



Our Goal Is Your Success

Permits and Licenses

**Required for Doing Business
in Shasta County**

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Licenses, Permits and Registrations You May Need When Doing Business In Shasta County

This handout is prepared to assist you in determining which licenses and permits you will need before starting your business in Shasta County. Depending on the location, type of business, and number of employees you plan, you may need as little as one or as many as six or seven permits and licenses.

Certain professions and occupations, such as, Building Contractors, Engineers, Medical, Barbers, Cosmetologists, and others are licensed by the State. Information on these must be obtained from the appropriate State Offices in Sacramento.

City

Business License: Licenses to operate a business within city limits are issued by City Government. Contact the appropriate City Clerk’s Office. Business Licenses are not issued in the County of Shasta (outside city limits). However, to operate a business outside city limits, check with the Planning Department. In the County there may be a cost of a Use or Administrative Permit depending on the location and the type of business.

Contact: **Redding City Clerk**
777 Cypress Avenue
Redding, CA 96001
(530) 225-4021

Planning Department:

Redding 777 Cypress Ave. Redding CA 96001 (530) 225-4020	Shasta County 1855 Placer St., Redding CA 96001 (530) 225-5532	Anderson 1887 Howard St., Anderson CA 96007 (530) 378-6636	City of Shasta Lake 1650 Stanton Dr., Shasta Lake, CA 96019 (530) 275-7430
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Fire Prevention Information/Inspection: Businesses may be subject to a yearly inspection of facility - annual fee may be charged.

Fire Protection Department:

Redding 777 Cypress Ave. Redding, CA 96001 (530) 225-4141	Shasta County 875 Cypress Ave. Redding CA 96001 (530) 225-2419	Anderson 1925 Howard Street Anderson CA 96007 (530) 378-6699	City of Shasta Lake 4126 Ashby Court Shasta Lake, CA 96019 (530) 275-7474
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Industrial Wastewater Discharge Permit: May be required if a facility discharges a hazardous material into the sewer.

Contact: Clear Creek WWTP
760 Parkview Avenue
Redding, CA 96001-3396
(530) 225-4428

Land Use Permit/Zoning Clearance: Example: zone change, variance, conditional use permit. Required if business located within incorporated city limits.

Contact: Redding City Clerk
777 Cypress Avenue
Redding, CA 96001
(530) 225-4021

Police Regulation/Public Safety Issues: Some city police departments may issue a permit i.e. burglar alarm, massage/adult business, peddlers, places of entertainment, second-hand dealers, solicitors, pawnbrokers, taxi-cabs, etc.- requirements vary from city to city.

Law Enforcement Agencies:

Redding Police Department	Shasta County Sheriff	Anderson Police Department	City of Shasta Lake Shasta County Sheriff
1313 California St. Redding CA 96001 (530) 225-4214	1525 Court St. Redding CA 96001 (530) 245-6000	2220 North St. Anderson CA 96007 (530) 378-6600	1525 Court St. Redding CA 96001 (530) 245-6096

County

Fictitious Business Name Filing: Required if fictitious name is used.

Contact: Shasta County Clerk
1643 Market Street
Downtown Mall
Redding, CA 96001
(530) 225-5378

Within 30 Days of filing a fictitious business name, you must post a notice in the newspaper (the notice must run once a week for four consecutive weeks). You must post the notice in the newspaper of the county in which the business resides. The five newspapers available in Shasta County are:

Record Searchlight

1101 Twin View Blvd
PO Box 492397
Redding, CA 960049
(530) 243-2424

Valley Post

2676 Gateway Dr
PO Box 1148
Anderson, CA 96007
(530) 365-2797

Ridge Rider News

PO Box 210
Shingletown, CA 96088
(530) 474-3434

The Mountain Echo

PO Box 224
Fall River Mills, CA 96028
(530) 336-6262

Intermountain News

PO Box 1030
Burney, CA 96013
(530) 335-4533

Health Permit - Food Service

Contact: **Shasta County Environmental Health Services**

1855 Placer Street, Suite 201
Redding, CA 96001
(530) 225-5787

Weights and Measures: Businesses using scales, fuel pumps, electronic or manual price lookup scanner devices, or other measuring devices must ensure proper calibration and pass inspections.

