



City of Riverbank Business License Information

Application Procedures

1. Complete all pages of our Business License Application. All sections must be completed.
2. The following must be submitted along with your completed application:
 - A. **\$25 One-time, Non-refundable Application Processing Fee**
 - Contractors* & Massage Therapists*** please see Note on page 2.
 - B. **Copies of Drivers' Licenses/ID Cards for all Partners listed on the Application.**
 - If your business is a corporation, please attach a listing of all the Corporate Officers to the application.
 - C. **A copy of your Fictitious Business Name Statement**
 - This may be obtained from the Stanislaus County Clerk Recorders Office located at:
1021 I Street
Modesto, CA 95354
Phone: (209) 525-5250
 - D. **A copy of your Worker's Compensation Policy** (if applicable).
 - E. **A copy of your Sellers Permit** from the CA Board of Equalization.
 - F. **Important: You may need a fire inspection at your location in order to operate your business. If a fire inspection is necessary, you will be required to pay a fire inspection fee to Stanislaus Consolidated Fire.**
3. Please submit your completed application, in person or by mail, to:

In Person: City of Riverbank Attn: Business Licenses 6617 Third Street Riverbank, CA 95367	By Mail: City of Riverbank Attn: Business Licenses 6707 Third Street Riverbank, CA 95367
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4. Please allow 3-4 weeks for approval. Once your license has been approved, the Business License Department will contact you.



City of Riverbank Business License Information

Business License Fees

The following business license fees are not due until your application has been approved:

Every person who engages in business within the City, or who has a fixed place of business inside the City, shall pay a license fee as follows:

Number of Employees	Annual Fee
Sole Proprietor	\$75
1 – 25 Employees	\$75
26 - 50 Employees	\$125
51 or More Employees	\$200
Contractors/Sub Contractors*	\$120 (or \$30 per Quarter)
Farmers' Market Fee	\$15 (June - October 1)
SB 1186 Compliance Fee**	\$4

SB 1186 COMPLIANCE**

On September 19, 2012 Governor Brown signed into law SB 1186 which adds a state fee of \$1 on any applicant for a local business license or renewal. The purpose is to increase disability access and compliance with construction-related accessibility requirements and to develop educational resources for businesses in order to facilitate compliance with federal and state disability laws, as specified. This fee is a state-mandated fee and cannot be waived for any business. This fee applies to all businesses, including home occupations, any outside company doing business within the city limits, and delivery vehicles. Effective January 1, 2018, this fee will increase from \$1 to \$4, per application and renewal.

Note:

*** Contractors/Sub-Contractors**

If you are a contractor or sub-contractor and will be performing only one job within the city limits, the application processing fee may be waived. Your license will be charged on a quarterly basis at \$30 per quarter.

***** Massage Therapy License**

Please contact the Business License Department at (209) 863-7109 for information regarding obtaining your license.



BUSINESS LICENSE APPLICATION

CITY OF RIVERBANK FINANCE DEPARTMENT

6617 THIRD ST RIVERBANK, CA 95367 (209) 863-7109 FAX (209) 869-7126

NOTE: SALES OR USE TAX MAY APPLY TO YOUR BUSINESS ACTIVITIES. YOU MAY SEEK WRITTEN ADVICE REGARDING THE APPLICATION OF TAX TO YOUR PARTICULAR BUSINESS BY WRITING TO THE NEAREST STATE BOARD OF EQUALIZATION OFFICE. FOR MORE INFORMATION CALL 1-800-400-7115 OR VISIT WWW.BOE.CA.GOV.

BUSINESS INFORMATION

Business Name: _____ Date of Application: _____

Legal Name (If Corporation): _____ Business Phone: (_____) _____

Business Address (with city state zip): _____

Service of Process Address (with city state zip): _____

(address where each applicant consents to receive Service of Process)

Business Mailing Address (with city state zip): _____

(if different than Service of Process address)

Contact Person: _____ Business Phone: (_____) _____

Contact Email: _____ Business Website: _____

Federal ID No: _____ Resale No: _____ State ID No. _____

Detailed Description of Business: _____

No. of Employees: _____ Employees in 5 years: _____ Estimated Annual Sales: \$ _____ Sales in 5 years: \$ _____

OWNERS INFORMATION

Name: _____ Phone : (_____) _____

Home Address (with city state zip): _____

Contractor State License No: _____ Expiration Date: _____

Partner Name (If applicable): _____ Phone : (_____) _____

Partner Home Address (with city state zip): _____

VEHICLE INFORMATION (Commercial vehicles used for business. Attach additional sheets if necessary)

Vehicle #1: _____ Vehicle #2: _____
Type License Number Type License Number

OFFICE USE:	APN _____	Zoning Compliance: <u>Yes/No</u>	Enterprise Zone: <u>Yes/No</u>	Special Conditions: <u>Yes/No</u>
PLANNING DEPT _____			APPROVE/DENY	DATE _____
BUILDING DEPT _____			APPROVE/DENY	DATE _____
FIRE DEPT _____			APPROVE/DENY	DATE _____
SHERRIFF'S DEPT _____			APPROVE/DENY	DATE _____
WASTE WATER TREATMENT PLANT _____			APPROVE/DENY	DATE _____
WATER DEPARTMENT _____			APPROVE/DENY	DATE _____
ADMINISTRATION _____			APPROVE/DENY	DATE _____
<u>SPECIAL CONDITIONS/COMMENTS:</u>				

WORKERS' COMPENSATION DECLARATION

WARNING: FAILURE TO SECURE WORKERS' COMPENSATION COVERAGE IS UNLAWFUL AND SHALL SUBJECT AN EMPLOYER TO CRIMINAL PENALTIES AND CIVIL FINES UP TO \$1,000,000 IN ADDITION TO THE COST OF COMPENSATION AND DAMAGES, INTEREST AND ATTORNEY'S FEES, AS PROVIDED FOR IN SECTION 3700 OF THE LABOR CODE.

