

CITY OF RIO VISTA
One Main Street, Rio Vista, CA 94571
BUSINESS LICENSE APPLICATION

This form must be filled out. Renewals will not be processed without a completed renewal application

NEW CHANGE RENEWAL City License# _____

Business Name (dba) _____ Business Phone () _____

Business Address _____ City _____ Zip _____

Business Mailing Address _____ City _____ Zip _____

Email address _____

Please provide an email address, if available. Email is our preferred method of communication in case of application questions.

Business Activity (Please describe in detail exactly what your business is being licensed to do. If you need extra space please attach separate sheet of paper) _____

How many quarters will you be paying for? _____ **How many employees will you be paying for?** _____

Type of Organization Sole Proprietor Partnership Corporation

Sole Proprietor or Partnership

Owner's Name _____ Home Address _____

City _____ State _____ Zip _____ Home Phone () _____

Corporations

Name of Corporation _____ Federal ID# _____ State ID # _____

Start Date of Business _____ Seller's Permit # _____ Will Firearms be sold? Yes No

Contractor's State License No. _____ Exp. Date _____ License Type _____

Does your business occupy more than one location in Rio Vista? Yes No

If yes please provide additional locations: _____

Size of Business Floor Space in sq ft: _____ Date Business Established: _____

Is this a home based business within the City of Rio Vista's City limits? Yes No

ADDITIONAL INFORMATION

Emergency Contact: (person with building access)

Name _____ Title _____ () _____

Alarm Company (if applicable) _____

Contract/License # _____ CSZ _____ Phone () _____

The issuing of your Business License is for revenue purposes only. It does not relieve you from the responsibility of complying with the requirements of any other departments of the City of Rio Vista and or any other ordinance, law or regulations of the City of Rio Vista, State of California, or any other Governmental agency. All Business Licenses must be renewed by the expiration date whether or not you receive a renewal notice. Change of ownership, address or business activity requires a new application. If you are no longer conducting business in Rio Vista you must notify us in writing the date you ceased work in the City. A regional or corporate license is not a substitute for a City business license. Final occupancy is subject to inspection and approval by Building and Fire Departments. Inspection fees and additional permits may be required. Zoning permit approval is required by the Planning Department before issuance of a Business License and a permit for a sign may be required. The number of persons, including owners and managers determines your business license fee. Your license is due and payable on the first day of business operations and for each quarter/year thereafter. *** If payments are not received thirty (30) days from that date, you will be charged a penalty for each month or fraction thereof that the payment is past due.**

