

ASSESSOR'S PARCEL NUMBER  
- - -

APPLICATION FOR PLACER COUNTY  
BUSINESS LICENSE/BUSINESS PERMIT  
Business, Trades & Occupations  
JENINE WINDESHAUSEN, TREASURER-TAX COLLECTOR  
2976 Richardson Drive, Auburn, CA 95603  
(530) 889-4120

OFFICIAL USE ONLY  
LICENSE NUMBER  
\_\_\_\_\_  
VENDOR \_\_\_\_\_

BUSINESS NAME \_\_\_\_\_ BUS. TEL# (\_\_\_\_) \_\_\_\_\_

BUSINESS ADDRESS \_\_\_\_\_ CITY/STATE \_\_\_\_\_ ZIP \_\_\_\_\_

BUSINESS MAILING ADDRESS \_\_\_\_\_ CITY/STATE \_\_\_\_\_ ZIP \_\_\_\_\_

BUSINESS OWNER'S NAME \_\_\_\_\_ HOME TEL # (\_\_\_\_) \_\_\_\_\_

CO-OWNER'S NAME \_\_\_\_\_ FAX # (\_\_\_\_) \_\_\_\_\_

TYPE OF OWNERSHIP: Sole Proprietorship\_\_ Corporation\_\_ Partnership\_\_ E-MAIL ADD \_\_\_\_\_

GENERAL OFFICERS: PR. \_\_\_\_\_ V.P. \_\_\_\_\_ SEC. \_\_\_\_\_

1. TYPE OF BUSINESS \_\_\_\_\_

IS THIS A HOME BASED BUSINESS? YES \_\_\_ NO \_\_\_ APPROXIMATE START DATE \_\_\_\_\_

2. NON-PROFIT OR VETERAN: YES \_\_\_ NO \_\_\_

3. IF CONTRACTOR, COMPLETE THE FOLLOWING:

STATE LICENSE NUMBER \_\_\_\_\_ CURRENT \_\_\_ ACTIVE \_\_\_ TYPE \_\_\_\_\_ EXPIRATION DATE \_\_\_\_\_

X \_\_\_\_\_ NEW \_\_\_ EXISTING \_\_\_  
SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_

DO NOT WRITE BELOW THIS LINE FOR OFFICIAL USE ONLY

BUSINESS LICENSE REQUIRED: GENERAL  SPECIAL  PERMIT ONLY

DEPARTMENT CLEARANCES (COUNTY USE ONLY)

DEPARTMENT NAME	CLEARANCE	CONDITIONS ATTACHED	SIGNATURE	DATE
<input type="checkbox"/> HEALTH DEPT.	<input type="checkbox"/>	<input type="checkbox"/>	_____	_____
<input type="checkbox"/> PLANNING DEPT.	<input type="checkbox"/>	<input type="checkbox"/>	_____	_____
<input type="checkbox"/> ENGINEERING/SURVEYING	<input type="checkbox"/>	<input type="checkbox"/>	_____	_____
<input type="checkbox"/> BUILDING DEPT.	<input type="checkbox"/>	<input type="checkbox"/>	_____	_____
<input type="checkbox"/> SHERIFF'S DEPT.	<input type="checkbox"/>	<input type="checkbox"/>	_____	_____
<input type="checkbox"/> FIRE DEPT.	<input type="checkbox"/>	<input type="checkbox"/>	_____	_____

PLEASE ENCLOSE YOUR NON-REFUNDABLE FEE OF:

HOME BASED LIC FEE \$111.00	OUT OF COUNTY LIC FEE \$111.00	COMMERCIAL LIC FEE \$131.00	PERMIT FEE \$31.00	VETERAN/NON PROFIT \$4.00
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DATE ISSUED \_\_\_\_\_ ISSUING DEPUTY \_\_\_\_\_ RECEIPT # \_\_\_\_\_ EFFECTIVE DATE \_\_\_\_\_

This is your temporary receipt. Please retain for your records. Your permanent business license should be issued within approximately 30 days after all departmental approvals. If you have not received your permanent license by then, please telephone the Business License Division at (530) 889-4120.

RETURN ALL COPIES OF FORMS TO THE TREASURER-TAX COLLECTOR'S BUSINESS LICENSE DIVISION

## INFORMATION AND INSTRUCTIONS FOR BUSINESS LICENSE/PERMIT APPLICANTS

Issuance of a business license/permit can be expected after all required clearances have been completed by the offices below. Building, Sheriff and Fire Department clearances may or may not be required. Applicants should return this application to the Tax Collector's Business License Division for department clearances.

**Planning Department:** 3091 County Center Drive, Auburn, CA 95603 (530) 745-3000  
Tahoe Office: 775 North Lake Blvd, Tahoe City, CA 96145 (530) 581-6280

**Building Department:** 3091 County Center Drive, Auburn, CA 95603 (530) 745-3010  
Tahoe Office: 775 North Lake Blvd, Tahoe City, CA 96145 (530) 581-6200

**Engineering & Surveying:** 3091 County Center Drive, Auburn, CA 95603 (530) 745-3110

**Environmental Health Dept.:** 3091 County Center Drive, Auburn, CA 95603 (530) 745-2300  
Tahoe Office: 775 North Lake Blvd, Tahoe City, CA 96145 (530) 581-6240

**Sheriff's Department:** 2929 Richardson Drive, Auburn, CA 95603 (530) 889-7800  
Tahoe Office: 2501 North Lake Tahoe Blvd, Tahoe City, CA 96145 (530) 581-6300

**Fire Department:** For Tahoe area business license applications only. Applications will be forwarded to the Fire Department by the Tax Collector when applicable.

**NOTE:** This application is not considered a business license/permit. A business license will be mailed to the applicant after all clearances have been completed. Once the license is received, it must be posted and exhibited in a conspicuous place on the premises where such business is transacted.

**FICTITIOUS NAME:** If you are conducting business under a fictitious name, you must obtain a Fictitious Business Name Statement from the County Recorder's Office, located at 2954 Richardson Drive, Auburn, CA 95603, (530) 886-5610.

**CHANGES:** If there is a change in ownership, mailing address, or if you are no longer in business, please notify us in writing immediately. The Placer County Tax Collector has the right to terminate a business license/permit if it is determined that a change in the business materially alters the function, operation or enterprise for which the license has been issued and additional clearance is necessary. Written notice of such termination will be served upon the license holder.

**NON-TRANSFERABLE:** Licenses are non-transferable. If the business is to be moved to a new location or there is to be new ownership, a new license must be obtained.

**EFFECTIVE DATE:** Business license will be effective the month the business starts and renewable one year from that month. License renewals should be done timely, and prior to the expiration date. Delinquent accounts are subject to penalties and/or cancellation.

A copy of the Placer County Code, Chapter 5: Businesses, Trades and Occupations, stating all rules and regulations regarding business license/permit, is available for review in the Tax Collector's Office, located at 2976 Richardson Drive, Auburn, CA. 95603. Copies are not available for distribution.

**NOTICE:** Under federal and state law, compliance with disability access laws is a 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.dgs.ca.gov/dsa/Home.aspx](http://www.dgs.ca.gov/dsa/Home.aspx).

The Department of Rehabilitation at [www.rehab.cahwnet.gov](http://www.rehab.cahwnet.gov).

The California Commission on Disability Access at [www.cdda.ca.gov](http://www.cdda.ca.gov).