



## *Welcome to the City of Ukiah's Business Community*

---

If you are a business owner for the first time, the following information may be helpful and answer some of the most frequently asked questions about starting a business.

**Fictitious Business Name Filing:** This process is completed through the Mendocino County offices located at 501 Low Gap Rd. Questions regarding filing need to be directed to the County Clerk Recorder at (707) 463-4370.

**Resale Number:** This number may be required for purchasing supplies from a wholesaler or if you are charging a sales and/or use tax. To verify if your business needs a resale number, you may obtain additional information from the State Board of Equalization at 1-800-400-7115. The nearest office is located in Santa Rosa. They are located at 50 D Street Room #230 Santa Rosa CA 95402. The State Board of Equalization requires that you obtain your Sellers permit by EREG by going to: [www.boe.ca.gov](http://www.boe.ca.gov). There you will complete the application, get your number and print your sellers permit. Please be advised that a security deposit may be required.

**Alcohol or Tobacco:** If your business will be selling alcohol or tobacco products you must contact the State Board of Equalization at 1-800-400-7115 to obtain information in order to sell any of those items. The nearest office is located in Santa Rosa. They are located at 50 D Street Room #230 Santa Rosa CA 95402.

**Alcohol Beverage Control:** You will need to contact the ABC to obtain a Liquor License. They are located at 50 D Street Room #130 Santa Rosa CA (707) 576-2493

**Health Permit:** If you are marketing a food item, a health permit is required. You may obtain these permits through the Mendocino County Environmental Health Department, 501 Low Gap Rd., Ukiah - or call (707) 234-6625. A CITY OF UKIAH BUSINESS LICENSE WILL NOT BE ISSUED UNTIL A COPY OF THE HEALTH PERMIT IS RECEIVED IN OUR OFFICE. (Pursuant to City of Ukiah Municipal Code Sections 2600 and 2602).

**Field Inspection and Application Processing Fees:** It may be necessary for the location of your business to undergo an inspection/investigation by our Planning Department, Building Inspector and Fire Marshall if your business is physically located within the City limits of Ukiah. An Application Processing Fee, in addition to the business license tax, of \$40.00 is collected at the time of application. If your business does not require a field inspection the application processing fee is \$10.00. The annual renewal administration fee is \$5.00 in addition to the Business License Tax (Municipal Code Section 2130.G).

**Business License Tax:** For most businesses the Business License Tax is based on gross receipts for one calendar year and the type of business you are operating. Gross Receipts include the total amount of sale, service or transaction. Exclusions include: 1). Cash discounts taken on sales; 2). Sales or Use Tax paid by purchaser; 3). Refunds of cash on credit; 4). Amounts collected for others as agent or trustee, to the extent paid to the person for whom collected; 5). Amounts paid by contractors to sub-contractors, provided: a). The sub-contractors are licensed, and b). Name, address, and amount of payment is furnished to the Director of Finance (Municipal Code Section 2102).

**Downtown Improvement District:** If your business is located within the downtown improvement district, there is an additional fee that is collected by the City of Ukiah with your business license fee. This fee is used by the Main St. Program for decoration of public areas; promotion of events and promotion of businesses. The Downtown Improvement District fee is equal to your business license tax, however the D.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) 462-6789 or visit them at 200 S School Street Ukiah CA 95482 or visit their website at [www.downtownukiah.com](http://www.downtownukiah.com) for further information regarding the use of these funds or their meeting schedules.

**Federal and State Identification numbers:** All new businesses employing one or more persons must apply for a State Employer's Identification number by contacting The State's Employment Development Department at: 1-888-745-3886 or visiting their website at <http://www.edd.ca.gov/>, you may also need a Federal Identification number if you are employing one or more persons, and you may contact the IRS Business Tax line at 1-800-829-1040 or visit their website at [www.irs.gov](http://www.irs.gov).

**Chamber of Commerce:** The Ukiah Chamber of Commerce is located at 309 E Perkins St Ukiah CA 95482. You may call (707) 462-4705 for membership information.

**California State Contractor's License Board:** Information about obtaining a Contractor's license or to see if you are required to have one may be found by calling: 1-800-321-2752 or by visiting their website at: [www.cslb.ca.gov](http://www.cslb.ca.gov).

**West Company:** This non-profit organization assists clients in the development of a business plan for both start-up and expansion purposes. They are located at 631 S Orchard Ave Ukiah CA 95482 (707) 467-5931.

**For further questions regarding Business Licenses, please call MuniServices LLC at 866-240-3665 or (707) 463-6202.**

**For New Business Licenses and Renewals:** Please go to: [www.revds.com](http://www.revds.com), click on Taxpayer, click on California, click on Tax Payer forms, keyword search: Ukiah

City of Ukiah  
300 Seminary Ave  
Ukiah, CA 95482  
Phone (707) 463-6202  
Fax (707) 463-6204  
[knorris@cityofukiah.com](mailto:knorris@cityofukiah.com)