

Applying for a Business License

Business license applications are to be submitted and approved prior to conducting any business within the city. The City of Ukiah's business license period runs from January 1st through December 31st. For most businesses the license fees are based on the type of business and gross annual receipts earned within the city limits. Annual renewal notices for taxes are mailed on or about November 1st and renewal payments are due on or before March 1st.

Business licenses are non-transferrable. Active businesses that change locations and/or ownership are required to file a new business license application. A separate license shall be required for each branch establishment or location and for each separate type of business at a location (i.e., retail, service, professional, etc.).

Instructions for Completing an Application

Business License applications can be completed online at the [City's MyGov](#) site. You may also download the application and the related instructions on the City's [Business Licenses page](#). License fees can be paid in person at the Ukiah Civic Center, on the MyGov site or by calling Liz Frausto at (707)-463-6215.

In the process of completing the business license application, the applicant is required to:

- Estimate the gross receipts for the upcoming year. Taxes are paid in advance of anticipated gross receipts and subject to correction or confirmation by the City the following year. Once paid, license fees are non-refundable unless erroneously levied or erroneously calculated.
- Determine if your business is in the City's Parking and Business Improvement District ("B.I.D.") There is an additional fee collected for business located within the BID. This fee is used by the Main St. Program for decoration of public areas, promotion of events and promotion of businesses. The B.I.D. fee is equal to your business license tax, however the B.I.D. fee shall not exceed \$250.00 (business license fees do not have a maximum). You may call the Main St. Program at (707) 462-4705 or visit them at 200 S School Street Ukiah CA 95482 or visit their website at www.discoverukiah.com for further information regarding the use of these funds or their meeting schedules.
- Define the type of business and activities within the city.
- Indicate the date the business opened. This is the actual or projected opening date of the business or the date work will begin.
- The City collects and remits to the State of California a Disability Access and Education Fee of \$4 on each new and renewing business license. The fee is required by Government Code section 4467 (Assembly Bill 1379).

- If your business is required to have a valid state or county license, certificate or permit to operate, evidence of a valid license, certificate or permit will be required prior to the issuance of a business license. Examples include state resale certificate, health permits, contractor licenses.
- If your business sells tobacco, you will need an annual license in addition to the annual business license. The annual license fee is \$35.50.

The Review and Approval Process

Upon receipt of a completed application, the Finance Department will review your application and required documents for completeness and to determine if additional information is needed or if a Planning Department or Fire Marshall review is required. Upon acceptance of your application, an invoice will be provided detailing the fees and taxes due. Upon payment of all fees, taxes and penalties, the Finance Department will issue the annual business license.

- Planning - reviews business for permitting, zoning, signing, etc.
- Police Department - reviews business for state certification requirements and emergency contact information.

In most cases, the application can be reviewed, and a license issued within 5 business days. Depending upon the complexity of the business, staff may have questions or need additional information resulting in a delay.

Additional Information

If a business requires utility services for a non-residential site, the applicant is required to apply via a Commercial Utility Application. If you have any questions, please call Utility Billing Customer Service at 707-463-6288. Please submit the business license application before or in conjunction with the utility application.

If you have questions or need further information, please call Liz Frausto at (707)-463-6215.