Contact: **Shasta County Agriculture Commission**

Weights and Measures Department
3179 Bechelli Lane, Suite 210
Redding, CA 96002
(530) 224-4949

Regional

Authority to Construct/Permit to Operate: Situations for which a permit application must be submitted include, but are not limited to: construction or installation of new equipment that may cause air pollution; modification of existing permitted equipment; transfer of equipment from one location to another; installation of abatement equipment used to control emissions.

Contact: **Shasta County Air Quality Management District**

1855 Placer Street, Suite 101
Redding, CA 96001-1759
(530) 225-5674

State

Air Tanks Permit: Required of all businesses using (1) pressurized tanks with a volume greater than 1.5 cubic feet and containing greater than 150 PSI (pounds per square inch) of air; (2) Steam boilers over 15 PSI; or (3) retail stationary propane tanks.

Contact: **Department of Industrial Relations**
Pressure Vessel Unit-North
1515 Clay Street, Suite 901
Oakland, Ca 94612
(510) 622-3066

Alcoholic Beverage License: Any person or entity seeking to sell alcoholic beverages must be licensed. Apply for the license in person and allow a minimum of 45 to 50 days to process the application. The law precludes issuance in less than 30 days.

Contact: **Department of Alcoholic Beverage Control**
Northern Division - Northern California
2424 Arden Way, Ste. 410
Sacramento, CA 95825
(916) 263-0704

Construction Related Permits: Any contractor who is trenching, building or demolishing buildings or erecting scaffold may require a permit

Contact: **Department of Industrial Relations**
Division of Occupational Safety & Health - Northern California
2424 Arden Way, Ste. 410
Sacramento, CA 95825
(916) 263-0704

Contractor's License: In general, all persons or businesses constructing or altering, moving, wrecking, or demolishing any building, highway, road, parking facility, railroad, excavation or other structure, project, development or improvement must be licensed as a contractor if the total cost of labor and materials for a project is \$500 or more. A license is also needed to do any work as a subcontractor or specialty contractor, and persons engaged in the business of home improvement.

Contact: **Department of Consumer Affairs**
Contractors State License Board
P.O. Box 26000
Sacramento, CA 95826
1-800-321-2752
(916) 255-3900

Corporation, Company or Partnership Filings: If you are considering becoming a corporation, (either stock or nonprofit), a limited liability company or a partnership (limited, or limited liability), you must file with the Secretary of State's Office. *Notes:* Also, if you are conducting business as one of the following, you must file a bond with the Secretary of State's Office: immigration consultant, credit services organization, dance studio, discount buying organization, employment agency, employment counseling service, invention developer, job listing service, nurses registry, or auctioneer or auction company.

Secretary of State
Business Programs Division
1500 11th Street
Sacramento, CA 95814
(916) 657-5448

Discrimination Law: Harassment or discrimination in employment is prohibited if it is based on a person's race, ancestry, national origin, color, sex (including pregnancy), sexual orientation, religion, physical disability (including AIDS), mental disability, marital status, medical condition (cured cancer), and refusal of family care leave. Discrimination in housing, public services and accommodations is also prohibited.

**Department of Fair
Employment and Housing**
2000 O Street, Suite 120
Sacramento, CA 95814-5212
1-800-884-1684

Notes: Employers must post the Harassment or Discrimination in Employment notice (DFEH 162) and provide their employees with a copy of the DFEH's information sheet on sexual harassment (DFEH 185) or a statement that contains equivalent information. Employers must also provide notice of an employee's right to request pregnancy disability leave or transfer, as well as notice to request a family or medical care leave (CFRA). Employers with 5 or more employees must maintain all personnel records for a minimum of 2 years.

