



APPLICATION PROCESS

STEP 1

INITIAL CONSULTATION

Applicants are encouraged to consult with Community Development Department staff prior to submittal of an application.

STEP 2

APPLICATION SUBMITTAL

FEE

A list of current fees are available at the Community Development Department (Planning Counter) or on the Community Development Department website. The following forms of payment are accepted:

- Cash
- Credit card (processing fee of \$1.35 or 2.29%, whichever is greater, applies)
- Debit card (processing fee of \$1.35 applies)
- Check (made payable to San Joaquin County Treasurer)

FORM

One (1) copy of the completed application

HAZARDOUS MATERIALS

One (1) copy of a completed Hazardous Materials Disclosure Survey form

- Application may be submitted electronically by emailing the completed form to planning@sigov.org.
- After acceptance of the submittal, payment instructions will be sent via email.

STEP 3

APPLICATION PROCESSING

REVIEW

The Community Development Department - Planning Division will review your application, and process your payment. The application will be routed through the following departments for review and/or inspection:

- Community Development Department - Building Division
- Environmental Health Department
- Applicable Fire Department
- Department of Public Works
- Mountain House Community Services District (*for Mountain House licenses only*)

CORRECTIONS

Any corrections resulting from review and/or inspection by the above listed departments must be completed prior to the finalization of the Business License application. This application can remain active for a maximum of 180 days. If all corrections have not been completed within 180 days, the application will expire.

STEP 4

LICENSE ISSUANCE

OFFICIAL LICENSING

Upon completion of the department review (minimum 15 days), the Community Development Department will forward the license information to the Treasurer-Tax Collector for issuance. A yearly renewal will be required. For information regarding renewals, please contact the Treasurer-Tax Collector at (209) 468-2133.

EXEMPTION

BUSINESS TAX ASSESSMENT

VETERAN

Business Tax Assessment exemption: Veterans who meet the criteria listed below may be exempt from paying the business tax assessment if:

- The applicant was honorably discharged.
- The applicant is requesting a license to hawk, peddle or vend any good, wares, or merchandise owned by him/her, except for liquor.
- The business is solely owned by the veteran.

Visit the Treasurer-Tax Collector's Office at 44 N San Joaquin Street, Stockton, (209) 468-2133, to complete a waiver and provide a copy of your DD214 Certificate of Release or Discharge from Active Duty.



SAN JOAQUIN
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FILE NUMBER: _____

FOR STAFF USE ONLY	Response Due Date:
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Business Information		Applicant Information					
Business (DBA) Name:		Name:					
Mailing Address:		Mailing Address:					
Phone:		Phone:					
Email:		Email:					
Property Information							
Assessor Parcel Number	Property Address		City		Cross Street		
Business Details							
Description of Business:							
Type of Organization: <input type="checkbox"/> Single Owner <input type="checkbox"/> Partnership <input type="checkbox"/> Corporation <input type="checkbox"/> Other:							
Does the business include the sale of firearms? <input type="checkbox"/> Yes <input type="checkbox"/> No							
Number of Employees		Hours of Operation		Water Service		Sewer Service	
Full Time	Part Time			Public	Private (on-site)	Public	Private (on-site)
				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

NOTE: ANY CHANGE OF OCCUPANCY MAY REQUIRE BUILDING IMPROVEMENTS AND NECESSARY BUILDING PERMITS.

AUTHORIZATION SIGNATURES

I, the Owner/Applicant/Agent, agrees to indemnify, defend (with counsel reasonably approved by County), and hold harmless the County and its officers, officials, employees, agents, boards and commissions (collectively "County") as follows:

1. INDEMNITY:

- A. From and against any and all claims, demands, actions, proceedings, lawsuits, losses, damages, judgments and/or liabilities arising out of, related to, or in connection with the application and applied for project or to attack, set aside, void, or annul, in whole or in part, an approval of the applied for project by the County, the adoption of environmental review documents related to the applied for project, and any related development approvals or project conditions for the applied for project (hereinafter "Claim");
- B. For any and all costs and expenses incurred by the County on account of any Claim, except where such indemnification is prohibited by law, including but not limited to damages, costs, expenses, attorney's fees, or expert witness costs that may be asserted by any person or entity, private attorney general fees claimed by or awarded to any party against the County, and the County's costs incurred in preparing an administrative record which are not paid by the petitioner.
- C. Except as to the County's sole negligence or willful misconduct.

