



COUNTY OF MENDOCINO

501 Low Gap Rd., Room 1060
Ukiah, California 95482
Phone (707) 234-6875
Fax (707) 463-4166

Shari L. Schapmire
Treasurer-Tax Collector

MENDOCINO COUNTY BUSINESS LICENSE INFORMATION

The Mendocino County Business License Ordinance was originally adopted in 1957 pursuant to the Business & Professions Code of the State of California for the purpose of regulation of certain kinds of business transacted and carried on in the unincorporated territory of Mendocino County. It is unlawful for any person to transact business in the unincorporated territory without possessing a valid and current Mendocino County Business License.

Licensing Agency – Mendocino County regulates establishments conducting business in the unincorporated territory of Mendocino County. Businesses operating exclusively within the incorporated city limits of Fort Bragg, Point Arena, Ukiah, or Willits need to contact the appropriate city hall for licensing requirements.

Business Licenses are non-refundable and non-transferable. When transferring ownership, the new owner must apply for a new license. In the event there is a change in the fixed place of business within the unincorporated territory of Mendocino County, the business owner must once again complete the entire application process.

Non-compliance - Violation of this ordinance is declared to be an infraction and shall be punished as prescribed in Government Code §25132. Such a violation may be prosecuted by county authorities in the name of the People of the State of California, or redressed by civil action.

Term of License – The Mendocino County Business License will be issued on an annual basis. The licensing period shall be one of the following: (1) commencing on March 1 and expiring February 28 (February 29, when applicable) of the following year or (2) commencing on September 1 and expiring August 31 of the following year.

Business License Renewal - Business License renewal notices will be mailed prior to the renewal date; however, it is the responsibility of the business owner to obtain the license and pay the fee prior to the expiration date. Delinquent penalties are equal to fifty percent (50%) of the annual fee.

Office of
County of Mendocino
Treasurer-Tax Collector
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INSTRUCTIONS TO BUSINESS LICENSE APPLICANT

TO OBTAIN A MENDOCINO COUNTY BUSINESS LICENSE, THE FOLLOWING ITEMS MUST BE SUBMITTED TO THE TREASURER-TAX COLLECTOR:

1) Completed Mendocino County Business License application.

2) **Attention Veterans** - Every soldier, sailor, or marine of the United States who has received an honorable discharge from active duty is exempt from the payment of fees indicated below, excluding those involved in a business involving the production and/or sales of alcoholic beverages. Documentation verifying honorable release from the United States Armed Services must be provided (copy of DD214).

3) **Remit Two (2) Checks** - One made payable to the **Mendocino County Tax Collector** in the amount of **\$40** for the annual business license fee and one made payable to the **Mendocino County Department of Planning & Building Services** in the amount of **\$130** for a one-time application review fee. **Please note:** The review fee is only applicable if the fixed place of business is situated in the unincorporated area of Mendocino County; if not, the \$130 fee is not required. If applicable, the *Business License Building Review Questionnaire* must also be completed if the business is situated in the unincorporated area of Mendocino County.

SPECIAL REQUIREMENTS:

(Additional requirements may apply to various business types – see ordinance)

Food Establishment – Must obtain a Permit to Operate from the Mendocino County Environmental Health Department or a Processed Food Registration from the California Department of Health Services.

Contractor – Must possess a valid Contractor's license from the California Contractors State License Board.

Tobacco Retailer – Must obtain a Tobacco License from the Mendocino County Public Health Department.

Do you need a California Seller's Permit? Contact the State Board of Equalization.

Do you need to complete a Fictitious Business Name Statement? Contact the Mendocino County Clerk-Recorder.

Treasurer-Tax Collector
(707) 234-6875

BUS. LIC. # _____
DATE ISSUED _____
(For Office Use)

Department of
Planning & Building Services
(707) 234-6650

**APPLICATION FOR MENDOCINO COUNTY BUSINESS LICENSE AND CERTIFICATE OF
REGISTRATION FOR COLLECTION OF TRANSIENT OCCUPANCY TAX PER
ORDINANCES NO. 4200 AND NO. 4024**

