

# Business License Check-Off List

Pursuant to the provisions of chapters 5.04 and 5.08 of the City of Vacaville Municipal Code, issuance of a business license does not constitute a guarantee or endorsement by the City of Vacaville. This license does not authorize the conduct or continuance of any operation in violation of any local, state, or federal laws. *This license does not grant approval to conduct business in any residential or nonresidential building in the City of Vacaville. This license does not exempt the holder licensing or permit requirements by the state, federal, city, county or any other government agency.*

In addition to contacting the Finance Department to obtain a business license, business owners that are issued a license should contact Vacaville departments listed below to ensure that the business activity as described on the license can be conducted within the City of Vacaville. These departments may include the following:

## For General Business License:

- Finance for Business License Tax Application, 707-449-5185 opt. 2
- Check with Planning Department for Zoning, 707-449-5140
- Check with Building Department for Certificate of Occupancy and ADA Requirements, 707-449-5152
- State Board of Equalization for Seller's Permit, 1-800-400-7115
- IRS for Federal Employer Identification Number, 800-829-1040
- Solano County for Fictitious Name Statement, 707-784-7485
- Vacaville Chamber of Commerce, if applicable, 707-448-6424

## For Home-Based Business License:

- Finance for Business License Tax Application, 707-449-5185 opt. 2
- Planning Department for Home Occupation Permit (must be approved by Planning before processing Business License), 707-449-5140
- State Board of Equalization for Seller's Permit, 1-800-400-7115
- IRS for Federal Employer Identification Number, 800-829-1040
- Solano County for Fictitious Name Statement, 707-784-7485
- Vacaville Chamber of Commerce, if applicable, 707-448-6424

### **For Downtown Business License:**

- Finance for Business License Tax Application, 707-449-5185 opt. 2
- Check with Planning Department for Zoning, 707-449-5140
- Check with Building Department for Certificate of Occupancy and ADA Requirements, 707-449-5152
- Check with Down Town Business Improvement District for BID Fee Schedule for additional fees, 707-451-2100
- State Board of Equalization for Seller's Permit, 1-800-400-7115
- IRS for Federal Employer Identification Number, 800-829-1040
- Solano County for Fictitious Name Statement, 707-784-7485
- Vacaville Chamber of Commerce, if applicable, 707-448-6424

### **For Contractor/Handyman Business License located in Vacaville:**

- Finance for Business License Tax Application, 707-449-5185 opt. 2
- IRS for Federal Employer Identification Number, 800-829-1040
- Solano County for Fictitious Name Statement, 707-784-7485
- Check with Planning Department for Zoning, 707-449-5140
- Check with Building Department for Certificate of Occupancy and ADA Requirements, 707-449-5152

If you are a handyman, any job (including parts and labor) cannot be more than \$500. If you need to apply for a contractor's license you may do so at:  
California State Contractors Board 800-321-2752 [www.cslb.ca.gov](http://www.cslb.ca.gov)

### **For Massage:**

- Finance for Business License Tax Application, 707-449-5185 opt. 2
- Planning for zoning, 707-449-5140
- Police for LiveScan fingerprinting if non-CAMTC owner, 707-449-5229
- California Massage Therapy Council for massage certificate, 916-669-5336 or [www.camtc.org](http://www.camtc.org)

### **For Solicitor/Peddler Business License:**

- Finance for Business License Tax Application, 707-449-5185 opt 2
- Police Department for Solicitor/Peddler Permit, 707-449-5229