I hereby affirm, under penalties, one of the following declarations:

- I have and will maintain a Certificate of Consent to self-insure for Workers Compensation as provided by Section 3700 for the duration of any business activities conducted for which this license is issued or,
- I have and will maintain Workers Compensation as required by Section 3700 for the duration of any business activities Conducted for which this license is issued.

Workers Compensation Carrier and Policy Number: Carrier _____ Policy No. _____

I certify that in the performance of any business activities for which this license is issued, I shall not employ any persons in any manner so as to become subject to the Workers Compensation laws of California. I hereby also agree, that if I should become subject to the Workers Compensation provisions of Section 3700 of the Labor Code, I shall forthwith comply with the provisions of Section 3700.

Number of Employees _____ Business Owner Signature _____

REQUEST FOR HOME OCCUPATION PERMIT

The applicant proposes to conduct the following business in their home. Title 11 of the Riverbank Code of Ordinances regulates Home Occupations. It is the intent of the following criteria to reduce the impact of a Home Occupation to the degree that its effects on a neighborhood are undetectable from normal residential activity. Additional information may be required.

PLEASE CHECK ALL OF THE FOLLOWING ACKNOWLEDGING YOUR UNDERSTANDING OF THE LIMITATIONS ON HOME OCCUPATIONS:

- Only occupants of the dwelling shall be engaged in the home occupation on the subject property. In the event of a partnership or corporation, at least one of the members must be a resident of the subject property.
- Off-site employees or partners are permitted so long as they do not work or report for work at subject property.
- The use of the dwelling for the home occupation shall be clearly incidental and subordinate to its use for residential purposes. The home occupation may be conducted in the principal dwelling or accessory structure on the subject property, provided that the area does not exceed 20% of the habitable floor area of the principal dwelling.
- There shall be no mechanical equipment or operation used which creates or makes noise, dust, odor, vibration or other effects detectable at the property line. Noise level at the property line shall not exceed 65 dBA.
- There shall be no display of products produced by the home occupation visible in any manner from the outside of the dwelling unit.
- The use shall not generate pedestrian or vehicular traffic beyond that which is normal in a residential district nor in any case require the parking of more than two additional vehicles at any one time.
- There shall be no storage of material or supplies out of doors.
- There shall be no change in the outside appearance of the building premises, or any visible evidence of the conduct of such home occupation other than one sign not to exceed two square feet.
- There shall be no advertising of a home occupation which uses the address of the location.

The following specific home occupation uses shall be permitted subject to further limitations as follows:

- (1) Beauty/Barber shops limited to one customer.
- (2) Contractors' and subcontractors' offices are permitted as home occupations. However, the storage of materials, equipment, commercial vehicles of more than one ton, nor more than one vehicle of less than one ton not normally associated with residential uses shall be prohibited.
- (3) Swimming lessons, music lessons and other similar lessons, when given to no more than three students at a time.

PLEASE CHECK ALL OF THE FOLLOWING ACKNOWLEDGING YOUR UNDERSTANDING OF THE PROHIBITED HOME OCCUPATIONS:

- Repair or reconditioning of motorized vehicles or equipment, on site.
- Manufacturing, including cabinet shops and similar uses.
- Repair or reconditioning of major household appliances, including refrigerators, freezers, clothes washers/dryers, dish washers, stoves, heating and air-conditioning equipment and lawn mowers.
- Repair or reconditioning of boats or recreational vehicles.
- Medical, Dental and Chiropractic clinics and offices.
- There shall be no delivery of merchandise to customers at the premises other than that incidental to a service conducted on the premises.

Owner: Renter: _____
APPLICANT'S SIGNATURE PROPERTY OWNER SIGNATURE (IF RENTING)

SB 1186 COMPLIANCE

On September 19, 2012 Governor Brown signed into law SB 1186 which adds a state fee of \$1 on any applicant for a local business license or renewal. The purpose is to increase disability access and compliance with construction-related accessibility requirements and to develop educational resources for businesses in order to facilitate compliance with federal and state disability laws, as specified. Per AB 1379, effective January 1, 2018, the fee will increase from \$1 to \$4.

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

PLEASE SIGN BELOW ACKNOWLEDGING YOUR UNDERSTANDING OF THE SB 1186 LAW:

Applicant Signature

Partner's Signature (if any)



BUSINESS LICENSE APPLICATION

CITY OF RIVERBANK FINANCE DEPARTMENT

6617 THIRD ST RIVERBANK, CA 95367 (209) 863-7109 FAX (209) 869-7126

Confidential Addendum

Owner Name: _____ Owner Cell Phone (_____) _____

SS # or other accepted ID* _____ DOB: _____

Driver's License No. (Attach copy) _____

Owner's Signature _____ Date: _____

Partner Name (If applicable): _____ Owner Cell Phone :(_____) _____

SS # or other accepted ID* _____ DOB: _____

Driver's License No. (Attach copy) _____

Partner's Signature: _____ Date: _____

INCORPORATED ENTITIES ONLY

PLEASE ATTACH A LISTING OF ALL CORPORATE OFFICERS

* Other accepted ID as defined per California Business and Professions Code section 16000.1