Industrial Activities Storm Water General Permit: National Pollutant Discharge Elimination System (NPDES) General Permit No. CAS000001 includes waste discharge requirements for discharges of storm water associated with industrial activities, excluding construction activities.

Cal/EPA
Water Resources Control Board
Central Valley Region
Redding Office (5R)
415 Knollcrest Drive
Redding, CA 96002
(530) 224-4845
(530) 224-4857 fax

Notes: For discharges of wastewater other than to a sanitary or industrial sewer, contact the Regional Water Quality Control Board in your Region to determine waste discharge requirements and if the filing of a Report of Waste Discharge is necessary.

Occupational Safety and Health Information: Businesses with employees must prepare an Injury and Illness Prevention Plan. The state provides a no-fee consultation service to assist employers with preventing unsafe working conditions and workplace hazards.

Department of Industrial Relations

Cal/OSHA Consultation Services
2424 Arden Way, Suite 410
Sacramento, CA 95825
(916) 263-2855

Notes: Certain permits/licenses/certifications may be required for compliance with Health & Safety Standards, General Industry Safety Order, Carcinogen regulations and Construction Safety orders, i.e. excavation/trenching, asbestos related work, crane/derrick operation, air/liquid petroleum gas tanks, etc.

Registration Form for Employers: Required to file a registration form within 15 days after paying more than \$100.00 in wages to one or more employees. No distinction is made between full-time and part-time or permanent and temporary employees in meeting this requirement.

Contact: **Employment Development Department**
Employment Tax Customer Service Office
Redding Office
1325 Pine Street
Redding, CA 96001
(530) 225-2284

Residential Facility License: Required for facilities, which provide 24 hour, residential, non-medically supervised recovery treatment services for adults whose problem is related to the use of alcohol or other drugs. Any licensed residential facility serving six or fewer residents is exempt from local government regulations.

Contact: **Department of Alcohol and Drug Programs**
Licensing and Certification Branch
1700 K Street, Third Floor
Sacramento, CA 95814
(916) 322-2911

Seller's Permit: To sell taxable merchandise or provide a taxable service you will need a Seller's Permit for each place of business.

Contact: **State Board of Equalization**
Sales/ Use Tax Division
2881 Churn Creek Road, Suite B
Redding, CA 96002-1146
Mailing: PO Box 492529,
Redding, CA 96049-2529
(530) 224-4729
Fax: (530) 224-4891

Notes: Additional information about RESALE CERTIFICATE go to this website:
www.boe.ca.gov/sutax/faqresale.htm

State Income Tax Information: Businesses should obtain the appropriate State income tax forms from the Franchise Tax Board.

Contact: **Franchise Tax Board**
Business Entities Division
P.O. Box 942857
Sacramento, CA 94257
1-800-852-5711
(916) 845-4543

Wage/Hour Laws: Businesses with employees must comply with laws establishing minimum standards for wages, hours and working conditions. Obtain a copy of the Industrial Welfare Commission order (IWC) poster for your business.

Contact: **Department of Industrial Relations**
Labor Standards Enforcement Redding
2115 Civic Center Drive, Room 17
Redding, CA 96001
(530) 225-2655

Waste Discharge Requirements (WDR's): Any facility or activity that discharges, or proposes to discharge, waste that may affect groundwater quality or from which waste may be discharged in a diffused manner (e.g., erosion from soil disturbance) must first obtain waste discharge requirements

Contact: **Cal/EPA**
Water Resources Control Board
Central Valley Region
Redding Office (5R)
415 Knollcrest Drive
Redding, CA 96002
(530) 224-4845
(530) 224-4857 fax

Workers' Compensation Information: Businesses with employees must maintain Workers' Compensation Insurance coverage on either a self-insured basis, or provided through a commercial carrier, or the State Workers' Compensation Insurance Fund.

