



STARTING A BUSINESS IN
THE CITY OF GRASS VALLEY

ALL BLUE TEXT IN THE DIGITAL VERSION OF THIS DOCUMENT IS A HYPERLINK

PLEASE CONTACT THE CITY TO REQUEST AN EMAILED COPY: INFO@CITYOFGRASSVALLEY.COM

If you've found a desirable commercial location to conduct your business from in the City of Grass Valley, there are several things you'll want to confirm and/or complete **Before you Sign a Lease**.

1) **Zoning**

Contact the City's Planning Department: info@cityofgrassvalley.com or (530) 274-4330

2) **Building, City, & Fire Codes**

If you discover that your proposed business is an allowed use in the zone, the next **step is to confirm the location you're interested in occupying** meets current [Disability Access Laws](#) and Building & Fire Code Regulations.

If you intend to alter the interior/exterior of a building (e.g. add/move/remove walls, windows, doors) or change the type of use and/or occupancy (e.g. convert an office building to a restaurant), there could be significant building upgrade costs including:

- Required Accessibility Upgrades
- Installation of additional emergency exits
- [City Water, Sewer, and Traffic Development Impact Fees](#)
- Installation of a [Sewer Backflow Device per Ordinance 698](#)
- Commercial kitchens require installation of a mechanical grease trap or interceptor **and free registration in the [City's Fats, Oils & Grease \(FOG\) Program](#)**
- **Installation/Alteration of Fire Sprinkler System**

The City is here to help you interpret local, state, and federal building regulations!

If you intend to make changes to a commercial building, we highly encourage scheduling a pre-design meeting with the [Community Development Department](#) prior to signing a lease agreement: bldgdept@cityofgrassvalley.com or (530) 274-4340

3) **Nevada County**

[Nevada County Clerk Recorder's Office \(530\) 265-1221](#)

Register a Fictitious Business Name (If Necessary) with

[Environmental Health \(530\) 265-1222](#)

(Contact E.H. if your business includes handling/storing Food or Potentially Hazardous Material(s), includes a Pool/Spa, or anything related to Body Art: i.e. Tattooing/Piercing)

4) **Apply for a Business License**

After you've confirmed the commercial location that you're interested in is approved by the city, you are ready to apply for your business license!

Commercial businesses in the City of Grass Valley may be subject to the special fees and taxes listed below:

Business Improvement District Fees

[The Downtown Parking and Business Improvement District \(BID\)](#) is comprised of properties located in the downtown core area of Grass Valley. The BID is divided into two (2) zones, Zone 1 and Zone 2 ([BID Map](#)), wherein there is an annual charge on each business computed based on the rates listed in the self-computation forms below:

- [BID Zone 1](#)
- [BID Zone 2](#)

Fire Tax

[The Emergency Medical and Fire Response Special Tax](#) is collected annually for all commercial business locations in the city. This special tax is used specifically for paying the salaries and benefits to firefighting personnel.

Business License Documents

[How to Apply / How to Renew](#)

[Business License Application](#)

[One-Time Business License Application](#)

[Business License Fee Schedule](#)

[Industrial Pretreatment Preliminary Survey](#)

[Industrial Pretreatment Preliminary Survey \(Food\)](#)

[Additional Business License Resources](#)

| CITY OF GRASS VALLEY | NEVADA COUNTY | STATE OF CALIFORNIA |
|--|---|--|
| <p>Community Development Department (530)-274-4340 info@cityofgrassvalley.com</p> | <p>Environmental Health 950 Maidu Ave, Nevada City, 95959 Regulations for food sales/permits/inspections (530)-265-1222 option 3 Env.health@co.nevada.ca.us https://www.mynevadacounty.com/1470/Environmental-Health</p> | <p>Alcohol Beverage Control www.abc.ca.gov (916)-419-2500 Northern Division 3927 Lennane Drive, Suite 100 Sacramento, CA 95834 NorthernDivision@abc.ca.gov 916-028-7940</p> |
| <p>Grass Valley Business Support Center 8839 N Cedar Ave #212 Fresno, CA 93720 support@hdlgov.com (530) 768-2497 https://GrassValley.HdlGov.com</p> | <p>County Clerk Recorder 950 Maidu Ave, Nevada City, CA 95959 Fictitious Business Name (DBA) Fillings (530)-265-1221 NC.Recorder@co.nevada.ca.us https://www.mynevadacounty.com/263/Fictitious-Businesses</p> | <p>Tax & Fee Administration Resale Number/Seller's Permit/ Sales Tax P.O. Box 942879 Sacramento, CA 94279 450 N Street Sacramento CA 95814 1-800-400-7115 https://www.cdtfa.ca.gov/</p> |
| <p>Grass Valley Downtown Association Local Merchant Support/Business Improvement District Management 125 Neal Street, Grass Valley (530)-272-8315 https://downtowngrassvalley.com/</p> | <p>Nevada County Superintendent of Schools In-home Child Care 380 Crown Point Circle, Grass Valley www.nevco.org (530)-478-6400</p> | <p>Consumer Affairs Consumer Information Center 1-800-952-5210 www.dca.ca.gov Franchise Tax Board 1-800-852-5711 www.ftb.ca.gov</p> |
| <p>Grass Valley Chamber of Commerce Business Exposure/Networking/Community Involvement 128 E Main Street, Grass Valley (530)-273-4667 https://grassvalleychamber.com/</p> | <p>Nevada County Contractor's Association 149 Crown Point Ct. #A, Grass Valley (530)-274-1919 nccaexec@pacbell.net https://www.nccabuildingpros.com/</p> | <p>Department of Social Services Community & Day Care Licensing 744 P Street Sacramento, CA 95814 (916) 651-8848 piar@dss.ca.gov https://www.cdss.ca.gov/</p> |
| <p>Small Business Administration 1-800-827-5722 https://www.sba.gov/business-guide</p> | <p>ADVERTISING: KNCO Radio (530)-272-3424 https://knco.com/advertise-with-knco/ The Union Newspaper (530) 273-9561 https://www.theunion.com/contact-us/</p> | <p>Secretary of State Business Program Division- Corporate Filling (916)-653-6814 https://www.sos.ca.gov/business-programs/</p> |
| <p>Waste Management Trash, Recycling, and Green Waste Collection 13083 Grass Valley Ave, G.V. (530)-274-3090 https://www.wm.com/us/business</p> | | <p>State Contractor License Board 1-800-321-2752 www.cslb.ca.gov Workers Compensation 1-800-726-7401 www.dir.ca.gov</p> |

