ITIN _____

Other ID No _____

Phone No. _____

2nd Owner/Officer Name _____ Title _____ Date of Birth _____

Address _____ Driver Lic. No. _____

SSN/ITIN _____

Other ID No _____

Home Occupation Permit Questions** (Required for Vacaville Home Based Business)***

Days of Operation Each day S M T W T H F S Times _____

Make/Model of each Vehicle & License Plate #: _____

Describe Deliveries _____

Will you be using a trailer? Yes No If Yes, License # _____

List any equipment/tools used _____

What part of the dwelling will be used for the business? _____

Describe business related storage and amount of materials or supplies _____

Indoor Outdoor Both

Are you a business that is a regulated industry with storm water discharge requirements in accordance with the SB205 NPDES permit program?

Yes No. If yes, please provide the SIC # and Permit # below. <https://www.osha.gov/pls/imis/sicsearch.html>

SIC # _____ NPDES WDID Permit # _____

SERVICE OF PROCESS ADDRESS, PURSUANT TO AB 2184 - AVAILABLE FOR PUBLIC INSPECTION

If you wish to protect your residential address with a different service of process address, please provide it here.

NOTE - if your service of process address is a post office box or private mailbox, it must comply with paragraph (2) of subdivision (b) of Section 17538.5 of the California Business and Professions Code.

Service of Process Address _____

Residential Address to protect Business Location Mailing Address Owner/Partner/Officer Address

Additional Information	Is this a home based business within Vacaville City limit? <input type="checkbox"/> Yes <input type="checkbox"/> No		Special Classification (Special fees may apply - complete if applicable)
	Annual Gross Receipts : <input type="checkbox"/> < \$1,000 <input type="checkbox"/> \$1,000-\$2,500 <input checked="" type="checkbox"/> >\$2,500		
	Will firearms be sold? <input type="checkbox"/> Yes <input type="checkbox"/> No	Non-Profit? If yes, attach copy of documentation. <input type="checkbox"/> Yes	No. of Owner/Employees (fulltime equivalent) <input type="text"/>
	Is this business located downtown (additional fees apply) <input type="checkbox"/> Yes <input type="checkbox"/> No		No. of Residential Units/ Spaces/Seats/apartments <input type="text"/>
			California AB 1379 Fees ** <input type="text" value="\$ 4.00"/>

**Under deferral and state law, compliance with disability access law is 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 at www.doc.ca.gov/dsa The Department of Rehabilitation at www.dor.ca.gov The California Commission on Disability Access at www.cdda.ca.gov

I hereby certify, under penalty of perjury, that the information in this application and any attachments hereto is true, correct and complete to the best of my knowledge, and that I will comply with the provision of the Vacaville Municipal Code and all federal, state and local laws and regulations governing the operation of this business. I certify that if this is a home based business and I am a renter that my landlord is aware of this business. I have read the Home Occupation standards as described in the Vacaville Municipal Code, Chapter 14.09.120.060

Signature of Owner or Representative

Title

Date

Thank you for doing business in the City of Vacaville !

City of Vacaville
BUSINESS LICENSE FEE SCHEDULE
Fees Paid Annually

The fee is based on the type of business. If you are not sure of your business category, please contact our office at (707) 449-5129. The City uses the following categories:

- SERVICE** - Bookkeeper, janitorial services, pet grooming, etc.
- RETAIL, WHOLESALE, & MANUFACTURING** - Restaurants, video stores, carpet sales, etc.
- CONTRACTORS** - Construction activities, carpenters, roofers, general contractors, etc.
- PROFESSIONAL** - Consultant, realtor, accountant, physician, etc.

Locate your Business License Annual Fee below, based on the tier of the number of people working in the business in Vacaville, and the type of business activity. If an owner is the only person working in the business, the fee is based on one person working in the business:

(Fees are prorated based on month you apply in) Service/Contractor/Retail-Wholesale Businesses