2. DEFENSE:

- A. The County may participate or direct the defense of any Claim. The County's actions in defense of any claim shall not relieve me of any obligation to indemnify, defend, and hold harmless the County.
- B. In the event of a disagreement between County and me regarding defense of any Claim, the County shall have the authority to control the litigation and make litigation decisions, including, but not limited to, the manner in which the defense is conducted.
- C. If I fail to promptly assume the defense of any Claim or to promptly employ counsel reasonably satisfactory to the County, then County may utilize the Office of the County Counsel or employ separate outside counsel to represent or defend the County, and I shall pay the reasonable attorneys' fees and costs of such counsel.

I, the Owner/Applicant/Agent, affirm all the information above is true and correct, under penalty of perjury.

Print Name: _____ Signature: _____ Date: _____

FOR STAFF USE ONLY

General Plan Designation:		Zoning Designation:		Use Type:	
Department	Approved	Denied	Signature		Date
CDD: Planning Division					
Building Division					
Enforcement Division					
Fire District/Warden: _____					
Environmental Health Department					
Department of Public Works					
MHCSD (if applicable)					
License approved for:					
History:					
Finalized by:					Date



SAN JOAQUIN
— COUNTY —

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COUNTY OF SAN JOAQUIN

Environmental Health Department

1868 E Hazelton Avenue
Stockton, California 95205
Telephone (209) 468-3420
FAX (209) 468-3433
Website: www.sjgov.org/ehd

HAZARDOUS MATERIALS DISCLOSURE SURVEY

Please read the information on the reverse side before completing this survey form. A separate survey for each business name and/or address in San Joaquin County is required.

Business

Name: _____

Business Owner(s)

Name: _____

Telephone: _____

Business

Address: _____

Mailing Address (if different from
above): _____

Nature of

Business: _____

Fire District: _____

Q1. Yes No Does your business handle a hazardous material in any quantity at any one time in the year? See the definition of hazardous material on the back of this form. If your answer is No," go to Question 4.

Q2. Yes No Does your business handle a hazardous material, or a mixture containing a hazardous material in a quantity equal to or greater than 55 gallons, 500 pounds, or 200cubic feet at any one time in the year?

If "Yes," how long have you handled these materials at your business? _____

If "Yes," check any of the following conditions that applies to your business.

A. The hazardous materials handled by this business is contained solely in a consumer product, packaged for direct distribution to, and use by, the general public.

B. This business is a health care facility (doctor, dentist, veterinary, etc.) and uses only medical gases.

C. This business operates a farm for purposes of cultivating the soil, raising, or harvesting an agricultural or horticultural commodity.

Q3. Yes No Does your business handle an **acutely hazardous material**? See definition on reverse side of this form.

Q4. Yes No Is your business within 1,000 feet of the outer boundary of a school (grades K-12)?

I have read the information on this form and understand my requirements under Chapter 6.95 of the California Health and Safety Code. I understand that if I own a facility or property that is used by tenants, that it is my responsibility to notify the tenants of the requirements which must be met prior to issuance of a Certificate of Occupancy or beginning of operations. I declare under the penalty of perjury that the information provided on this disclosure survey is true and accurate to the best of my knowledge.

Owner or Authorized Agent:

_____ Date: _____
Print Name

_____ Title: _____
Signature

SAN JOAQUIN COUNTY HAZARDOUS MATERIALS PROGRAM

This survey form is intended to identify businesses, which need to comply with the hazardous materials emergency planning and reporting requirements of Chapter 6.95 of the California Health and Safety Code. This statute requires businesses, which handle hazardous materials to prepare emergency plans for their employees' use in an emergency. Businesses must submit a copy of this plan, along with annual inventory of their hazardous materials, to public agencies for use in protecting emergency responders and the public. In San Joaquin County, the Office of Emergency Services (OES) has been designated to administer this program. Should you have any questions on this program or this form, please call that office at (209) 468-3969.