ZONING

TO LEARN THE ZONING FOR A SPECIFIC ADDRESS

- 1) CONTACT THE PLANNING DEPARTMENT AT (530) 274-4330
OR
- 2) VISIT: [HTTPS://GIS.NEVCOUNTY.NET/MYNEIGHBORHOOD/](https://gis.nevcounty.net/myneighborhood/)
 - SEARCH BY ADDRESS
 - CLICK ON THE [REPORT LINK](#)
 - THE ZONING IS LISTED IN THE BOTTOM LEFT CORNER

| ZONING SYMBOL | NAME OF ZONE |
|------------------------------|---------------------------------------|
| C-1 | COMMUNITY BUSINESS DISTRICT |
| C-2 | CENTRAL BUSINESS DISTRICT |
| C-3 | HEAVY COMMERCIAL |
| OP | OFFICE PROFESSIONAL |
| CPB | COMMERCIAL BUSINESS PARK |
| M-1 | LIGHT INDUSTRIAL |
| M-2 | GENERAL INDUSTRIAL |
| TC | TOWN CORE |
| NC | NEIGHBORHOOD CENTER |
| NC-FLEX | NEIGHBORHOOD CENTER FLEX |
| NG-3 | NEIGHBORHOOD GENERAL 3 - TRANSITIONAL |
| NG-2 | NEIGHBORHOOD GENERAL 2 - TRADITIONAL |
| RESIDENTIAL ZONES | |
| RE | RESIDENTIAL ESTATE |
| R-1 | SINGLE-FAMILY RESIDENTIAL |
| R-2 | TWO-FAMILY RESIDENTIAL |
| R-2A | MEDIUM DENSITY RESIDENTIAL |
| R-3 | MULTIPLE DWELLING RESIDENTIAL |
| SPECIAL PURPOSE ZONES | |
| OS | OPEN SPACE |
| REC | RECREATION |
| P | PUBLIC |
| SP | SPECIFIC PLAN (CONTACT THE CITY) |

| | | | | | | | | |
|---|--|-----|-----|----|-----|-----|-----|--------------------------|
| TABLE 2-10 Allowed Land Uses and Permit Requirements for Commercial and Industrial Zones | P Permitted Use MUP Minor Use Permit required UP Use Permit required P/UP Permitted use if shown in the General Plan or applicable specific plan, Use Permit required otherwise S Permit requirement determined by specific use regulations — Use not allowed | | | | | | | |
| | Permit Required by Zone | | | | | | | Specific Use Regulations |
| LAND USE TYPE (1) | C-1 | C-2 | C-3 | OP | CBP | M-1 | M-2 | |

AGRICULTURAL & RESOURCE USES

| | | | | | | | | |
|--|-----|-----|-----|---|---|-----|-----|--|
| Agricultural accessory structure | P | P | P | — | — | P | P | |
| Animal keeping | MUP | MUP | MUP | — | — | MUP | MUP | |
| Crop production, horticulture, orchard, vineyard | P | P | P | — | P | P | P | |
| Mining operations, surface or underground | — | — | — | — | — | — | UP | |

INDUSTRY, MANUFACTURING & PROCESSING

| | | | | | | | | |
|---|---|----|----|---|---|----|----|-----------|
| Concrete, gypsum, and plaster product manufacturing | — | — | — | — | — | — | P | |
| Furniture and fixtures manufacturing, cabinet shop | — | — | — | — | — | P | P | |
| Laboratory - Medical, analytical | — | — | — | P | P | — | — | |
| Laundry, dry cleaning plant | — | UP | UP | — | — | P | P | |
| Lumber and wood product manufacturing | — | — | — | — | — | — | P | |
| Manufacturing/processing - Heavy | — | — | — | — | — | — | UP | |
| Manufacturing/processing - Light | — | — | — | — | P | P | P | |
| Manufacturing/processing - Medium intensity | — | — | — | — | — | P | P | |
| Media production | — | UP | P | — | P | P | P | |
| Metal products fabrication, machine or welding shop | — | — | — | — | — | P | P | |
| Petroleum product storage and distribution | — | — | — | — | — | P | P | |
| Printing and publishing | — | P | P | — | — | P | P | |
| Recycling - Large collection facility | — | — | — | — | — | P | P | |
| Recycling - Processing facility | — | — | — | — | — | UP | UP | |
| Recycling - Reverse vending machine | — | P | P | — | — | P | P | |
| Recycling - Scrap or junk yard | — | — | — | — | — | UP | UP | |
| Recycling - Small collection facility | — | — | P | — | — | P | P | |
| Research and development | — | — | — | P | P | P | P | |
| Stockyard | — | — | — | — | — | — | UP | |
| Storage - Contractor storage yard | — | — | — | — | — | P | P | |
| Storage - Outdoor | — | — | — | — | — | UP | UP | 17.44.170 |
| Storage - Personal storage facility | — | — | — | — | — | P | — | |
| Storage - Warehouse, indoor storage | — | — | P | — | — | P | P | |
| Wholesaling and distribution | — | — | P | — | — | P | P | |

