

BUSINESS LICENSE INFORMATION SHEET

WHO NEEDS A BUSINESS LICENSE?

Anyone conducting business within the City of Rio Vista needs a business license. A new business license is also required if the business changes location, ownership or name.

WHAT TO DO?

Before you apply for a business license or enter into any lease agreements, there are several matters you must first check.

Zoning and Planning –

The City's Zoning Ordinance regulates land use. Some businesses are not allowed in certain zones or require Planning Commission approval. Parking requirements for the business will also need to be considered. If you plan to operate a business in your home, a Home Occupation Use Permit is required before obtaining a business license.

Building Permits

Any remodeling or construction planned for the business may require a building permit. Before doing any construction, check with the Building Department.

Sign Permits

If you plan to put up or change a sign, first contact the Planning Department. A sign permit may be required. Most often sign applications can be reviewed by Planning staff, but some will require approval. If approval is needed, the application will be forwarded to the Planning Commission for approval. This process may take up to one month depending on when the application is submitted.

Public Health

All food service businesses, including restaurants, snack bars, delis, and grocery stores must be licensed by the County of Solano Environmental Health Department. If you plan to serve or sell alcoholic beverages, an alcoholic beverage license is required through the State Department of Alcoholic Beverage Control. Businesses, such as photographic processing,

chrome plating or service stations, which generate small hazardous materials, require a permit from the County of Solano Occupational Health Department.

Fictitious Business Names

Any name used other than your personal proper name (i.e.; Jim Smith, D.D.S.) must be filed with the County Clerk's Office.

Retail Sales Permit

The City of Rio Vista
One Main Street, Rio Vista, CA 94571
Telephone (707) 374-2205 * Fax (707) 374-5531

Sales or use tax may apply to your business activities. You can obtain more information on this by contacting the State Board of Equalization.

Tax Identification Number

If you are self-employed, you have to make your Social Security contributions through the self-employment tax on your personal income tax return. If you are planning to have employees, you will need an employee tax ID number from the Federal and State governments. Contact IRS and the Franchise Tax Board.

Worker's Compensation Insurance

All employers are required to carry Worker's Compensation Insurance. It covers your employees for work-related injuries.

Completing the Business License

Business License applications can be obtained through the Community Development Department located at City Hall. They can also be downloaded from our website. Once you are ready to apply, complete the form and bring it to the Community Development Department for review and approval. Once the application has been received, it will be distributed to each Department within the City for review. If a Department feels an inspection is warranted, you will receive a phone call to set up an appointment for the inspection. Once all inspections, if necessary, are completed, you will be notified that your application is complete and you pick it up and take it to the Finance Department for payment of the appropriate fees. Once these steps are complete, your license will be ready for issue.