



NEW BUSINESS LICENSE APPLICATION

Planning & Community Development
1010 10th Street, Suite 3400
Modesto, CA 95354
Ph: (209) 525-6330

BUSINESS LICENSE RENEWAL

Treasurer/Tax Collector
1010 10th Street, Suite 2500
Modesto, CA 95354
Ph: (209) 525-6388

FEE \$ \_\_\_\_\_ PENALTY \$ \_\_\_\_\_ TOTAL \$ \_\_\_\_\_ LICENSE NO: \_\_\_\_\_
[CASH] [CHECK NO. \_\_\_\_\_] [CREDIT CARD] EXPIRATION DATE: \_\_\_\_\_
APN: \_\_\_\_\_ ZONE: \_\_\_\_\_ PLANNING APPROVAL: \_\_\_\_\_ DATE: \_\_\_\_\_
[HOME OCCUPATION] [COTTAGE FOOD OP.] [LEGAL NON CONFORMING] [USE PERMIT] USE CODE: \_\_\_\_\_
Revised 5/2013 (For County Office Use Only)

Type/description of Business: \_\_\_\_\_ Date Business Opened \_\_\_\_\_

Description of Activities: \_\_\_\_\_

Corporation Name (If applicable) \_\_\_\_\_
(If owned by a corporation, please include Articles of Incorporation/LLC papers and list of officers or authorized agents)

Business Name \_\_\_\_\_
(A Fictitious Business Name Statement may be required-contact the County Clerk Records Office for more info at (209) 525-5250)

Business Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Do you [Own] or [Rent/Lease] the property at the business location above (Please select one)

Mailing Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Business Owner's Name \_\_\_\_\_ Business Phone# (\_\_\_\_\_) \_\_\_\_\_

Business Owner's Home Address \_\_\_\_\_

Dr Lic/ID# [Copy Attached] [Emergency Contact Person: \_\_\_\_\_ Emergency Phone# (\_\_\_\_\_) \_\_\_\_\_]
(COPY REQUIRED) (May be used by law enforcement for after hours emergencies)

[Sole Proprietorship] [Partnership] [Corporation] [LLC] (Please select one)

**Co-owner/Partner Information:** \*\*\*Copy of State ID required for each owner\*\*\* (Attach additional sheets if necessary)

Name: \_\_\_\_\_ Phone # (\_\_\_\_\_) \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

**Home Occupation Information:** (Please read reverse side and sign below)

Days of operation: \_\_\_\_\_ Hours: \_\_\_\_\_

Type of commercial vehicle associated with business: \_\_\_\_\_

Additional on-site structures used for business: \_\_\_\_\_

NOTE: A business license does not authorize business activities or uses which are not otherwise authorized by the zoning for the property or a preexisting legal nonconforming use or authorize the business owner to conduct a business in violation of local state or federal laws. It is the business owner's responsibility to maintain compliance with all applicable zoning district rules and limitations. Any violation of said rules and limitations render this license void and may result in code enforcement action and/or fine. Any change in the type of business and/or intensity, expansion of a home occupation or legal nonconforming use must be reviewed by Stanislaus County Planning and Community Development Department for compliance.

I declare under penalty of perjury that I have fully read this application and, provided true statements under the penalty of perjury of the laws of the State of California. If applying for a home occupation, I also have fully read the rules and limitations on the reverse side of this application, and by my signature below agree to abide by all rules and limitations.

Business Owner's Signature \_\_\_\_\_ Date \_\_\_\_\_

I declare under penalty of perjury that I have fully read this application and grant permission and authority for the operation of the business at the above location

Property Owner's Signature or copy of signed leased agreement \_\_\_\_\_ Date \_\_\_\_\_

## HOME OCCUPATION

To obtain and maintain a Stanislaus County Home Occupation Business License, the criteria below must be met. For a complete list of permitted Home Occupation regulations, including permitted and non-permitted uses, see Title 21, Chapter 21.94 of the Stanislaus County Code on our website at [www.stancounty.com/planning](http://www.stancounty.com/planning) or contacting Planning Department at (209) 525-6330.

### 21.94.020 CRITERIA

It is the intent of the following criteria to reduce the impact of the home occupation to the degree that its effects on the neighborhood are undetectable from normal and usual activity.