Notes:

(1) See Article 10 (Glossary) for land use definitions.

| | | | | | | | | |
|---|--|-----|-----|----|-----|-----|-----|--------------------------|
| TABLE 2-10 Allowed Land Uses and Permit Requirements for Commercial and Industrial Zones | P Permitted Use MUP Minor Use Permit required UP Use Permit required P/UP Permitted use if shown in the General Plan or applicable specific plan, Use Permit required otherwise S Permit requirement determined by specific use regulations — Use not allowed | | | | | | | |
| | Permit Required by Zone | | | | | | | Specific Use Regulations |
| LAND USE TYPE (1) | C-1 | C-2 | C-3 | OP | CBP | M-1 | M-2 | |

RECREATION, EDUCATION & PUBLIC ASSEMBLY

| | | | | | | | | |
|--|------|------|------|----|----|---|---|--|
| Campground, recreational vehicle (RV) park | — | — | — | — | UP | — | — | |
| Commercial recreation facility - Indoor | — | UP | P | — | — | P | P | |
| Commercial recreation facility - Outdoor | — | UP | UP | — | UP | — | — | |
| Conference/convention facility | — | UP | — | — | UP | — | — | |
| Equestrian facility | — | — | — | — | UP | — | — | |
| Fitness/health facility | MUP | MUP | MUP | — | P | — | — | |
| Golf course, country club | — | — | — | — | UP | — | — | |
| Guest ranch | — | — | — | — | UP | — | — | |
| Library, museum, art gallery | P/UP | P/UP | P/UP | UP | — | — | — | |
| Meeting facility, public or private | UP | UP | P | UP | UP | P | P | |
| Park, playground | P/UP | P/UP | P/UP | — | UP | — | — | |
| School, private | UP | UP | UP | UP | UP | — | — | |
| School, public | P/UP | P/UP | P/UP | UP | UP | — | — | |
| School, specialized education and training | UP | P | P | P | UP | P | P | |
| Shooting range, gun club | — | — | — | — | UP | — | — | |
| Sports and active recreation facility | — | — | — | — | UP | — | — | |
| Sports and entertainment assembly | — | — | — | — | UP | — | — | |
| Studio - Art, dance, martial arts, music, etc. | P | P | P | P | — | P | P | |
| Theater, cinema or performing arts | — | MUP | MUP | — | — | P | P | |
| Trail | UP | UP | UP | UP | UP | — | — | |

RESIDENTIAL

| | | | | | | | | |
|---|----|----|----|----|----|----|---|-----------|
| Dwelling - Caretaker | — | — | — | — | P | — | — | |
| Emergency Shelters | — | UP | P | — | — | UP | — | |
| Home occupation | P | P | P | UP | — | — | — | 17.44.100 |
| Live/work unit | P | P | P | P | — | — | — | 17.44.130 |
| Mixed use project residential component | P | P | — | P | UP | — | — | 17.44.140 |
| Residential accessory use or structure | P | P | P | UP | — | — | — | 17.44.020 |
| Residential care, 6 or fewer clients, in a home | P | P | P | UP | — | — | — | |
| Residential care, 7 or more clients | UP | UP | UP | UP | UP | — | — | |
| Rooming or boarding house | UP | UP | UP | UP | — | — | — | |
| Second unit or carriage house | UP | UP | — | — | — | — | — | 17.44.190 |
| Transitional and Supportive housing | UP | UP | UP | UP | UP | — | — | |

| | | | | | | | | |
|---|--|-----|-----|----|-----|-----|-----|--------------------------|
| TABLE 2-10 Allowed Land Uses and Permit Requirements for Commercial and Industrial Zones | P Permitted Use MUP Minor Use Permit required UP Use Permit required P/UP Permitted use if shown in the General Plan or applicable specific plan, Use Permit required otherwise S Permit requirement determined by specific use regulations — Use not allowed | | | | | | | |
| | Permit Required by Zone | | | | | | | Specific Use Regulations |
| LAND USE TYPE (1) | C-1 | C-2 | C-3 | OP | CBP | M-1 | M-2 | |

