

Community Development Department

Planning · Building · Code Enforcement · Fire Prevention

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PROCESSING GUIDE Business License Applications

To apply for a Business License application (including Business Licenses, Home Occupations, Cottage Food Business Licenses, Massage Establishment Business Licenses, and Secondary Business Licenses) in San Joaquin County's new Online Permitting System (a.k.a. "Accela," Accela Citizen Access," or "ACA"), please follow the steps below.

1. Navigate to: <u>permits.sjgov.org</u> then to "Treasurer – Tax Collector under to "Departments" tab. Hover over "Treasurer – Tax Collector" then select "Business License"



2. Once you are on the Business License page, read through the information and click on "Applications" at the bottom of the page to proceed with an application.

	Residents Departments Cannabis Contact Us	
	Home / Departments / Treasurer - Tax Collector / Business License	
	Business License	
	The San Joaquin County Ordinance §7-1000 states "No person shall maintain, conduct or carry on a business, whether	
	incorporated city, without first obtaining a license to operate [] Furthermore, no person shall establish a new or	
	additional business use of any building, or participate in a change of business ownership without first obtaining a new license to operate "	
	You should only get a Rusiness License from San Leaguin County if the physical leagtion of your husiness is in the	
-	unincorporated area of the County. If your business is located in one of the incorporated cities you should obtain a	
	business license from that city.	
	<u>City of Stockton Business License</u>	
The second	<u>City of Tracy Business License</u> City of Lodi Business License	
	<u>City of Manteca Business License</u>	
	<u>City of Lathrop Business License</u> City of Escalon Business License	
	<u>City of Ripon Business License</u>	
	Applications Renewals Amendments	
		_

3. Select the applicable Business License application.



- \rightarrow **General License** includes:
 - Business Licenses
 - Secondary Licenses (chair in salon, etc.)
 - Cottage Food License
- → *Home Occupancy* includes home-based business (not including Cottage Food, see General License)
- \rightarrow **Massage-Bodywork** includes all business licenses related to a massage establishment.
- 4. After the application type is selected, sign in to your account and agree to the terms of use to move forward with an online application.

Apply for General	Il License Apply for Home Occupancy License	Sign In Username or email: *
	After the application type is selected, sig into an account. Though other counties a cities use Accela, this portal is unique to s	n PASSWORD: * and Forgot Password? San SIGN IN
	new account if you do not have one for S	JC.
Communications via Communications made agencies, officers, em of its agencies, officer regulations. Additiona	ia Web Site de through e-mail and messaging systems shall in no way be deem of to c nployees, agents, or representatives, with respect to any existing or potent rs, employees, agents, or representatives, where notice to the Agency is re ally, no communications made through e-mail or messaging systems shall	onstitute legal notice to the Agency or any of its ial claim or cause of action against the Agency or any equired by any federal, state or local laws, rules or be deemed to be legal or professional advice.
Continue Application	epted the above terms.	

5. Business Licenses can only be issued to locations within San Joaquin County's jurisdiction. Search by APN or address to find the County location for the License.

Parcel	Business Address
Parcel Number: Lot: Block: Subdivision:	* Street No.: Direction: * Street Name:
Legal Description:	Unit Type: Unit No.: Fraction:
spell check	City. State. ∠ip.
Search Clear	Search

Owner	
Owner Name: Address Line 1: Address Line 2:	Confirm the right parcel is selected by reviewing the ownership info. If the property recently transferred ownership, this may continue to reflect previous ownership. Then click "Continue Application"
Address Line 3:	Continue Application »

After the parcel or address is found, the owner information will populate for confirmation.

6. Once the location is selected, complete applicant information.

Property and Contacts Contact Information	
In this page, fill in information for all contacts related to this application. Make sure the contact information is complete and	If you are the applicant, click "Select
Applicant: This information pertains to the person/organization requesting the Development Agreement Commerical Cann	from Account " or click "Add New" to
An Authorized Agent may submit this application on behalf of the Applicant. Please add contact information of the authoriz	identify a different applicant.
Applicant	
Provide contact information for all parties associated with this application, (i.e. Architect, Engineer, Design	er, Property Owner),
To add new contacts, click the Select from Accourses Add New button. To edit a contact, click the Edit link.	
Select from Account Add New Look Up	
Select Contact from Account	×

Select a contact to attach t If the contact has multiple	to this application. addresses, you ca	n select which to use in the next ste	ep.
Showing 1-2 of 2			
Category	Туре		
 Associated Contact 	Individual		
 Associated Owner 			
Continue Discar	rd Changes		If you "Select from Account" you can either pick the property owner or the person associated with the account. Associated Contact: Pulls from ACA account Owner: Pulls for owner info on file