Please consider the following guidelines when completing the questions on the front of this form.

Question 1:

The law defines "**hazardous material**" for purposes of this program as any material that, because of its quantity, concentration, or physical or chemical characteristics, poses a significant present or potential hazard to human health and safety or to the environment if released into the work place or the environment. This includes, but is limited to, fuels, petroleum products, paints, propane, oxygen, ammonia, chlorine, pesticides, fertilizers, and hazardous wastes. Answer "Yes" if you use a material that meets that definition in any quantity at least once in the year. If you are unsure, contact our office at (209) 468-3969 for assistance. If you answer "No" and at a later date your business, or a tenant on your property, begins handling hazardous materials, you must inform the Office of Emergency Services within 30 days.

Question 2:

If you answer "Yes," you must meet the requirements of Chapter 6.95 of the California Health and Safety Code. Our office will be contacting you to provide assistance. These requirements must be met prior to issuance of a certificate of occupancy.

If you answer "No," our office may conduct an inspection after you begin operations to verify your exemption.

The statutes establish some modified requirements or program exemptions for certain uses of hazardous materials. If you answered "Yes" to questions 1 and 2, determine whether your business meets one of the following conditions. Then mark the appropriate boxes on the front of this form. Our office will contact you to make a final determination of these exemptions.

- A. Retail Exemption: Products packaged for direct distribution to the general public are exempt from the program. This exemption may not apply if 1) the quantity handled creates an unacceptable public hazard; 2) the material is being used directly by the business as part of its operations in addition to being sold to the general public; or 3) the general public does not have ready access to the product as it is stored by the business, e.g., in a warehouse.
- B. Medical Exemption: Medical offices which use only oxygen and/or nitrous oxide in quantities less than 1,000 cubic feet are required to meet modified requirements.
- C. Farm Exemption: Farms, as defined in the question, must meet modified program requirements. The definition of farm in the law does not include businesses providing commercial pest control services, fertilizer application services, product processing services, or packing shed services for farmers. Farms qualifying for exemption are still required to submit an annual chemical inventory and fee to the County Agricultural Commissioner's Department along with other requirements. Please contact the County Agricultural Commissioner's Department for further information. Businesses operating a commercial business in addition to a farm as defined must comply with the HMMP program for those materials associated with the commercial business.

Question 3:

The Federal and State governments have defined approximately 366 chemicals as "Acutely Hazardous Materials" (AHM). The most common "AHMs" used in the County include chlorine, ammonia, sulfuric acid, methyl bromide, acrolein, sulfur dioxide, formaldehyde, nitric acid, vinyl acetate monomer, hydrogen peroxide, and many types of pesticides. Answer "Yes" if you use any of these specific chemicals in any quantity at any one time of the year. Call our office for assistance if you are unsure.

Question 4:

Answer "Yes" if the boundary of your property or facility will be within 1,000 feet of the boundary of a school (K thru 12).

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
GENERSERVICES,
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
GENERSERVICES,
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.

DISABILITY ACCESS REQUIREMENTS AND RESOURCES

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/cpcfca/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.



Do You Use A Commercial Device In Your Business?

What is a commercial device: It is any weighing, measuring or counting device used in any manner during a transaction to buy or sell any product.

Examples include stores selling meat or produce by weight, CRV recyclers, gas stations, mobile home parks and apartments that submeter utilities, farmers markets with scales, gold buyers, taximeters, just to name a few. If you are using a commercial device in your business to determine a price that is paid or charged to you or your customer, what do I need to know?

By state law you must:

- Use a type approved “legal for trade” device for all commercial transactions,
- Register these devices with your local county Weights & Measures office,
- Be inspected by a Weights & Measures official annually,
- Maintain these devices in good working order to ensure accurate and consistent transactions,
- Conduct all transactions with the device in full view of both the buyer and the seller,
- If you take over or purchase a business with commercial devices, please register the new ownership with the county.



For more information and to register your device, call the San Joaquin County Department of Agriculture / Weights and Measures office at: (209) 953-6050.

Website: <https://www.sjgov.org/departments/agcomm/weights-measures>