

City of Vacaville

Business License Information

WHAT IS A BUSINESS LICENSE?

Business licenses are permits that allow businesses to operate within the city limits of the City of Vacaville. They serve as a registration of businesses and are revenue generating, not regulatory.

WHAT IS A BUSINESS?

A business includes professional, trade, occupational, and any other line of work whether conducted for profit or not.

WHO NEEDS A CITY OF VACAVILLE BUSINESS LICENSE?

Anyone who is doing business within the city limits of Vacaville - even if only for one day.

Anyone living in Vacaville who is doing business from their home.

Anyone who has a business office or satellite office within Vacaville.

WHAT ARE THE BUSINESS CLASSIFICATIONS?

The City of Vacaville has four business classifications:

- Service - bookkeeper, child care, etc.
- Retail/Wholesale/Mfg. - restaurants, video stores, sales, etc.
- Contractors - construction, electrical, plumbing, etc.
- Professional - consultants, realtors, medical, etc.

The fees are based on the type of business and number of employees.

Reduced fees are available **only** for businesses operating from a Vacaville residence and having an annual gross income between \$1,000 and \$2,500.

Exemptions from the fees are available **only** for businesses operating from a Vacaville residence and having an annual gross income less than \$1,000.

If a business has non-profit status with the State of California, fees may be waived. Proof must be provided with the application.

For the majority of businesses, the business license fees are based on the number of employees working in Vacaville. If the owner is the only person working in the business, the fee is based on one person.

For further information on the fee schedule, call (707) 449-5129.

WHERE DO I GO TO GET MY BUSINESS LICENSE?

Business Licenses can be processed at 650 Merchant Street

Home Occupation Permits can **only** be processed at the Planning Department located at 650 Merchant Street.

WHAT DO I NEED TO DO TO GET MY BUSINESS LICENSE?

You will need to complete a City of Vacaville Business License Application.

Your business must be licensed to a physical location. We cannot issue a business license to a post office box. A post office box may be used **only** for a mailing address.

If your business does not have a commercial location, we can license your business to your home with an approved Home Occupation Permit.

If you are a contractor, we will need to have a copy of your pocket license issued by the State. If you are a handyman and do not have a contractors license, you are limited to \$300 per job including material and labor.

If you will be selling firearms, we will need a copy of your Certificate of Eligibility from the Department of Alcohol, Tobacco & Firearms (ATF).

WHO ELSE NEEDS A BUSINESS LICENSE?

- Vending Companies
- Apartments
- Mobile Home Parks
- Motels
- Taxi Companies - must register with the Vacaville Police Department prior to submitting an application.