RETAIL

| | | | | | | | | |
|--|-----|-----|-----|-----|---|----|----|-----------|
| Adult oriented business | — | — | — | — | — | UP | UP | |
| Antique or collectable store | — | P | P | P | — | P | P | |
| Artisan shop | — | P | P | MUP | — | P | P | |
| Auto and vehicle sales and rental | — | UP | P | — | — | P | P | |
| Bar, tavern, night club | — | UP | — | — | — | — | — | |
| Building and landscape materials sales - Indoor | — | P | P | — | — | P | P | |
| Building and landscape materials sales - Outdoor | — | UP | UP | — | — | UP | UP | |
| Farm supply and feed store | — | — | P | — | — | P | P | |
| Fuel dealer | — | — | UP | — | — | UP | UP | |
| Furniture, furnishings, and appliance store | — | P | P | — | — | — | — | |
| Gas station | UP | UP | P | — | — | P | P | 17.44.200 |
| General retail, except with any of the following features: | P | P | P | — | — | P | P | |
| Alcoholic beverage sales | MUP | MUP | MUP | — | — | — | — | |
| Drive-through facility | — | UP | UP | — | — | — | — | 17.44.090 |
| Floor area (single tenant) over 10,000 sf | UP | UP | UP | — | — | — | — | 17.44.220 |
| On-site production of items sold | MUP | MUP | MUP | — | — | — | — | |
| Operating between 9:00 pm and 7:00 am | UP | UP | UP | — | — | — | — | |
| Second hand or thrift store | — | P | P | — | — | P | P | |
| Neighborhood market | P | P | P | — | P | P | P | |
| Office-supporting retail | P | P | P | UP | P | P | P | |
| Pharmacy | P | P | P | P | — | P | P | |
| Restaurant, café, coffee shop | P | P | P | UP | P | P | P | |
| Warehouse retail | — | — | — | — | P | — | — | 17.44.220 |

Notes:

(1) See Article 10 (Glossary) for land use definitions.

| | | | | | | | | |
|---|--|-----|-----|----|-----|-----|-----|--------------------------|
| TABLE 2-10 Allowed Land Uses and Permit Requirements for Commercial and Industrial Zones | P Permitted Use MUP Minor Use Permit required UP Use Permit required P/UP Permitted use if shown in the General Plan or applicable specific plan, Use Permit required otherwise S Permit requirement determined by specific use regulations — Use not allowed | | | | | | | |
| | Permit Required by Zone | | | | | | | Specific Use Regulations |
| LAND USE TYPE (1) | C-1 | C-2 | C-3 | OP | CBP | M-1 | M-2 | |

SERVICES - BUSINESS, FINANCIAL, PROFESSIONAL

| | | | | | | | | |
|--|----|---|---|----|----|---|---|--|
| ATM | P | P | P | P | P | P | P | |
| Bank, financial services | — | P | P | — | — | P | P | |
| Business support service | — | P | P | P | — | P | P | |
| Catering service | — | — | P | — | — | P | P | |
| Medical services - Clinic, urgent care | P | P | P | P | P | P | P | |
| Medical services - Doctor office | P | P | P | P | P | P | P | |
| Medical services - Extended care | UP | — | — | UP | UP | — | — | |
| Medical services - Hospital | — | — | — | UP | UP | — | — | |
| Office - Business, service | P | P | P | P | P | P | P | |
| Office - Government | P | P | P | P | P | P | P | |
| Office - Headquarters | — | — | — | P | P | — | — | |
| Office - Processing | — | — | P | P | P | P | P | |
| Office - Professional, administrative | P | P | P | P | P | P | P | |

SERVICES - GENERAL

| | | | | | | | | |
|--|----|----|-----|----|----|----|----|-----------|
| Day care - Child or adult day care center | UP | UP | — | P | UP | — | — | 17.44.060 |
| Day care - Large family day care home | — | — | — | — | — | — | — | |
| Day care - Small family day care home | — | P | — | — | — | — | — | |
| Kennel, animal boarding | — | UP | UP | — | — | UP | P | 6.20.010 |
| Lodging - Bed & breakfast inn (B&B) | — | P | P | — | — | P | P | |
| Lodging - Hotel | UP | P | P | UP | UP | P | P | |
| Maintenance service - Client site services | — | — | — | — | — | P | — | |
| Mortuary, funeral home | — | P | P | UP | — | P | P | |
| Personal services | P | P | P | UP | UP | P | P | |
| Personal services - Restricted | — | — | MUP | — | — | — | — | |
| Public safety facility | UP | UP | UP | UP | UP | UP | UP | |
| Repair service - Equipment, appliances, etc., as primary use | — | — | P | — | — | P | P | |
| Social service organization | — | P | — | P | — | — | — | |
| Vehicle services - Major repair/body work | — | UP | UP | — | — | P | P | |
| Vehicle services - Minor maintenance/repair | — | UP | P | — | — | P | P | |
| Veterinary clinic, animal hospital - Small animals | — | UP | UP | — | — | P | P | |

Notes:

(1) See Article 10 (Glossary) for land use definitions.

| | | | | | | | | |
|---|--|-----|-----|----|-----|-----|-----|--------------------------|
| TABLE 2-10 Allowed Land Uses and Permit Requirements for Commercial and Industrial Zones | P Permitted Use MUP Minor Use Permit required UP Use Permit required P/UP Permitted use if shown in the General Plan or applicable specific plan, Use Permit required otherwise S Permit requirement determined by specific use regulations — Use not allowed | | | | | | | |
| | Permit Required by Zone | | | | | | | Specific Use Regulations |
| LAND USE TYPE (1) | C-1 | C-2 | C-3 | OP | CBP | M-1 | M-2 | |

TRANSPORTATION, COMMUNICATIONS, INFRASTRUCTURE

| | | | | | | | | |
|--|----|----|----|----|----|----|----|-------|
| Ambulance, taxi, or limousine storage | — | — | UP | — | — | UP | UP | |
| Freight terminal | — | — | — | — | — | P | P | |
| Parking facility, public or commercial | UP | UP | UP | — | — | — | — | |
| Utility facility | UP | UP | UP | UP | UP | UP | UP | |
| Wireless telecommunications facility | UP | UP | UP | UP | UP | UP | UP | 17.46 |

Notes:

(1) See Article 10 (Glossary) for land use definitions.