A city that licenses businesses carried on within its jurisdiction shall accept a California driver's license or identification number, an individual taxpayer identification number, or a municipal identification number in lieu of a social security number if the city otherwise requires a social security number for the issuance of a business license



BUSINESS LICENSE APPLICATION

CITY OF RIVERBANK FINANCE DEPARTMENT

6617 THIRD ST RIVERBANK, CA 95367

PHONE (209) 863-7109 FAX (209) 869-7126

Dear Applicant(s),

In an effort to stem the increasing incidence of businesses operating in violation of Planning, Building, Fire, Water or Sewer Department regulations, the City has adopted a policy of forwarding its Business License applications to those agencies or city departments for their evaluation. Those agencies or city departments will then take appropriate action toward your business as it relates to their regulations.

If you are currently operating a business or contemplate opening a business in the City of Riverbank, we would urge that you check with each department as to their specific requirements for your type, location, etc., of business before you obtain a building lease, a business license, or open for operation.

The issuance of a City of Riverbank Business License in no way assures you a continuing right to operate a business not in conformance with the regulatory provisions of the above mentioned departments or any other State or County ordinance that may apply to the operation of your type of business.

By checking with these agencies prior to any irrevocable decision on your part, you may very well save a considerable amount of money, time and trouble in getting your business into a productive stage of operation.

We would like to thank you for your anticipated cooperation in this effort and wish you a happy, healthful business climate and much success in your venture.

Sincerely,

City of Riverbank Finance Department

This letter is required to be signed by all business license applicants located in the City. This is a part of the packet to be filed with the Finance Department.

Date: _____

Signature of Applicant

Name of Business



CITY OF RIVERBANK

Finance Department

6717 Third Street, Riverbank, CA 95367
Phone: 209.863.7109 - Fax: 209.869.7126

Congratulations on your new business!

If you are a business with a commercial building, you must sign up for utility services (water & sewer). Please complete the following Utility Services Application and return it with a \$160 deposit. Proof of building ownership or occupancy with a rental/lease agreement is required.

Garbage services are provided directly through Gilton Solid Waste – 209.527.3781

Thank you,

City of Riverbank Utility Billing.



City of Riverbank – Finance Department Utility Services Application

Service Address: _____ Account# _____

New Owner Owner – Close of Escrow date: _____ Renter - Move in Date: _____

Customer Information

Primary Account Name: _____		Primary Contact # _____	
DOB: _____	DL#: _____	SSN: _____	
Secondary Account Name: _____		Secondary Contact #: _____	
DOB: _____	DL#: _____	SSN: _____	
Mailing Address: _____			
Emergency Contact: Name: _____		Phone #: _____	
Email Address: _____			

For City Use Only

(Deposit amount below)

Water Service <input type="checkbox"/> (\$60)	Sewer Service <input type="checkbox"/> (\$100)	Garbage Service <input type="checkbox"/> (\$40)
Garbage Bin Size: 30 Gal <input type="checkbox"/> 90 Gal <input type="checkbox"/> # of Bins: _____ # of Organics Bins: _____		

- I understand that water service will be furnished and used with the rules, regulations and ordinance of the City of Riverbank, and I further understand the City of Riverbank does not in any manner guarantee continuous delivery of water on demand nor does it assume any responsibility for damages which may occur due to an interruption of water delivery.
- I hereby guarantee payment of all costs of water, sewer and garbage services rendered to this property in accordance with this application and agree to immediately notify the City of Riverbank Finance Department of any changes to this account.
- If an Owner, I understand that should I decide to rent out the property I am liable for my renters utility bill should the bill go unpaid.
- If a renter, I understand that account information may be disclosed to owner if necessary.
- I understand it is my responsibility to contact the City as soon as possible when vacating the property
- I am hereby notified that a 10% penalty will be assessed to my account if payment is not received by the due date for future utility bills.

Deposit: \$ _____ Cash Charge Check# _____ Credit Established: _____

Deposit will be credited to the account after 6-consecutive billing cycles of service with no late fees and no returned checks OR to the final closing bill, whichever comes first.

Signature of applicant: _____ Date: _____

*Return to: 6617 3rd St. Riverbank, CA 95367 * Fax to: 209.869.7126 * email: utilities@rivrebank.org
Please include application, copy of driver's license, proof of occupancy and deposit payment.*



Stanislaus Consolidated Fire Protection District
3324 Topeka Street
Riverbank, CA 95367
(209) 869-7470 Phone (209) 869-7475 Fax
<http://www.scfpd.us>

April 16, 2018

Dear City of Riverbank New Business Owner or Service Provider:

A fire inspection is required as part of your City of Riverbank, business license application. Please contact the Stanislaus Consolidated Fire Protection District at 869-7470 to schedule the inspection.

To prepare for the inspection, please review the attached information. The information includes a self-inspection form that reviews many areas the Fire Prevention Specialist will be examining when he or she arrives for your inspection. The items are general requirements based on common Fire Code violations typically observed in businesses.

A fee will be assessed for fire inspections associated with the review of the business license application in order to cover the cost associated with the inspection. Effective September 9, 2017, the SCFPD adopted a new master fee schedule. Inspection fee rates are based on the several factors, for questions regarding the inspection fee level for your business or to request a copy of the master fee schedule please do not hesitate to contact Fire District staff.