Business Owner(s) Name: _____ Phone #: _____

Business Name (DBA): _____ Phone #: _____

Mailing Address: _____ City: _____ State: _____ Zip: _____

Business Address: _____ City: _____ State: _____ Zip: _____

Assessor's Parcel Number: _____ Contractor's License #: _____

Business Owner(s) Residence Address (If other than business): _____

Property Owner(s) Name: _____ Address: _____

Business Operator (If other than business owner): Name: _____ Phone #: _____

Address: _____

TYPE OF BUSINESS: Retail/Service: _____ Wholesale: _____ Food Facility: _____ Motel/Hotel/Rental: _____

Contractor: _____ Itinerant/Junk/Etc.: _____ Multiple-Sellers: _____ Other: _____

Type of Merchandise to be Sold: _____ Resale Acct #: _____

Type of Service to be Rendered: _____

DESCRIPTION OF PROPOSED BUSINESS: _____

Estimated Value of Equipment (exclude licensed vehicles): _____

Is this a New Business? _____ or an Existing Business? _____ Starting Date of Business: _____

Was there a Previous Business at this Location? _____ If so, Type of Previous Business: _____

Previous Business Name: _____ Previous Owner(s) Name: _____

Address: _____ Date closed: _____

BUSINESS TO BE CONDUCTED:

1. Home: _____ Garage/Shop/Accessory Structure: _____ Commercial Structure: _____

2. If use is to provide lodging, give number of rooms or units: _____

3. Floor area (sq. ft) to be used for this business: _____

4. Number of employees (other than family members): _____

5. Items to be used in this business (equipment, tools, and chemicals): _____

6. Storage location of supplies, equipment, vehicles, etc.: _____

Signature: _____ Date: _____

CERTIFICATE OF APPROVAL

N/A _____

FOR OFFICIAL USE ONLY

Planning

Receipt # _____

Building Services

Application Cleared: Yes or No

Application Cleared: Yes or No

Date: _____ Signed: _____

Date: _____ Signed: _____

Comments: _____

Comments: _____

Fees for the Business License should accompany this application. Make check payable in the amount of \$40 to the Mendocino County Tax Collector, or if eligible for the Veteran's Exemption, provide evidence of honorable release from the United States Armed Services.

IF THE FIXED PLACE OF BUSINESS IS LOCATED WITHIN THE UNINCORPORATED TERRITORY OF MENDOCINO COUNTY, NO BUSINESS LICENSE SHALL BE ISSUED WITHOUT APPROVAL OF THE MENDOCINO COUNTY DEPARTMENT OF PLANNING AND BUILDING SERVICES.

If applicable, the one-time review fee should accompany this application. Make check payable in the amount of \$130 to the Department of Planning & Building Services, or if eligible for the Veteran's Exemption, provide evidence of honorable release from the United States Armed Services.

Please return all applicable components by mail or present in person to the Mendocino County Tax Collector, 501 Low Gap Road, Room #1060, Ukiah, CA 95482.

NOTE: When business is conducted as a "home occupation" from place of residence, please be advised of the following standards:

- 1) There shall be no change, resulting from the home occupation, in the outside appearance of the building or premises, or other visible evidence of the conduct of such occupation other than one sign not exceeding two (2) square feet of area, non-illuminated and attached flat to the main structure of visible through a window.
- 2) No merchandise (except articles produced on the premises) shall be sold or displayed on the premises.
- 3) Not more than ten (10) customers or clients shall come to the dwelling unit for service or products during any one day.
- 4) Home occupations shall not involve the use of heavy commercial vehicles (over 6,000 lbs.) for delivery of material to or from the premises.



COUNTY OF MENDOCINO
DEPARTMENT OF PLANNING AND BUILDING SERVICES

860 NORTH BUSH STREET • UKIAH • CALIFORNIA • 95482
120 WEST FIR STREET • FT. BRAGG • CALIFORNIA • 95437

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BUSINESS LICENSE REVIEW BY PLANNING AND BUILDING SERVICES

Your business may require that you obtain a building permit from the Planning and Building Services prior to receiving your business license. Below are some examples, but not all that require a permit and approval.

1) Changing the character or occupancy of the structure in which the business is located.

Examples:

- a) Using a garage as an office, wood or fix-it shop etc.
- b) Adding a new tenant space, within commercial building.
- c) Changing the existing commercial building space from a warehouse to an auto parts store, auto repair shop, retail store or a professional office.
- d) Building a new commercial building.
- e) Using home as a professional office facility i.e. doctor, attorney, dentist, architect, engineer etc.
- f) Any building where customers will present or employees work.
- g) Changing a single family residence to a bed and breakfast.
- h) Changing the interior of an existing building for a new business.
- i) Altering, replacing or adding building, plumbing, electrical or mechanical fixtures, appliances, or walls.