7. After the Contact is selected, you can fill out the application form.

General Information				* indicate:	s a required field.
General Information					
Business Owner:				All fields noted	with an * are
* Business Ownership Type:		Select	•	required to pro online applicati	ceed with th
Other Ownership Type:				all fields are red	quired for
				processing and	must be fille
		spell check	le le	in with the best	t available
* Doing Business As (DBA) Nam	e:			information. Ar	ıy blank field
Water Service:		Select	•	may result in a	delay in
Sewer Service:		Select	•	review.	
Is this License related to anothe	r License?:	○ Yes ○ No			
If so, please enter the License n	umber:				

8. Once the application fields are completed, and you have clicked "Continue Application," you will be prompted to upload the required documents. For a business license, the following forms are required:

Indemnity Form	These forms can be found in the "Documents" tab. See Note on Step	
Attachment		
he maximum file size allowed is 500 MB. ide;adp;bat;chm;cmd;com;cpl;exe;hta;htm;html;ins;isp;jar;js;jse;lib;lnk;mde;mht;mhtml;msc;msp;mst;php;pif;s ipload.	cr;sct;shb;sys;vb;vbe;vbs;vxd;wsc;wsf;wsh are disallowed file types to	
Name Type Size Latest Update Action No records found.	ion, you may be required to submit additional documents prior to approval.	

File: Auth Form.docx 100% * Type: Select	After files and selected. Fo which file is Hazardous N	r files are added, the document type must be cted. For a Business License, you must distinguish ch file is the Indemnity Form and which file is the ardous Materials Disclosure Form.	
spell check Save Add Remove All		After the file types are designated, the documents must be "Saved" otherwise th will be an error when "Continue Application is clicked. Save, then continue.	ere on"
Save and resume later		Continue Applicati	on »

9. After documents are added, a summary page will be displayed. At this time, you can go back into the application to fix errors if necessary. If the application is complete, and ready for submittal clicking "Continue Application" will finalize the application.

Ge	eneral Business License App	lication					
1	2 General Information	3 Documentation	4 Review	5 Pay Fees	6 Reco	rd Issuance	
Re	eview						
Γ	Save and resume later				To edit	any fields, click	on
Plea	ase review all information below. C	lick the "Edit" buttons to make char	nges to sections or "Continue A	pplication" to move on	"Gener	al Information" t	to
Re	ecord Type				return	to the applicatio	n
Ger	neral Business License Application				page.		
Bu	usiness Address					Edit	
_							
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On he Or INE Fro nnec Sounty. plied awar	wner wner/Applicant/Agent agre rees, agents, boards, and co DEMNITY: or and against any and all c tion with the application ar the adoption of environm I for project (hereinafter "CL r any and all costs and expe to damages, costs, expense rded to any party against th ecking this box. Lagree to th	es to indemnify, defend (wir mmissions (collectively "Co claims, demands, actions, pr id applied for project or to a ental review documents rela aim"); nses incurred by the County s, attorney's fees, or expert e County, and the County's he above certification	th counsel reasonably ap unty") as follows: oceedings, lawsuits, loss attack, set aside, void, or ated to the applied for pr y on account of any Clai witness costs that may t costs incurred in prepari	proved by County), and h es, damages, judgments a annul, in whole or in part, oject, and any related dev m, except where such inde e asserted by any person ng an administrative recor	old harmless the Co nd/or liabilities aris an approval of the elopment approval emnification is proval or entity, private at rd which are not pa	Edit Dounty and its officers, officials, ing out of, related to, or in applied for project by the s or project conditions for the nibited by law, including but no torney general fees claimed by id by the petitioner.	t

10. When the application is submitted you will get an alert with a green check mark, and you will be assigned a Business License Application number:

Receipt/Record issuance Receipt	
Your application(s) has been successfully submitted. Please print your record(s) and retain a copy for your records.	
GENBUSA-24- 00027	Copy Record

- 11. After the application is submitted, staff will review it for completeness. If staff needs more information, they will provide communications through Accela and via phone. Once complete, you will receive an invoice through Accela to be paid. The application review cannot continue until the fee is paid. Payment can be made online or at the public Community Development Department counter at 1810 E. Hazelton Avenue, Stockton, CA 95205.
- 12. Business License review takes approximately 3 weeks, and may include a Building Inspection. If corrections are required, the application will be placed on hold until resolved. Once the review is complete, the application is provided to the Treasurer-Tax Collector for issuance.