The fee is required to be paid prior to final approval of the business license by the Fire District. An invoice will be sent following the initial fire inspection. Payment can be made by mail, credit card over the phone, or visiting the Stanislaus Consolidated Fire Protection District Administrative Office located at 3324 Topeka Street, Riverbank, CA 95367.

Should you have any questions or concerns please contact the Stanislaus Consolidated Fire Protection District at (209)869-7470.

Sincerely,


Timothy Sodars
Fire Marshal



SELF INSPECTION FORM



The Stanislaus Consolidated Fire Protection District believes in utilizing a proactive approach to fire prevention and life safety. The mission of the department is to protect life, environment and property. This is achieved through three fire prevention principles – Education, Engineering, and Enforcement. Our goal is to improve the safety of the citizens and visitors by providing educational tools to our customers to identify potential fire hazards to ensure the necessary corrective action is taken to mitigate the hazard.

The following Self Inspection Checklist is one educational tool for business owners and managers to identify common fire hazards to initiate action for their abatement. It is not, however, intended to take place of an official Fire District Inspection. The items below are general requirements based on common Fire Code violations typically found in most businesses. Prompt action should be taken to mitigate the hazard associated with any item marked "No" in the list to improve the safety of the building occupants.

Building Exterior		Yes	No
Address numbers are visible from the street, minimum of 4 inches high, and contrast with the background.	<input type="checkbox"/>	<input type="checkbox"/>	
Fire lanes and access roads are clear and unobstructed.	<input type="checkbox"/>	<input type="checkbox"/>	
A minimum 3 feet of clearance is maintained around fire hydrants.	<input type="checkbox"/>	<input type="checkbox"/>	
If the building is equipped with a fire sprinkler or standpipe system, the fire department connection has a clear space of at least three (3) feet around connections and caps are in place.	<input type="checkbox"/>	<input type="checkbox"/>	
Dumpster or trash containers are a minimum of five (5) feet from building opening or roof overhangs.	<input type="checkbox"/>	<input type="checkbox"/>	
Up-to-date keys are within the Knox Box.	<input type="checkbox"/>	<input type="checkbox"/>	
Building Interior		Yes	No
All exit doors are free of obstructions and unlocked during business hours.	<input type="checkbox"/>	<input type="checkbox"/>	
Aisles and exits are free of storage or obstructions.	<input type="checkbox"/>	<input type="checkbox"/>	
Stairways are free of storage.	<input type="checkbox"/>	<input type="checkbox"/>	
Exit signs and emergency lights are operational with primary and emergency power supplies.	<input type="checkbox"/>	<input type="checkbox"/>	
Each floor has one fire extinguisher for every 3,000 square feet.	<input type="checkbox"/>	<input type="checkbox"/>	
Fire extinguishers have been inspected and tagged by a licensed contractor with the last 12 months.	<input type="checkbox"/>	<input type="checkbox"/>	
Fire extinguishers are visible and accessible (not blocked)	<input type="checkbox"/>	<input type="checkbox"/>	
Storage is maintained at least 2 feet from the ceiling.	<input type="checkbox"/>	<input type="checkbox"/>	
A clear space of 30 inches is maintained in front of all electrical panels.	<input type="checkbox"/>	<input type="checkbox"/>	
Extension cords are not used in place of permanent wiring.	<input type="checkbox"/>	<input type="checkbox"/>	
Signs identifying rooms containing fire protection equipment are installed	<input type="checkbox"/>	<input type="checkbox"/>	
Fire walls are free of holes and maintained in good condition.	<input type="checkbox"/>	<input type="checkbox"/>	
Fire doors are not blocked open and are self-closing and self-latching.	<input type="checkbox"/>	<input type="checkbox"/>	
Clearance is maintained between combustible storage and ignition sources such as heaters and light fixtures.	<input type="checkbox"/>	<input type="checkbox"/>	
Special Systems		Yes	No
Fire sprinkler systems are inspected annually by a licensed contractor.	<input type="checkbox"/>	<input type="checkbox"/>	
Fire alarm systems are inspected annually by a licensed contractor.	<input type="checkbox"/>	<input type="checkbox"/>	
Kitchen fire suppression systems are inspected every six months by a licensed contractor.	<input type="checkbox"/>	<input type="checkbox"/>	
Unobstructed access is provided to all fire protection equipment.	<input type="checkbox"/>	<input type="checkbox"/>	
Storage is maintained 18 inches below sprinkler head deflectors.	<input type="checkbox"/>	<input type="checkbox"/>	
Sprinkler heads are free of paint, lint or other foreign debris.	<input type="checkbox"/>	<input type="checkbox"/>	



Do I have to have a health permit to sell food?

Yes, a health permit is required in order to sell food.

All operations that store, prepare, package, serve, vend, or otherwise provide food and beverage for human consumption at a retail level or wholesale must have a valid health permit. Raw, cooked or processed edible substance, ice, water and chewing gum are examples of food.

Stanislaus County Department of Environmental Resources issue permits that authorizes a person to operate a food facility in Stanislaus County.

What is a Food Facility?

Food facility is an operation that includes but is not limited to restaurants, bars, markets, catering, public and private school cafeterias, carts, trucks, food booths at events, cottage food operation, flea markets, produce stands, certified farmer's market and commissaries.

If you are not clear about what kind of food facility you are planning to operate, the health inspector assigned to your area can help you with that. Knowing the type of food facility operation will help you and your inspector figure out requirements, fees and type of health permit.



