



City of St. Helena

Business License Application

1088 College Ave.
St. Helena, CA 94574
Tel: (707) 968-2750
www.cityofstheleena.org

Date: _____

For City Use Only

Check One:

- ☐ New License
☐ Address Change
☐ Contractor License

Date Started: _____ Number of Professionals: _____ Number of Employees: _____

Business Name: _____
(Attach a Copy of the Fictitious Business Name Statement)

Business Site Address: _____

Business Mailing Address: _____

Business Phone: _____ Emergency Phone: _____
(Must be different # than business phone)

Contact Name: _____ Email: _____

Type of Ownership: Sole Proprietor ☐ Partnership ☐ LLC ☐ Corporation ☐ Trust ☐

Owner(s) Name (Last, First, MI) OR Corporation: _____

Owner/Corporate Mailing Address: _____

Select One & Provide #: ☐ FEIN ☐ SEIN ☐ DL #: _____

Home-Based Business? ☐ Yes ☐ No State Contractor's License #: _____ Class: _____

List any Standard Industrial Classification Codes (SIC): _____
(full list available at: <https://www.osha.gov/pls/imis/sicsearch.html>)

Circle One & Provide #: **WDID** **WDID Application** **Notice of Non-Applicability** **No Exposure Cert.**
Industrial General Permit Enrollment Number: _____

(If SIC code is included in IGP-regulated entities listed at:
https://www.waterboards.ca.gov/water_issues/programs/stormwater/sic.shtml)

Business Description: _____

Please complete reverse side of application

FOR CITY USE ONLY

Category# _____ NAICS # _____ License # _____ Customer # _____

Zoning _____ Permitted yes / no Date _____ Approved by _____

Community Development Department

IMPORTANT – Please read all information below:

This application is a Public Record. Under federal and state law, compliance with disability access laws is a serious and significant responsibility that applies to all California building owners and tenants with buildings open to the public. You may obtain information about your legal obligations and how to comply with disability access laws at the following agencies:

The Division of the State Architect at www.dgs.ca.gov/dsa/Home.aspx.

The Department of Rehabilitation at www.rehab.cahwnet.gov.

The California Commission on Disability Access at www.cdda.ca.gov.

The issuance of this license is administrative in nature and does not constitute approval for the operation of the business except as evidence of compliance with the provisions of Chapter 9 of the St. Helena City Code.

Business Licenses are issued subject in part to the information provided by applicants. Any change in the information provided may invalidate the business license. The general Business License is not transferable to a new owner, new type of business activity, or location.

It is the responsibility of all Business License applicants to identify and obtain all special permits and approvals required by Federal, State, County, or City regulation. It is also the responsibility of the applicant to comply with all City building and zoning regulations and ordinances. Failure to do so may invalidate your right to do business in this City and may subject you to penalties and legal sanctions. This Business License does not constitute a confirmation of proper NPDES permitting.

If the majority of your business is conducted out of your home, please obtain and complete a Home Occupation Application and submit it, along with your application for a Business License, to City Hall. If you need further assistance, please call (707) 968-2750.

All Business License renewals are due by January 31. The City mails a courtesy notice at the end of the calendar year to remind you that your license fees are due. However, it is your responsibility, as the business owner, to renew by the last day of January. All Business Licenses are delinquent after January 31 and will incur penalties as outlined in Chapter 5 of the St. Helena City Code.

I declare under penalty of perjury under the laws of the State of California that the foregoing is true and correct.

Signature of Applicant

Date

Please return this Business License Application along with your payment to:

City of St. Helena
1088 College Ave.
St. Helena, CA 94574