2) Will have members of the public entering or employees working in any building on a parcel which the business is located.

Examples:

- a) Providing services for customers in a residential or residential accessory building used as your business.
- b) Providing retail and/or payment transactions in a residential or residential accessory building used as business.
- c) Creating or proving a work station for an employee.

Note: The examples above may not necessarily cover all businesses that could trigger the need for a permit from the Planning and Building Services. So it is important that you speak with the Building Official regarding your business license requirements, and properly complete the Business License Building Review Questionnaire.



BUSINESS LICENSE BUILDING REVIEW QUESTIONNAIRE

The Department of Planning and Building Services is responsible for all structural and life safety concerns in the construction, demolition or alteration of buildings including, but not limited to, matters such as electrical and plumbing permits, HVAC systems, Title 24 energy standards and disabled access pursuant to Title 24 Chapters 11A & 11B Accessibility standards.

Site Location: _____ APN: _____

Previous Use: _____

Business Name: _____ Type of Business: _____

Business Contact: _____

Phone Number: _____ Email: _____

Property Owner(s): _____

Do you plan on making any structural or non-structural improvements such as, enlarge, extend, reconstruct, or alter the building in use, design or arrangement? Please describe:

Do you plan on modifying the existing electrical, mechanical or plumbing systems? Please describe:

Are you demolishing any portion of the structure; interior or exterior, structural or non-structural? Please describe:

 Signature of Owner/Operator: _____ Date: _____

Print Name of Owner/Operator: _____

NOTE: "Stop Work Orders" will be issued by the Building Official if construction is done without required permits.

All contractors and subcontractors must possess a current Mendocino County business license.

The contractors and subcontractors must have current workman's compensation and must be bonded.

Building permits are issued to the licensed contractor, property owner or a certified agent.

ROBERT A. SCAGLIONE
Air Pollution Control Officer

DONNA ROBERTS NASH
Program Coordinator



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www.mendoair.org

MENDOCINO COUNTY
AIR QUALITY MANAGEMENT DISTRICT

Air Quality Permit Checklist

California Government Code 65850.2 (c)* prohibits local governments from issuing an occupancy permit to a business without clearance from the local air quality agency. This checklist is designed to determine what type of clearance is needed from the Mendocino County Air Quality Management District (MCAQMD).

Business Name: _____ Property Address: _____

City: _____ Zip code: _____

Owner or Contact: _____ Telephone: (____) _____

Applicant (print name): _____

Signature: _____

- Will the facility have any of the following equipment? : Yes No
 - Outdoor commercial cooking (permanent or seasonal)
 - Dry cleaning equipment
 - Paint guns (indoors or outdoors)
 - Internal combustion engine greater than 50 HP (excluding motor vehicles)
 - Boiler/water heating equipment (greater than 500,000 BTU/hr. maximum input)
 - Abrasive blasting (indoors or outdoors)
 - Installation or modification to a Baghouse/cartridge-type dust filter/scrubber
 - Gasoline fuel storage and/or dispensing equipment

- Will any of the following operations be performed? : Yes No
 - Production process involving the application of paints or adhesives (i.e. auto body)
 - Etching, plating, casting, or melting of metals
 - Mixing and blending of liquids and/or powders
 - Storage of acids, solvents, organic liquids, or fuels
 - Wood or other materials processing activities
 - Production process that generates, or may generate, fumes, dust, smoke, or strong odors

(This list is not inclusive of all activities that require a permit from the District, but represents the most common activities done only with a occupancy permit or business license. If you think you might need a permit, please call)

If you answered ‘No’ to both questions, this checklist is your clearance from the District. If you answered ‘Yes’ to either question, you must contact the District to determine if air quality permits are required. If permits are needed, the District will assist you in submitting permit application(s) and then provide you with a clearance letter. You can call the District during business hours at (707) 463-4354.

*“A city or county shall not issue a final certificate of occupancy or its substantial equivalent unless there is verification .. that the owner .. has met ... the requirements for a permit from the air quality management district exercising jurisdiction in the area...., or has provided proof from the appropriate district that the permit requirements do not apply.”