Contact: **State Workers' Compensation Insurance Fund**
364 Knollcrest Drive
Redding, CA 96002
(530) 223-7000

**Department of Industrial Relations
Division of Workers' Compensation**
2424 Arden Way, Suite 230
Sacramento, CA 95825
(916) 263-2735

Occupational Safety and Health: In California every employer has a legal obligation to provide and maintain a safe and healthful workplace for employees, according to the California Occupational Safety and Health Act of 1973. As of 1991, a written, effective Injury and Illness Prevention (IIP), Program is required for every California employer.

Contact: **Division of Occupational Safety and Health**
2424 Arden Way, Ste. 165
Sacramento 95825
(916) 263-2800
Fax (916) 263-2798
Consultation service for employers
(800) 963-9424

Federal

Controlled Substances Registration: All businesses, which manufacture, handle, store, transport, or distribute controlled drugs, all health professionals entitled to dispense, administer or prescribe them, and all pharmacies entitled to fill prescriptions must register. Registrants must comply with a series of regulatory requirements related to drug security, records accountability, and adherence to standards.

Contact: **U.S. Department of Justice - Drug Enforcement Administration**
Office of Diversion Control, Registration Unit
4328 Watt Avenue
Sacramento, CA 95660
Diversion Number: (916) 480-7250
Diversion Fax: (916) 480-7248

Employer Identification Number (EIN or SSN): Employers with employees, business partnerships, and corporations, must obtain an Employer Identification Number from the I.R.S. Businesses can obtain appropriate Federal income tax forms from this location.

Contact: **US Department of Treasury**
Internal Revenue Service
4330 Watt Avenue
Sacramento, CA 95814
800-829-3676

Proof of Residency Requirement: Employees hired after November 6, 1986 must provide proof of eligibility to work in the United States.

Contact: **US Immigration and Naturalization Service**
USCIS
Sacramento Sub Office
650 Capitol Mall
Sacramento, CA 95814

Local Chambers of Commerce: Chambers offer a wide range of services to help their business members in their pursuit of success.

Greater Redding
747 Auditorium Dr.
Redding, CA 96001
(530) 225-4433

Anderson
PO Box 1144
Anderson, CA 96007
(530) 365-8095

Shasta Lake City
PO Box 1616
Shasta Lake City, CA 96019
(530) 275-7497

Cottonwood
PO Box 584
Cottonwood, CA 96022
(530) 347-6800

Palo Cedro
PO Box 302
Palo Cedro, CA 96073
(530) 547-4554

Burney
PO Box 36
Burney, CA 96013
(530) 335-2111

Fall River Mills
PO Box 475
Fall River Mills, CA 96028
(530) 336-5840

State of California Chamber of Commerce: Helping California Business Do Business. For more than 100 years, the Chamber has worked to make California a better place to do business by giving private-sector employers a voice in state politics and providing a full range of California-specific products and services. Experience has taught that California's business leaders need comprehensive support that follows key issues like health care, worker's compensation and business taxes. Not only does the Chamber provide the tools to make compliance easier after laws are passed, it works within state and federal politics to ensure fair legislation and a pro-business climate.

Contact: **State of California Chamber of Commerce Headquarters**
1215 K Street, Suite 1400
Sacramento, CA 95814
P.O. Box 1736,
Sacramento, CA 95812-1736
Telephone (916) 444-6670;
Fax (916) 325-1272

Customer Service Center
1332 N. Market,
Sacramento, CA 95834
Fax (916) 928-2136
Membership: (800) 649-4921
Technical Support: (800)
700-4044

Other Sources of Assistance to Consider

You may want to contact an accountant or bookkeeping service to set up a good records system that will adequately serve your type of business. An attorney may be needed to cope with legalities or complications or to assist you in establishing your organizational structure. Seek an insurance broker to advise you on the type and amount of insurance coverage you may need. Your local banker can advise and help with financial needs or problems. In addition to the Smart Business Resource Center, there are also a variety of employment agencies that will assist you with recruiting, screening, and hiring employees.

These sources can typically be found in the yellow pages of your phone book.

(revised 10/01/05 lbt)