For further information please contact the Department for assistance at (209) 525-6700. The office is located at 3800 Cornucopia Way Suite C in the Stanislaus County Agricultural Center at the Corners of Service and Crows Landing Roads in Modesto, CA

NOTICE TO APPLICANTS FOR BUSINESS LICENSES AND COMMERCIAL BUILDING PERMITS:

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:

DEPARTMENT OF
GENERA SERVICES,
Division of the State
Architect, CASp Program

www.dgs.ca.gov/dsa

www.dgs.ca.gov/casp

DEPARTMENT OF
REHABILITATION
Disability Access Services

www.dor.ca.gov

www.rehab.cahwnet.gov/

[disabilityaccessinfo](#)

DEPARTMENT OF
GENERA SERVICES,
California Commission on
Disability Access

www.cdda.ca.gov

www.cdda.ca.gov/resources-menu/

CERTIFIED ACCESS SPECIALIST INSPECTION SERVICES

Compliance with state and federal construction-related accessibility standards ensures that public places are accessible and available to individuals with disabilities. Whether your business is moving into a newly constructed facility or you are planning an alteration to your current facility, by engaging the services of a Certified Access Specialist (CASp) early in this process you will benefit from the advantages of compliance and under the Construction-Related Accessibility Standards Compliance Act (CRASCA, Civil Code 55.51-55.545), also benefit from legal protections.

Although your new facility may have already been permitted and approved by the building department, it is important to obtain CASp inspection services after your move-in because unintended access barriers and violations can be created, for example, placing your furniture and equipment in areas required to be maintained clear of obstructions. For planned alterations, a CASp can provide plan review of your improvement plans and an access compliance evaluation of the public accommodation areas of your facility that may not be part of the alteration.

A CASp is a professional who has been certified by the State of California to have specialized knowledge regarding the applicability of accessibility standards. CASp inspection reports prepared according to CRASCA entitle business and facility owners to specific legal benefits, in the event that a construction-related accessibility claim is filed against them.

To find a CASp, visit www.apps2.dgs.ca.gov/DSA/casp/casp_certified_list.aspx.

Government Tax Credits, Tax Deductions and Financing

State and federal programs to assist businesses with access compliance and access expenditures are available:

Disabled Access Credit for Eligible Small Businesses

FEDERAL TAX CREDIT—Internal Revenue Code Section 44 provides a federal tax credit for small businesses that incur expenditures for the purpose of providing access to persons with disabilities. For more information, refer to Internal Revenue Service (IRS) Form 8826: Disabled Access Credit at www.irs.gov.

STATE TAX CREDIT—Revenue and Taxation Code Sections 17053.42 and 23642 provide a state tax credit similar to the federal Disabled Access Credit, with exceptions. For more information, refer to Franchise Tax Board (FTB) Form 3548: Disabled Access Credit for Eligible Small Businesses at www.ftb.ca.gov.

Architectural and Transportation Barrier Removal Deduction

FEDERAL TAX DEDUCTION—Internal Revenue Code Section 190 allows businesses of all sizes to claim an annual deduction for qualified expenses incurred to remove physical, structural and transportation barriers for persons with disabilities. For more information, refer to IRS Publication 535: Business Expenses at www.irs.gov.

California Capital Access Financing Program

STATE FINANCE OPTION—The California Capital Access Program (CalCAP) Americans with Disabilities Act (CalCAP/ADA) financing program assists small businesses with financing the costs to alter or retrofit existing small business facilities to comply with the requirements of the federal ADA. Learn more at www.treasurer.ca.gov/cpcf/calcap/.

FEDERAL AND STATE LEGAL REQUIREMENTS ON ACCESSIBILITY FOR INDIVIDUALS WITH DISABILITIES

AMERICANS WITH DISABILITIES ACT OF 1990 (ADA) —The ADA is a federal civil rights law that prohibits discrimination against individuals with disabilities, and requires all public accommodations and commercial facilities to be accessible to individuals with disabilities. Learn more at www.ada.gov.

CALIFORNIA BUILDING CODE (CBC)—The CBC contains the construction-related accessibility provisions that are the standards for compliant construction. A facility's compliance is based on the version of the CBC in place at the time of construction or alteration. Learn more at www.bsc.ca.gov.

Please sign below that you have read and acknowledge the above:

Signature

Date

Handyman General Requirements

Is anyone exempt from the requirements to be licensed?

Yes. Here are some of the exemptions:

- Work on a project for which the combined value of labor, materials, and all other costs on one or more contracts is less than \$500 falls within the minor work exemption. Work which is part of a larger or major project, whether undertaken by the same or different contractors, may not be divided into amounts less than \$500 in an attempt to meet the \$500 exemption. Until January 1, 2005, unlicensed contractors were required to provide a purchaser a written disclosure stating that they are not licensed by the CSLB. This disclosure is no longer required;
- An employee who is paid wages, who does not usually work in an independently established business, and who does not have direction or control over the performance of work or who does not determine the final results of the work or project;
- Public personnel working on public projects;
- Officers of a court acting within the scope of their office;
- Public utilities working under specified conditions;
- Oil and gas operations performed by an owner or lessee;
- Owner-builders who build or improve residential structures on their own property if they either do the work themselves or use their own employees (paid in wages) to do the work. This exemption is only valid if the structure is not intended to be offered for sale within one year of completion;
- Owner-builders who build or improve residential structures on their own property if they contract for the construction with a licensed contractor or contractors. This exemption is applicable only if no more than four of such structures are offered for sale in any one calendar year;
- Owner-builders who improve their main place of residence, have actually resided there for one year prior to completion of the work, and who complete the work prior to sale. This exemption is limited to two structures within a three-year period;
- Sale or installation of finished products that do not become a fixed part of the structure;
- A seller of installed carpets who holds a retail furniture dealer's license but who contracts for installation of the carpet with a licensed carpet installer;
- Security alarm company operators (licensed by the Bureau of Security and Investigative Services) who install, maintain, monitor, sell, alter, or service alarm systems (fire alarm company operators must be licensed by the CSLB); and
- Persons whose activities consist only of installing satellite antenna systems on residential structures or property. These persons must be registered with the Bureau of Electronic and Appliance Repair.