Table 2.1: Town Core (TC) Zone Allowed Land Uses and Permit Requirements

| Land Use Type ¹ | Permit Required | Specific Use Regulations |
|--|-----------------|--------------------------|
| Recreation, Education & Public Assembly | | |
| Commercial recreation facility: | MUP | |
| Indoor | | |
| Health/fitness facility | MUP | |
| Library, museum | P | |
| Meeting facility, public or private | UP | |
| Park, playground | UP | |
| School, public or private | UP ² | |
| Studio: art, dance, martial arts, music, etc. | P | |
| Theater, cinema, or performing arts | MUP | |
| Residential | | |
| Home occupation | P | 17.44.100 |
| Live/work unit | P | 17.44.130 |
| Mixed use project residential component | P ² | 17.44.140 |

| Key | |
|------------|---------------------------|
| P | Permitted Use |
| MUP | Minor Use Permit Required |
| UP | Use Permit Required |
| NA | Use Not Allowed |

End Notes

¹ A definition of each listed use type is in Article 10 (Glossary).
² Allowed only on second or upper floors, or behind ground floor use for that area on Mill Street between Neal and West Main Streets and on West Main Street from Church to South Auburn Streets.

| Land Use Type ¹ | Permit Required | Specific Use Regulations |
|--|-----------------|--------------------------|
| Retail | | |
| Bar, tavern, night club | UP | |
| General retail, except with any of the following features: | P | |
| Alcoholic beverage sales | MUP | |
| Antiques and collectables, including vintage clothing | MUP | |
| Floor area over 10,000 sf | UP | |
| On-site production of items sold | MUP | |
| Operating between 9pm and 7am | UP | |
| Neighborhood market | P | |
| Restaurant, café, coffee shop | P | |
| Services: Business, Financial, Professional | | |
| ATM | P | |
| Bank, financial services | P | |
| Business support service | P ² | |
| Medical services: Clinic, urgent care | P ² | |
| Medical services: Doctor office | P ² | |
| Office: Business, service | P ² | |
| Office: Processing | P ² | |
| Office: Professional, administrative | P ² | |
| Services: General | | |
| Day care center: Child or adult | P ² | 17.44.060 17.44.110 |
| Day care center: Large family | P | 17.44.060 |
| Day care center: Small family | P | |
| Lodging: Bed & breakfast inn (B&B) | P | |
| Lodging: Hotel | MUP | |
| Personal services, except: | P | |
| Tattoo and Body Piercing Services | P ² | |
| Public safety facility | UP | |
| Transportation, Communications, Infrastructure | | |
| Parking facility, public or commercial | UP | |
| Wireless telecommunications facility | UP | 17.46 |

Table 2.2: Neighborhood Center (NC) Zone Allowed Land Uses and Permit Requirements

| Land Use Type ¹ | Permit Required | Specific Use Regulations |
|--|-----------------|--------------------------|
| Recreation, Education & Public Assembly | | |
| Commercial recreation facility: | MUP | |
| Indoor | | |
| Health/fitness facility | MUP | |
| Library, museum | P | |
| Meeting facility, public or private | UP | |
| Park, playground | P | |
| School, public or private | UP ² | |
| Studio: Art, dance, martial arts, music, etc. | P | |
| Residential | | |
| Home Occupation | P ² | 17.44.100 |
| Mixed use project residential component | P ² | 17.44.140 |
| Residential accessory use or structure | P ² | 17.44.020 |
| Residential care, 7 or more clients | UP | |
| Second unit or carriage house | P | 17.44.190 |

| Key | |
|------------|---------------------------|
| P | Permitted Use |
| MUP | Minor Use Permit Required |
| UP | Use Permit Required |
| NA | Use Not Allowed |

End Notes

¹ A definition of each listed use type is in Article 10 (Glossary).
² Allowed only on second or upper floors, or behind ground floor use.

| Land Use Type ¹ | Permit Required | Specific Use Regulations |
|--|-----------------|--------------------------|
| Retail | | |
| Bar, tavern, night club | UP | |
| General retail, except with any of the following features: | P | |
| Alcoholic beverage sales | MUP | |
| Antiques and collectables, including vintage clothing | P | |
| Floor area over 10,000 sf | UP | |
| On-site production of items sold | MUP | |
| Operating between 9pm and 7am | UP | |
| Neighborhood market | MUP | |
| Restaurant, café, coffee shop | MUP | |
| Services: Business, Financial, Professional | | |
| ATM | P | |
| Bank, financial services | P | |
| Business support service | P | |
| Medical services: Clinic, urgent care | MUP | |
| Medical services: Doctor office | P | |
| Medical services: Extended care | UP | |
| Office: Business, service | P | |
| Office: Professional, administrative | P | |
| Services: General | | |
| Day care center: Child or adult | MUP | 17.44.060 17.44.110 |
| Day care center: Large family | P | 17.44.060 |
| Day care center: Small family | P | |
| Lodging: Bed & breakfast inn (B&B) | MUP | |
| Lodging: Hotel | MUP | |
| Public safety facility | UP | |
| Personal services | P | |
| Transportation, Communications, Infrastructure | | |
| Parking facility, public or commercial | UP | |
| Wireless telecommunications facility | UP | 17.46 |

