



## BUSINESS LICENSE INFORMATION AND PROCEDURE

### INTRODUCTION

Merced County Ordinance, Section 6.02.010, states that the purpose of providing the business license ordinance is for the collection and maintenance of a business database; to identify all businesses operating in the unincorporated areas of the county; to enhance the efficiency of business retention efforts; and to guide business owners to the proper locations to give them an understanding of county regulations affecting their business.

Therefore, it is the intent of the board of supervisors of the county of Merced to authorize that no person shall maintain, conduct, or carry on a business, whether or not for profit, located in whole or in part at a fixed place of business within the county and outside the limits of any incorporated city, without first obtaining a license to operate as herein provided. In those instances, identified under Title 6, Chapters 6.04 through 6.58 of this code, businesses may also be required to obtain a specific permit or license to operate.

### PROCEDURE

1. To obtain a new Business License you must submit your application to the Community and Economic Development (CED) at the address listed above, the **entire application must be completely filled in**, indicate Not Applicable (N/A) where appropriate. Fee is due at time application is submitted.
2. You will need to obtain a parcel number (APN) from the Merced County Assessors Office if your business is located in the unincorporated area of Merced County. The Assessor's office can be reached at (209) 385-7631. It is your responsibility to provide the correct APN on your application.
3. Once your application is submitted, it will be reviewed by CED staff to determine if additional permitting is required from any of the following agencies: Merced County Planning, Buildings, Environmental Health and/or Fire Department.
4. Applications and fees can be submitted by mail or in person at the following address:

**Merced County Business License**  
**2222 "M" Street, 2nd floor**  
**Merced, CA 95340**

### INFORMATION

1. An annual business license fee is due on the anniversary date of your approved license. As a courtesy Community and Economic Development will mail a renewal notice approximately one month prior to the expiration date. However, it is the responsibility of the business owner to ensure the renewal payment is made on or before the expiration date of the license.
2. If payment is not received by the last day of the following month of license expiration, the license will become delinquent. A notice will be mailed to the business and a delinquent charge in the amount of the license fee (excluding the state fee of \$4.00) will be added to the renewal fee. The delinquent fee and renewal fee will be immediately due upon mailing of the delinquent notice.
3. If license is not renewed within 60 days of the expiration date the license will expire and a **NEW** application will have to be processed through the Community & Economic Development Department.
3. A business license is **NON-TRANFERRABLE**. It becomes void when a **CHANGE OF ADDRESS** or **CHANGE OF OWNERSHIP** occurs. Any change to address or ownership will be treated as a NEW application in which application procedure and fees will apply.
4. If a business is no longer operating in Merced County it is the business owners responsibility to notify Community & Economic Development Department.
5. **Fee Exemptions:** Non-Profits must provide 501c Form. Veterans must provide DD214 form.





# BUSINESS LICENSE APPLICATION QUESTIONNAIRE

Business Name: \_\_\_\_\_

Business Address: \_\_\_\_\_

Contact Name: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

**Please answer each of the following questions:**

- YES**      **NO**      Buildings Division:
- 1. Will your business occupy an existing building with a vacancy of one year or longer?
  - 2. Will your business be constructing a new building?
  - 3. Will you have a home based business with employees/customers on site?
- Fire Department:
- 1. Will there be onsite fuel storage?
  - 2. Will there be hazardous material storage?
  - 3. Do you have a preplan with a responding fire station?
- Environmental Health Department:
- 1. Will your business be preparing or handling food, beverages or water to be sold or given directly to customers either at home or elsewhere? *(If doing wholesale sales only, answer NO.)*
  - 2. Will your business be painting, repairing, or maintaining vehicles or motors?
  - 3. Will your business involve tattooing or medical waste?
  - 4. Will your business involve composting?
  - 5. Will your business involve the keeping of any kind of fowl, goats, horses, cows, calves, cattle, sheep, goats, or swine?
  - 6. Will your business involve the keeping of used tires?
  - 7. Will your business involve the storage of hazardous material (chemicals, fuel, other petroleum products, batteries, etc.) over these quantities: 55 gallons of liquids, 200 cu. ft. of gases, or 500 pounds of solids or is an acutely hazardous substance per California Code of Regulation, Title 40, Section 355.61?
  - 8. Will your business involve any amount of hazardous waste on-site, such as used oil, brake shoes or pads, or batteries?

**If you answered YES to any of the questions above, you may require approval from the following departments:**

Buildings Division	Fire Department	Environmental Health

### DECLARATION

*I hereby certify and say, under penalty of perjury, that I am the applicant in the foregoing application, that I have read this Business License Application Questionnaire and know the content thereof, and that the herein stated information and all attachments hereto, are true and correct to the best of my knowledge and belief.*

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date