



BUSINESS LICENSE APPLICATION INFORMATION & INSTRUCTION SHEET

City of Grass Valley Finance Department
125 E Main Street, Grass Valley, CA 95945
Phone: (530) 274-4300
Fax: (530) 274-4399

A Business License is required for any person(s) conducting or soliciting business inside the City Limits per the City of Grass Valley Municipal Code 5.04.060. Business Licenses expire on December 31st each year and must be renewed annually.

Before applying for a Business License, you must complete the following:

- ❖ Applicant must contact the Building & Planning Departments for applicable City Codes related to health, safety and zoning and have them sign off on the application.
- ❖ Applicant must complete the attached Industrial Pretreatment Preliminary Survey. This form is required for all businesses located inside the City Limits.
- ❖ For solicitors, mobile food vendors, taxi/limos and special events, applicant must contact the Grass Valley Police Department and have them sign off on the application.
- ❖ Applicant must apply for a Fictitious Name Statement with the County if the business name is other than that of the owner's name.
- ❖ If the business is non-profit, applicant must submit a copy of their non-profit status letter with the Business License Application.
- ❖ Applicant must comply with all City, County and State regulations.

The Finance Department collects fees and issues Business Licenses. Having a City Business License does not imply that you are in compliance with all City, County and State regulations.

How to Apply:

1. Select the appropriate BUSINESS LICENSE APPLICATION
 - **Non-Profit** - Applies to any person transacting and carrying on any business exempt by virtue of the Constitution or applicable statutes of the United States or the State of California (per IRS 501.C.3 or Municipal Code 5.04.190)
 - **Solicitors & Special Events** - Solicitors are any business going door to door selling products or services and Special Events are limited time events.
 - All other businesses please use the normal **Business License Application**
2. Complete the BUSINESS LICENSE APPLICATION.
 - PART A: Complete ALL areas listed under Part A.
 - PART B - D: To be completed if applicable
 - PART E: Complete if business is partnership
 - AFFIDAVIT: Sign & Date
3. Complete the attached INDUSTRIAL PRETREATMENT PRELIMINARY SURVEY. This form must be completed and submitted for ALL businesses located within Grass Valley City Limits.
4. Checklist:
 - Verify the zoning and applicable City Codes related to health and safety with the Building & Planning Departments and get the appropriate signature approval.

- Grass Valley Police sign off on application (if applicable)
 - File for a Fictitious Name Statement with the County (if applicable)
 - Attach a copy of Non-Profit status letter (if applicable)
5. Return all required, completed and signed documents and appropriate fees to the City of Grass Valley at the address listed at the top of this form. Business hours are Monday-Thursday 8:00 a.m. - 5:00 p.m. City Hall is closed on Fridays.

INCOMPLETE OR MISSING FORMS MAY DELAY THE APPROVAL OF YOUR APPLICATION.