

It takes only a **few minutes to complete the business license application**. When the application is complete and payment is received a business license will be mailed.

The **business license certificate** is evidence only that your tax has been paid. Other permits may be required to open your business. Conducting business in the City of Yreka without a license can result in citations, violation notices, and penalties.

The business license is **valid for the calendar year, January - December**. It must be renewed every year in January.

The **annual renewal notice** will be mailed in December. However, it is your responsibility to renew the business license on time even if the renewal notice is not received. Penalties are assessed for delinquent accounts, regardless of whether you receive a renewal notice or not. If you have not received a notice by January, contact our license department immediately.

If you own **more than one business**, a separate business license is required for each type of business and for each location.

If you move your business location always check with the City's Planning Department to verify that the new location is zoned properly for the intended use and whether a use permit or other type of approval is required.

Notify our office whenever you change your business name, address, phone number, business activity or ownership information. We will be happy to update the information on your account and issue a new business license with a new number.

Every business must meet **zoning requirements** to ensure that the business activity and site are compatible. Before signing any lease or rental agreement, check with the City's Planning Department to make sure your business activity is appropriate for the zoning and that it will not heavily impact the neighborhood or require special parking considerations.

Businesses operated from the home require a business license and must comply with the City's Zoning Ordinance. The Zoning Ordinance regulates the methods in which a home - based business operates and the approved business types. Prior to starting a home - based business, owners must submit a Home Occupation Permit Application to the Planning Department for approval. This serves as an agreement to abide by the conditions to operate a business from your home in Yreka. Home Occupation Permit applications are available from the Planning Department.

Non-Profit Organizations located within the City limits are required to obtain a business license. However, upon presentation of 501 (c) (3) or 501 (c) (4) documents, the business license fee is waived.

Every business intending to sell tangible goods - wholesale or retail, commercial or home based, sales or repair oriented - requires a **California Seller's Permit**. To apply, contact the State Board of Equalization at 1-800-400-7115 or www.boe.ca.gov.

If your business name is anything other than your surname or has more than one owner - a partnership, association or corporation- you may need to file a **fictitious business name** statement with the Siskiyou County Clerk's Office.

Each city has its own business license requirements. It is important to know that most California cities have a business **license tax ordinance**. However, each city has its own tax rate, structure, and requirements. Check with the appropriate City or County for their rules and regulations.

City of Yreka Municipal Codes are available on line at <http://ci.yreka.ca.us/city/planning>

Title 5

Business Regulations and Licenses for more information.

SIGN PERMITS

Always check with the Planning Department before using or installing ANY type of sign, flag or banner, even balloons. Permanent signs require review and approval prior to issuance of permits and installation.

Posting signs, handbills, or flyers on any utility pole, traffic pole, fence, tree, pier, bridge, mailbox or other public structure is **prohibited**.

Leaving handbills or flyers on doors, porches, driveways, or car windshields is **prohibited**.

County of Siskiyou

Health Department

Regulations for food sales/permits/inspections
808 S. Main Street, Yreka, CA 96097
(530) 841-2100

County Clerk

Fictitious business name filing
510 N. Main Street, Yreka, CA 96097
(530) 842-8084

County Assessor's Office

311 Fourth Street, Yreka, CA 96097
(530) 842-8036

County Business License

311 Fourth Street, Yreka, CA 96097
(530) 842-8340

State of California

Alcohol Beverage Control

(916) 419-2500

Board of Equalization

Resale Number/Seller's Permit: Sales Tax
1-800-400-7115
www.boe.ca.gov

Employment Development Department

State Employer ID Number for employee
Payroll requirements
1-888-745-3886
www.edd.ca.gov

Franchise Tax Board

1-800-852-3886

Secretary of State

Business Program Division-Corporate Filing
(916) 657-5448

City of Yreka
701 Fourth Street
Yreka, California 96097



BUSINESS LICENSE HANDBOOK

Starting a Business in the City of Yreka

There are many things you should consider when starting a business. This brochure is to help new business owners understand the city business license process.

A business license is an annual tax for doing business within the City of Yreka. Yreka Municipal Code requires that you obtain a license when you conduct any business activity within the City limits—even if your business is located outside the city limits or you have a business license from another city.



City of Yreka
701 Fourth Street
Yreka, California

530-841-2386