What happens if I contract without a license?

A contractor's license is not necessary as long as you don't advertise yourself as a licensed contractor and never contract for jobs costing \$500 or more, including labor and materials.

The Contractors State License Board has established statewide investigative fraud teams that focus on unlicensed contractors and the underground economy. To curtail illegal contracting activities, these units conduct stings and sweeps which are publicized to ensure maximum consumer education.

Contracting without a license is usually a misdemeanor, carrying a potential sentence of up to six months in jail and/or a \$500 fine, and a potential administrative fine of \$200 to \$15,000. Subsequent violations increase criminal penalties; if there is a prior conviction for contracting without a license, a fine of 20 percent of the contract price of the work performed, or a \$4500 fine shall be imposed. Also, the unlicensed contractor shall be confined to jail for no less than 90 days.

Felony charges may be filed against those who contract without a license for any project that is covered by a state of emergency or disaster proclaimed by the Governor of California or the President of the United States. Felony convictions may result in a state prison term as specified by the court.

During fiscal year 2003-04 the CSLB filed 1,515 nonlicensee citations and referred 1,057 non-licensees to the District Attorney.

Please sign and date acknowledging you have read and understood the above.

Print name: _____

Date: _____

Sign name: _____

AB1826

Mandatory Organics Recycling



New organic recycling requirements has been phased in over several years to help meet the state goal to recycle 75 percent of its waste by 2020.

What is Organic Waste?

Organic waste includes food waste, green waste, landscape and pruning waste, non-hazardous wood waste, and food soiled paper waste that is mixed in with food waste.

Businesses, including public entities, and multi-family complexes* of 5 units or more are required to recycle their organic waste on and after January 1, 2019 that meet **4 cubic yards of commercial solid waste per week.**

*Multi-family premises are only required to recycle landscaping waste.



Businesses can meet the mandatory organics recycling requirements through any of the following:

- Separate organic waste from other waste and subscribe to an organic waste recycling service that includes collection and recycling of organic waste.
- Recycle your organic waste on-site or self-haul the organic waste for recycling.
- Make other arrangements consistent with the existing right to sell or donate the recyclable organic waste material.

Locations that will accept organic waste:

Glton Resource Recovery Composting Facility:	800 S. McClure Road, Modesto, CA	(209) 527-3781
Recology Blossom Valley Organics:	6133 Hammett Court, Modesto, CA	(209) 545-7718
City of Modesto Co-Compost Project:	7001 Jennings Road, Modesto, CA	(209) 538-2557
Recology Blossom Valley Organics:	3909 Gaffery Road, Vernalis, CA	(209) 833-3392

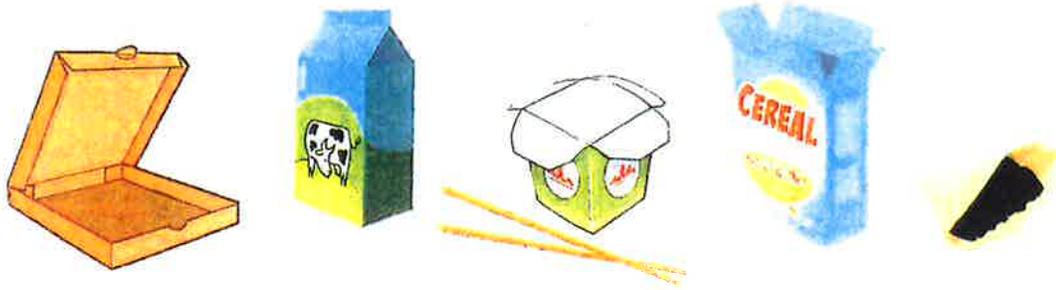


For more information about AB1826, visit the CalRecycle website: <https://www.calrecycle.ca.gov>



Examples Of What Can Go In A Compost Bin

Check with your specific hauler for what can go in the Compost Bin



SOILED PAPER



FOOD SCRAPS



PLANTS

NO PLASTIC BAGS!

SOILED PAPER

- Coffee filters
- Greasy pizza boxes and paper bags
- Paper cups and plates
- Paper ice cream containers (metal rim is OK)
- Paper napkins, tissues and paper towels
- Paper take-out boxes and containers
- Waxy paper milk and juice cartons (no foil liner)

FOOD SCRAPS

- All fruits and vegetables (pits and shells too)
- Coffee grounds and paper filter
- Dairy products (no liquids)
- Eggshells and eggs
- Leftovers and spoiled food
- Meat (including bones)
- Seafood (including shellfish)

PLANTS

- Branches and brush
- Flowers and floral trimmings
- Grasses and weeds
- Leaves
- Tree trimmings

OTHER

- Bags labeled "Compostable" only
- Corks — natural
- Cotton balls/cotton swabs with paper stems (non-synthetic/colored)
- Plastic clearly labeled "Compostable"
- Vegetable wood crates (metal wire OK)
- Waxed cardboard and paper
- Wood - small pieces of clean wood/sawdust (no plywood/pressboard/painted/stained/treated)
- Wooden chopsticks, coffee stirrers, toothpicks





REUSE • RECYCLE • REUSE

WHAT YOU NEED TO KNOW ABOUT Business & Multi-Family RECYCLING

Why Recycle?