No. of Employees	March	April	May	June	July	August	Sept.	Oct.	Nov.	Dec.	January	February
1	\$ 65.00	\$ 65.00	\$ 65.00	\$ 59.58	\$ 54.17	\$ 48.75	\$ 43.33	\$ 37.92	\$ 32.50	\$ 27.08	\$ 21.67	\$ 16.25
2-5	\$135.00	\$135.00	\$135.00	\$123.75	\$112.50	\$101.25	\$ 90.00	\$ 78.75	\$ 67.50	\$ 56.25	\$ 45.00	\$ 33.75
6-12	\$190.00	\$190.00	\$190.00	\$174.17	\$158.33	\$142.50	\$126.67	\$110.83	\$ 95.00	\$ 79.17	\$ 63.33	\$ 47.50
13-25	\$270.00	\$270.00	\$270.00	\$247.50	\$225.00	\$202.50	\$180.00	\$157.50	\$135.00	\$112.50	\$ 90.00	\$ 67.50
26-50	\$355.00	\$355.00	\$355.00	\$325.42	\$295.83	\$266.25	\$236.67	\$207.08	\$177.00	\$147.92	\$118.33	\$ 88.75
51-100	\$575.00	\$575.00	\$575.00	\$527.08	\$479.17	\$431.25	\$383.33	\$335.42	\$287.50	\$239.58	\$191.67	\$143.75

California AB 1379 Fee of \$4.00 in addition to City of Vacaville Business License Fee is required for all new business application and renewals. Please contact our office if the number of employees exceeds 100.

VENDING COMPANIES will pay a base fee of \$15.00 for the initial Business License Fee. Renewal of the Business License will require a fee of \$15.00, plus an amount equal to \$1.15 for each \$1,000 of gross sales in the previous 12-month period.

(Fees are prorated based on month you apply in) Professional

No. of Employees	March	April	May	June	July	August	Sept.	Oct.	Nov.	Dec.	January	February
1	\$ 90.00	\$ 90.00	\$ 90.00	\$ 82.50	\$ 75.00	\$ 67.50	\$ 60.00	\$ 52.50	\$ 45.00	\$ 37.50	\$ 30.00	\$ 22.50
2-5	\$160.00	\$160.00	\$160.00	\$146.67	\$133.33	\$120.00	\$106.67	\$ 93.33	\$ 80.00	\$ 66.67	\$ 53.33	\$ 40.00
6-12	\$215.00	\$215.00	\$215.00	\$197.08	\$179.17	\$161.25	\$143.33	\$125.42	\$107.50	\$ 89.58	\$ 71.67	\$ 53.75
13-25	\$320.00	\$320.00	\$320.00	\$293.33	\$266.67	\$240.00	\$213.33	\$186.67	\$160.00	\$133.33	\$106.67	\$ 80.00
26-50	\$405.00	\$405.00	\$405.00	\$271.25	\$337.50	\$303.75	\$270.00	\$236.25	\$202.50	\$168.75	\$135.00	\$101.25
51-100	\$625.00	\$625.00	\$625.00	\$572.92	\$520.83	\$468.75	\$416.67	\$364.58	\$312.50	\$260.42	\$208.33	\$156.25

"DOWNTOWN" businesses are subject to an additional Downtown Business Improvement District Fee.

Vacaville Downtown Improvement District
BID Areas

For questions please contact DVBD at (707) 451-2100 or info@DowntownVacaville.com

ZONE A		ZONE B	
Catherine	500-699	Boyd	400-801
Davis	200-699 Odd	Bush	100-100
Dobbins	200-299	Catherine	700-799
Kendal	100-498 Even	Cernon	100-499I
Main	200-699	Davis	200-698 Even
Mason	500-699 & 700-898 Even	Depot	100-298 Even
Merchant	300-399	Dobbins	100-199
Parker	200-399	Elizabeth	300-699
Town Square Pl	001-099	Hickory Ln	100-699
Wilson	300-498 Even	Kendal	200-499 Odd
		Main	700-799
		Mason	300-499 All &
			701-899 Odd
		McClellan	100-399
		McKnight	400-599
		Merchant	400-500
		Monte Vista	100-401 &
			800-899 All
		Monte Vista	500-798 Even
		Olive	400-599
		Parker	100-199
		Pecan	400-599
		School	700-799
		Stevenson	200-599
		William	400-699
		Wilson	300-499 Odd
Retail / Restaurant	\$ 250.00	Retail / Restaurant	\$ 200.00
Beauty / Barber	\$ 30.00	Beauty / Barber	\$ 25.00
Hotels - (per room)	\$ 10.00	Service	\$ 135.00
Movie Theaters (per 3 seats)	\$ 1.00	Professional	\$ 85.00
Service	\$ 200.00	Banks	\$ 400.00
Professional	\$ 150.00	Plus per full time employee	\$ 2.00
Banks	\$ 500.00		
Plus per full time employee	\$ 3.00		
		DVBD Phone	(707) 451-2100
		DVBD Fax	(707) 451-2829

Home Occupation Permit Fee is a one time fee as long as you stay at the business address listed on the application. = **\$113.00**