Table 2.3: Neighborhood Center-Flex (NC-Flex) Zone Allowed Land Uses and Permit Requirements

| Land Use Type ¹ | Permit Required | Specific Use Regulations |
|--|-----------------|--------------------------|
| Recreation, Education & Public Assembly | | |
| Health/fitness facility | MUP | |
| Library, museum | P | |
| Meeting facility, public or private | UP | |
| Park, playground | P | |
| School, public or private | UP | |
| Studio: Art, dance, martial arts, music, etc. | P | |
| Residential | | |
| Dwelling: Multi-family - Duplex, triplex, fourplex | P | 17.44.160 |
| Dwelling: Multi-family - Rowhouse | P | 17.44.140 |
| Dwelling: Single family | P | 17.44.210 |
| Home occupation | P | 17.44.100 |
| Live/work unit | P | 17.44.130 |
| Mixed use project residential component | P | 17.44.140 |
| Residential accessory use or structure | P | 17.44.020 |
| Residential care, 6 or fewer clients, in a home | P | |
| Residential care, 7 or more clients | UP | |
| Second unit or carriage house | P | 17.44.190 |

| Key | |
|------------|---------------------------|
| P | Permitted Use |
| MUP | Minor Use Permit Required |
| UP | Use Permit Required |
| NA | Use Not Allowed |

End Notes

¹ A definition of each listed use type is in Article 10 (Glossary).

| Land Use Type ¹ | Permit Required | Specific Use Regulations |
|--|-----------------|--------------------------|
| Retail | | |
| Bar, tavern, night club | UP | |
| General retail, except with any of the following features: | P | |
| Alcoholic beverage sales | MUP | |
| Floor area over 10,000 sf | UP | |
| On-site production of items sold | MUP | |
| Operating between 9pm and 7am | UP | |
| Neighborhood market | MUP | |
| Restaurant, café, coffee shop | MUP | |
| Services: Business, Financial, Professional | | |
| ATM | P | |
| Business support service | P | |
| Medical services: Clinic, urgent care | P | |
| Medical services: Doctor office | P | |
| Medical services: Extended care | UP | |
| Office: Business, service | P | |
| Office: Professional, administrative | P | |
| Services: General | | |
| Day care center: Child or adult | MUP | 17.44.060 17.44.110 |
| Day care center: Large family | P | 17.44.060 |
| Day care: Small family | P | |
| Lodging: Bed & breakfast inn (B&B) | MUP | |
| Lodging: Hotel | MUP | |
| Personal Services | P | |
| Public Safety facility | UP | |
| Transportation, Communications, Infrastructure | | |
| Parking facility, public or commercial | UP | |
| Wireless telecommunications facility | UP | 17.46 |

Table 2.4: Neighborhood General 3 (NG-3) Zone Allowed Land Uses and Permit Requirements

| Land Use Type ¹ | Permit Required | Specific Use Regulations |
|--|-----------------|--------------------------|
| Recreation, Education & Public Assembly | | |
| Library, museum | P | |
| Park, playground | P | |
| Meeting facility, public or private | UP | |
| Residential | | |
| Dwelling: Multi-family - Duplex, triplex, fourplex | P | 17.44.160 |
| Dwelling: Multi-family - Rowhouse | P | 17.44.160 |
| Dwelling: Single family | P | 17.44.210 |
| Home occupation | P | 17.44.100 |
| Residential accessory use or structure | P | 17.44.020 |
| Residential care, 6 or fewer clients, in a home | P | |
| Second unit or carriage house | P | 17.44.190 |

| Land Use Type ¹ | Permit Required | Specific Use Regulations |
|---|-----------------|--------------------------|
| Retail | | |
| | NA | |
| Services: Business, Financial, Professional | | |
| Medical services: Extended care | UP | |
| Services: General | | |
| Day care center: Large family | MUP | 17.44.060 |
| Day care center: Small family | P | |
| Lodging: Bed & breakfast inn (B&B) | MUP | |
| Public safety facility | UP | |
| Transportation, Communications, Infrastructure | | |
| | NA | |

Key

| | |
|-----|---------------------------|
| P | Permitted Use |
| MUP | Minor Use Permit Required |
| UP | Use Permit Required |
| NA | Use Not Allowed |

End Notes

¹ A definition of each listed use type is in Article 10 (Glossary).