- State law now requires all businesses and multi-family units that generate 4 or more cubic yards of waste weekly to recycle.
- Recycling may provide opportunities to save money.
- Recycling helps conserve resources and extends the life of California's landfills. It also helps create a healthy environment for our community and future generations.

How To Get Started

- It's easy to recycle at your complex or business. Make sure your business or manager has arranged for recycling services (see below for more information).
- Use the list on the other side of this flyer to help employees and residents learn what items can be recycled.
- Separate recyclable items from the trash.
- Place your recyclable items in external recycling containers for collection.
- Note: any business or individual may donate, sell and/or otherwise arrange for pickup of recyclable materials.

Where To Go For More Information

To learn more, call (209) 525-6700, Stanislaus County Environmental Resources or visit www.calrecycle.ca.gov/recycle/commercial

Contact:

Gilton Solid Waste (209) 527-3781

Visit:

www.stanislausrecycles.org for more information from Stanislaus County Department of Environmental Resources

For additional general information about recycling and waste reduction, visit the California Department of Resources Recycling and Recovery (CalRecycle) at: www.calrecycle.ca.gov



WHAT YOU NEED TO KNOW ABOUT

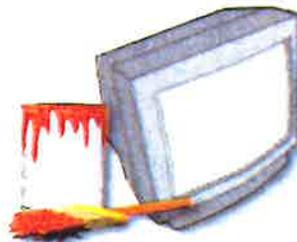
Business & Multi-Family Recycling



Types of Material to Recycle

- Clean, dry paper
- Cardboard and chipboard
- Plastic and glass bottles and jars
- Metal and aluminum cans
- Metal containers and empty aerosol cans
- Plastic bags and dry cleaner bags

DON'T PUT In the Recycling Bin



- Broken glass
- Contaminated or wet paper
- Plastic hangers

- Rubber tires
- Hazardous waste - paint, batteries, antifreeze, pesticides, cleaning products, appliances, cell phones, TVs, computer monitors

- Do not place rubber tires or hazardous waste in recycling bins.



For information on proper disposal or recycling of these materials, go to: www.stanislausrecycles.org

Don't Trash Stanislaus County! Recycle Bottles and Cans.



Only Rain Down the Drain!

Stormwater pollutants find their way into where we fish, what we drink and where we swim. Everything that goes into our storm drains makes its way straight to our river and streams and stormwater pollution is our biggest source of water pollution.

It All Adds Up. It All Comes Back. You Are The Solution To The Pollution!



Home Occupation

Information, Criteria & Prohibited Uses

153.265 APPLICATION.

Applications for home occupations are administered by the Planning Department and may exist in any residential district.

(`67 Code, § 6-4-1) (Ord. 92-07, passed 7-13-92)

§ 153.266 CRITERIA.

It is the intent of the following criteria to reduce the impact of the home occupation to the degree that its effects on the neighborhood are undetectable from normal and usual residential activity:

(A) Only occupants of the dwelling shall be engaged in home occupation on the subject property. In the event of a partnership or corporation, at least one of the members must be a resident of the subject property.

(B) Off-site employees or partners are permitted so long as they do not work or report for work at subject property.

(C) The use of the dwelling for the home occupation shall be clearly incidental and subordinate to its use for residential purposes. The home occupation may be conducted in the principal dwelling or accessory structure on the subject property, provided that the area does not exceed 20% of the habitable floor area of the principal dwelling.

(D) There shall be no mechanical equipment or operation used which creates or makes noise, dust, odor, vibration or other effects detectable at the property line. Noise level at the property line shall not exceed 65 dBA.

(E) There shall be no display of products produced by the home occupation visible in any manner from the outside of the dwelling unit.

(F) The use shall not generate pedestrian or vehicular traffic beyond that which is normal in a residential district nor in any case require the parking of more than two additional vehicles at any one time.

(G) There shall be no storage of material or supplies out of doors.

(H) There shall be no change in the outside appearance of the building premises, or any visible evidence of the conduct of such home occupation other than one sign not to exceed two square feet.

(I) There shall be no advertising of a home occupation which uses the address of the location.

(J) The following specific home occupation uses shall be permitted subject to further limitations as follows:

(1) Beauty/barber shops limited to one customer.

(2) Contractors' and subcontractors' offices are permitted as home occupations. However, the storage of materials, equipment, commercial vehicles of more than one ton, nor more than one vehicle of less than one ton not normally associated with residential uses shall be prohibited.

(3) Swimming lessons, music lessons and other similar lessons, when given to no more than three students at a time.

(`67 Code, § 6-4-2) (Ord. 92-07, passed 7-13-92)

§ 153.267 PROHIBITED USES.

The following uses are expressly prohibited as home occupations:

(A) Repair or reconditioning of motorized vehicles or equipment, on site.

(B) Manufacturing, including cabinet shops and similar uses.

(C) Repair or reconditioning of major household appliances, including refrigerators, freezers, clothes washers/dryers, dish washers, stoves, heating and air-conditioning equipment and lawn mowers.