- A. Only occupants of the dwelling shall be engaged in the home occupation on the subject property. In the event of a partnership or corporation, at least one of the members must be a resident of the subject property.
- B. Off-site employees or partners are permitted so long as they do not work or report for work at subject property.
- C. The use of the dwelling for the home occupation shall be clearly incidental and subordinate to its use for residential purposes. The home occupation may be conducted in the principal dwelling or accessory structures on the subject property provided that the area does not exceed twenty percent of the habitable floor area of the principal dwelling.
- D. There shall be no mechanical equipment or operation used which creates or makes noise, dust, odor, vibration or other effects detectable at the property line. Noise level at the property line shall not exceed sixty-five dBA.
- E. There shall be no display of products produced by the home occupation visible in any manner from the outside of the dwelling unit.
- F. The use shall not generate pedestrian or vehicular traffic beyond that which is normal in a residential district nor in any case require the parking of more than two additional vehicles at any one time.
- G. There shall be no storage of materials or supplies out-of-doors.
- H. There shall be no change in the outside appearance of the building premises, or any visible evidence of the conduct of such home occupation other than one sign not to exceed two square feet. Visible evidence shall include, but not be limited to, any vehicles associated with the home occupation, except as allowed by Section 21.94.020 (J) (2) and (4). (Ord. CS 1117 Sec 2, 2012)
- I. There shall be no advertising, including phone book advertising, newspaper ads, etc., of the home occupation which depicts the address of location. (Ord CS 350 Sec. 4, 1989 (Ord. CS 9 (part), 1983).
- J. The following specific home occupation uses shall be permitted subject to further limitations as follows:
  1. Beauty/barber shops limited to one operator only.
  2. Contractors and subcontractors offices are permitted as home occupations. However, the storage of materials, equipment or more than one vehicle not normally associated with residential uses shall be prohibited.
  3. Furniture repair, restoration and re-upholstery shall be limited to one occupant of the dwelling subject to approval of building inspection and fire marshal as applicable. There shall be no pick up or delivery at this location by the public.
  4. Trucking operations with on-site parking of up to three (3) tractor trailer combinations, as defined in the chapter, provided:
    - a. The home occupation is located within the A-2 (general Agriculture) zoning district, the parcel on which the parking will occur is at least one (1) acre or more in size, the total area of the acres used for the parking operation does not exceed 1.5 acres, and the area to be used for parking shall not exceed fifty percent of the entire parcel.
    - b. All of the tractor-trailer combinations parked on the parcel shall be registered to the occupant of the dwelling located on the parcel. On parcels with more than one trucking operation operating as a home occupation, the total of tractor-trailer combinations parking on-site shall not exceed three (3).
    - c. Any trailers parked on-site shall be operational and accessory to the use of any tractor, truck-trailer, or truck/tanker permitted to be parked on-site.
    - d. On-site maintenance shall be limited to oil and tire changes, light and windshield wiper replacements, and checking fluids.
    - e. No off-loading of any trailer, and no parking of any trailer housing hazardous materials, shall occur on-site. (Ord. CS 1117 Sec 3, 2012)



## **BUSINESS LICENSE APPLICATION INSTRUCTIONS**

Please fill out application completely including type of business and a description of activities. Completed application needs to be taken to the Planning Dept. for zoning approval. Once approved, return application plus **all** required documents to the Tax Collector's office with the \$83.00 fee for processing. Once the business license is issued, any change of information will result in a New business license with the appropriate fee.

### **ADDITIONAL DOCUMENTS MAY BE REQUIRED BEFORE APPLICATION CAN BE ACCEPTED (SEE BELOW):**

1. If the surname (last name) of the business owner is not in the business name, please attach a copy of your Fictitious Business Name Statement. If you do not have one, please contact the Stanislaus County Clerk Recorder's office at (209) 525-5250. The Fictitious Business Name Statement expires 5 years from the date of filing.
2. If the business is owned by a Partnership, LLP, LLC, Corporation etc., please attach the following documents:
  - a. Copy of Articles of Incorporation or LLC papers (both registered with the State)
  - b. List of officers or authorized agents for the business
  - c. ID of person who signed application AND Business card if not an officer or agent
  - d. In case of partnerships, the Partnership Agreement.
3. If the business name is not in the Corporation's or LLC's name, then a Fictitious Business Name Statement will need to be filed and a copy provided.
4. A valid (current) government issued identification is required from ALL partners. In the case of Corporation/LLC, current identification of person signing the application.
  - a. Any state issued driver's license or ID card with photo is acceptable
  - b. Any country's passport with photo is acceptable
  - c. Alien Registration Card (Green card) is acceptable
5. If the business owner does not own the real property, the property owner's signature is required; or attach a copy of the current signed lease agreement authorizing use. Both are not required.
6. If the business is a restaurant or food service related or involves body art, a health certificate from County Environmental Resources is required.
7. If you are doing business as a contractor, (building, plumbing, etc.,) please provide your Contractors' license information.

**\*\*Depending on type of business, a supplemental application may also be required. \*\***