Table 2.5: Neighborhood General 2 (NG-2) Zone Allowed Land Uses and Permit Requirements

| Land Use Type ¹ | Permit Required | Specific Use Regulations |
|--|-----------------|--------------------------|
| Recreation, Education & Public Assembly | | |
| Library, museum | P | |
| Park, playground | P | |
| Meeting facility, public or private | UP | |
| Residential | | |
| Dwelling: Multi-family - Duplex | P | 17.44.160 |
| Dwelling: Single family | P | 17.44.210 |
| Home occupation | P | 17.44.100 |
| Residential accessory use or structure | P | 17.44.020 |
| Residential care, 6 or fewer clients, in a home | P | |
| Residential care, 7 or more clients | UP | |
| Second unit or carriage house | P | 17.44.190 |

| Land Use Type ¹ | Permit Required | Specific Use Regulations |
|---|-----------------|--------------------------|
| Retail | | |
| Neighborhood market | UP | |
| Services: Business, Financial, Professional | | |
| Medical services: Extended care | UP | |
| Services: General | | |
| Day care center: Large family | MUP | 17.44.060 |
| Day care center: Small family | P | |
| Lodging: Bed & breakfast inn (B&B) | MUP | |
| Public safety facility | UP | |
| Transportation, Communications, Infrastructure | | |
| | NA | |

| Key | |
|------------|---------------------------|
| P | Permitted Use |
| MUP | Minor Use Permit Required |
| UP | Use Permit Required |
| NA | Use Not Allowed |

End Notes

¹ A definition of each listed use type is in Article 10 (Glossary).

| | | | | | | |
|--|--|-----|-----|------|-----|--------------------------|
| TABLE 2-7 Allowed Land Uses and Permit Requirements for Residential Zones | P Permitted Use MUP Minor Use Permit required UP Use Permit required P/UP Permitted use if shown in the General Plan or applicable specific plan, Use Permit required otherwise S Permit requirement determined by specific use regulations — Use not allowed | | | | | |
| | Permit Required by Zone | | | | | Specific Use Regulations |
| LAND USE TYPE (1) | R-E | R-1 | R-2 | R-2A | R-3 | |

AGRICULTURAL & RESOURCE USES

| | | | | | | |
|--|----|----|----|----|---|-----------|
| Agricultural accessory structure | P | P | — | — | — | |
| Animal keeping | UP | UP | UP | UP | — | |
| Backyard Chickens | P | P | — | — | — | 17.44.030 |
| Crop production, horticulture, orchard, vineyard | P | P | P | — | — | |

RECREATION, EDUCATION & PUBLIC ASSEMBLY

| | | | | | | |
|-------------------------------------|------|------|------|------|------|--|
| Equestrian facility | UP | — | — | — | — | |
| Golf course, country club | UP | UP | UP | UP | UP | |
| Library, museum, art gallery | P/UP | P/UP | P/UP | P/UP | P/UP | |
| Meeting facility, public or private | UP | UP | UP | UP | UP | |
| Park, playground | P/UP | P/UP | P/UP | P/UP | P/UP | |
| School, private | UP | UP | UP | UP | UP | |
| School, public | P/UP | P/UP | P/UP | P/UP | P/UP | |

RESIDENTIAL

| | | | | | | |
|---|----|----|----|----|-----|-----------|
| Dwelling - Multi-family - Duplex, triplex, fourplex | — | — | P | P | P | 17.44.160 |
| Dwelling - Multi-family - Rowhouse | — | — | — | P | P | 17.44.160 |
| Dwelling - Single | P | P | P | P | P | 17.44.210 |
| Home occupation | P | P | P | P | P | 17.44.100 |
| Mobile Home Parks | — | UP | UP | UP | UP | 17.44.150 |
| Residential accessory use or structure | P | P | P | P | P | 17.44.020 |
| Residential care, 6 or fewer clients, in a home | P | P | P | P | P | |
| Residential care, 7 or more clients | UP | UP | UP | UP | UP | |
| Rooming or boarding house | — | UP | UP | UP | MUP | |
| Second unit or carriage house | P | P | P | P | P | 17.44.190 |
| Transitional and Supportive housing | P | P | P | P | P | |

SERVICES - BUSINESS, FINANCIAL, PROFESSIONAL

| | | | | | | |
|----------------------------------|----|----|----|----|----|--|
| Medical services - Extended care | UP | UP | UP | UP | UP | |
|----------------------------------|----|----|----|----|----|--|

SERVICES - GENERAL

| | | | | | | |
|---|------|------|------|------|------|-----------|
| Day care - Child or adult day care center | UP | UP | UP | UP | UP | 17.44.060 |
| Day care - Large family day care home | MUP | MUP | MUP | MUP | MUP | 17.44.060 |
| Day care - Small family day care home | P | P | P | P | P | |
| Public safety facility | P/UP | P/UP | P/UP | P/UP | P/UP | |

TRANSPORTATION, COMMUNICATIONS, INFRASTRUCTURE

| | | | | | | |
|------------------|----|----|----|----|----|--|
| Utility facility | UP | UP | UP | UP | UP | |
|------------------|----|----|----|----|----|--|

Notes:

(1) See Article 10 (Glossary) for land use definitions.

| | | | | |
|---|--------------------------------|---|----------|---------------------------------|
| TABLE 2-14 Allowed Land Uses and Permit Requirements for Special Purpose Zones | P | Permitted Use | | |
| | MUP | Minor Use Permit required | | |
| | UP | Use Permit required | | |
| | P/UP | Permitted use if shown in the General Plan or applicable specific plan, Use Permit required otherwise | | |
| | S | Permit requirement determined by specific use regulations | | |
| | — | Use not allowed | | |
| LAND USE TYPE (1) | Permit Required by Zone | | | Specific Use Regulations |
| | OS | REC | P | |

AGRICULTURAL AND RESOURCE USES

| | | | | |
|--|-----|---|---|--|
| Agricultural accessory structure | MUP | — | — | |
| Crop production, horticulture, orchard, vineyard | MUP | P | — | |