(D) Repair or reconditioning of boats or recreational vehicles.

(E) Medical, dental and chiropractic clinics and offices.

(F) There shall be no delivery of merchandise to customers at the premises other than that incidental to a service conducted on the premises.

(`67 Code, § 6-4-3) (Ord. 92-07, passed 7-13-92)

Please sign and date to acknowledge you have read the above and understand the requirements for a home occupation business license. If we for any reason find you are not operating to the above requirements we will revoke your business license and/or fines may apply.

Name

Date

Our Services



Underground Storage Tank (UST) program Plan Check, reviews and permits UST construction, upgrades, modifications, and/or removals



California Environmental Reporting System (CERS) help, assists facility owner/operators with completing and submitting required information into CERS.



Community Outreach, conducts outreach through education; hosts free training workshops for regulated community and participates in other events



Hazardous Materials Emergency Response, provides technical assistance in the response and mitigation of chemical-related emergencies during and after business-hours.

Who is Subject to Regulation?



Any facility that stores hazardous materials on site in reportable quantities; generates, treats or stores hazardous waste or medical waste; stores hazardous materials or wastes in aboveground or underground storage tanks may be subject to regulation by the CUPA, inclusive of all inspections and fees.

Step 01

If you are a new business, reach out the Stanislaus County HMD at (209) 525-6700 to inquire if your business will be subject to regulation.

Step 02

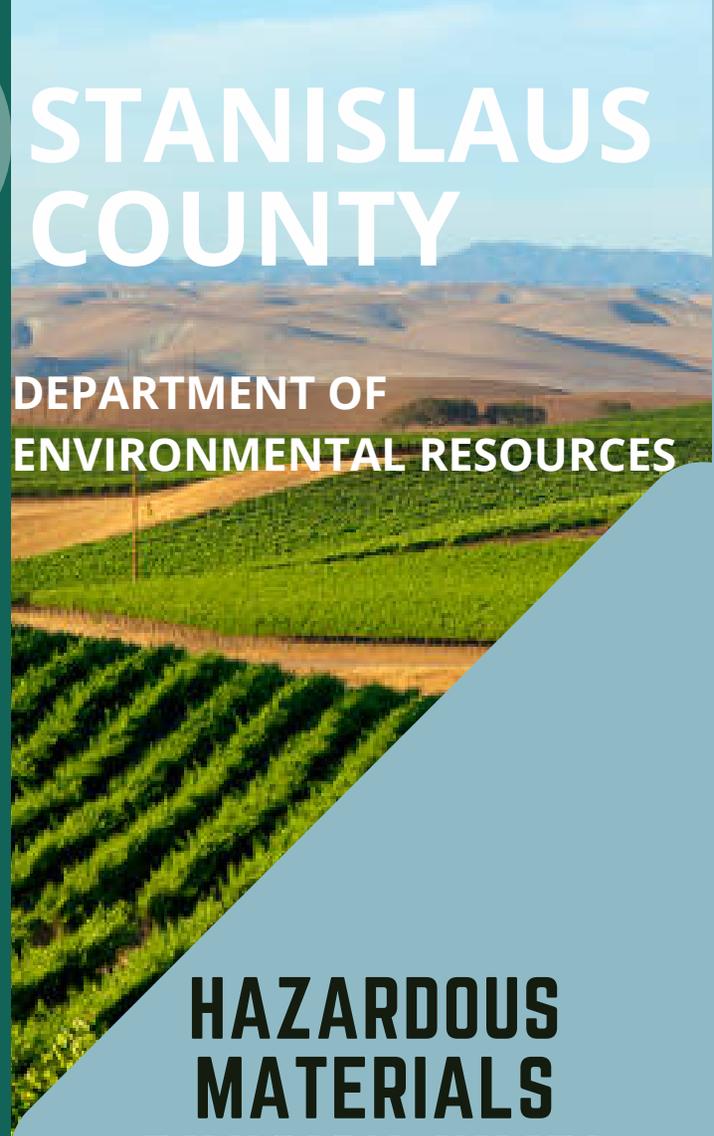
If your business is determined subject to regulation, complete electronic CERS submittals and pay fees.

Step 03

Receive initial CUPA inspection(s).

STANISLAUS COUNTY

DEPARTMENT OF ENVIRONMENTAL RESOURCES



HAZARDOUS MATERIALS DIVISION (HMD)



Who We Are

- The Hazardous Materials Division (HMD) administers the Certified Unified Program Agency (CUPA) programs through regulation and education of facilities subject to one or more of the Unified Programs
- **HMBP:** Hazardous Materials Business Plan
- **HWG:** Hazardous Waste Generator
- **UST:** Underground Storage Tank
- **APSA:** Aboveground Petroleum Storage Tank Act
- **CalARP:** California Accidental Release Prevention Program

Mission

We protect our community by promoting a safe and healthy environment.

Vision

Supporting our mission through a balance of science, education, partnerships and environmental regulation

Compliance is Easy!

Contact our Department if your facility does either of the following:

- Generates or treats hazardous waste or medical waste in **any amount**
- Stores or handles hazardous materials at or above
 - 55 gallons of a liquid;
 - 500 pounds of a solid;
 - 200 cubic feet of compressed gas

FAILURE TO DO SO MAY RESULT IN VIOLATION

Contact Us



+1 209-525-6700



<https://www.stancounty.com/er/hazmat/>



**3800 Cornucopia Way
Suite C
Modesto, CA 95358**

Mon - Fri: 7:30 am - 5:00 pm