RECREATION, EDUCATION & PUBLIC ASSEMBLY

| | | | | |
|--|----|----|----|--|
| Campground, recreational vehicle (RV) park | — | UP | — | |
| Commercial recreation facility - Outdoor | — | UP | — | |
| Conference/convention facility | — | UP | — | |
| Equestrian facility | UP | UP | — | |
| Golf course, country club | UP | UP | — | |
| Guest ranch | — | UP | — | |
| Library, museum, art gallery | — | — | UP | |
| Meeting facility, public or private | — | UP | P | |
| Park, playground | P | UP | UP | |
| School, public | — | — | UP | |
| School, specialized education and training | — | — | UP | |
| Sports and active recreation facility | — | UP | UP | |
| Sports and entertainment assembly | — | UP | UP | |
| Studio - Art, dance, martial arts, music, etc. | — | P | UP | |
| Shooting range, gun club | — | UP | — | |

RESIDENTIAL

| | | | | |
|----------------------|----|---|----|--|
| Dwelling - Caretaker | UP | P | UP | |
|----------------------|----|---|----|--|

RETAIL

| | | | | |
|-------------------------------|-------|-------|-------|--|
| Restaurant, café, coffee shop | UP(3) | UP(3) | UP(3) | |
|-------------------------------|-------|-------|-------|--|

SERVICES - BUSINESS, FINANCIAL, PROFESSIONAL

| | | | | |
|-----------------------------|---|---|----|--|
| ATM | — | P | — | |
| Medical services - Hospital | — | — | UP | |
| Office - Government | — | — | P | |

Notes:

- (1) See Article 10 (Glossary) for land use definitions.
- (2) May be approved only on a second or upper floor.
- (3) Must be accessory to a primary open space, recreational, and/or public facility use on the same site.

| | | | |
|---|--|-----|---|
| TABLE 2-14 Allowed Land Uses and Permit Requirements for Special Purpose Zones | P Permitted Use MUP Minor Use Permit required UP Use Permit required P/UP Permitted use if shown in the General Plan or applicable specific plan, Use Permit required otherwise S Permit requirement determined by specific use regulations — Use not allowed | | |
| | Permit Required by Zone | | |
| LAND USE TYPE (1) | OS | REC | P |

SERVICES - GENERAL

| | | | | |
|---|---|----|---|-----------|
| Day care - Child or adult day care center | — | UP | — | 17.44.050 |
| Personal services | — | UP | — | |
| Public safety facility | — | UP | P | |

TRANSPORTATION, COMMUNICATIONS, INFRASTRUCTURE

| | | | | |
|--|----|----|----|-------|
| Heliport | — | — | UP | |
| Maintenance facility | — | — | P | |
| Parking facility, public or commercial | — | — | UP | |
| Utility facility | — | UP | UP | |
| Wireless telecommunications facility | UP | UP | UP | 17.46 |

Notes:

(1) See Article 10 (Glossary) for land use definitions.

DISABILITY ACCESS REQUIREMENTS AND RESOURCES

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
GENERALSERVICES,
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
GENERALSERVICES,
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.



City of Grass Valley

Requirements for Sewer Backflow Prevention and Flow-Relief Devices

Purpose

To prevent sanitary sewer overflows for municipal sewer customers.

- A.) Installation of a relief device (pop-off cap) in the cap of at least one private sewer cleanout, in an area least likely to cause property damage, (for most properties, this device would be located in a sewer cleanout at the property line, closest to the street).
- B.) Installation of a backwater valve, to prevent sewage from the main sewer backing up into the private sewer lines due to cleaning or plugs in the main, is required for all:

- New construction
- Replacements or repairs made to an existing sanitary sewer lateral
- Building Permit applicants who are remodeling more than twenty five percent (25%) of the structure area or where plumbing fixtures are added to the property.
- Properties that have been damaged by the blockage of the City sanitary sewer main or the private lateral
- On all structures where a pump is used to lift sewage to the sanitary sewer system main line. The backflow relief device shall be located to protect the structure from damage in the event that the pump is pumping against a closed backflow device
- Existing buildings which have plumbing drain outlets at an elevation 12" or less above the ground surface of the next upstream manhole, where the elevation of any floor is at or below the invert of the adjacent City sanitary sewer main or is less than 12" above the ground surface of the next upstream manhole, or where a condition exists where a plug in the City sanitary sewer main will cause the hydraulic gradient to rise above the lowest floor level.
- Property title changes

Required Permits

- Building/Plumbing Permit from the Building Division, (530) 274-4340, for all sewer/plumbing work on private property, usually between the sidewalk or public right-of-way and the building.
- Encroachment Permit from the Engineering Division, (530) 274-4373, for all work in City right of way, usually between the back of sidewalk and street where the private lateral would connect to the City's sewer line.

General Submittal Requirements:

- Permit fee (refer to current year Fee Schedule).
- Plans, specifications, and other information indicating the type and location of the proposed work. Plans must include the location of the cleanout at the back of the City right of way (or one must be installed), relief device location, and the backwater valve location.
- Payment of a sewer impact fee, if new or expanded service.

www.cityofgrassvalley.com

City Ordinance No. 698

POP-OFF RELIEF DEVICE



BACKFLOW PREVENTION DEVICE



_____ RISER COLLAR

_____ **4" RISER PIPE** (LENGTH AS NEEDED)

_____ FLAPPER ASSEMBLY



_____ 6" THREADED PLUG

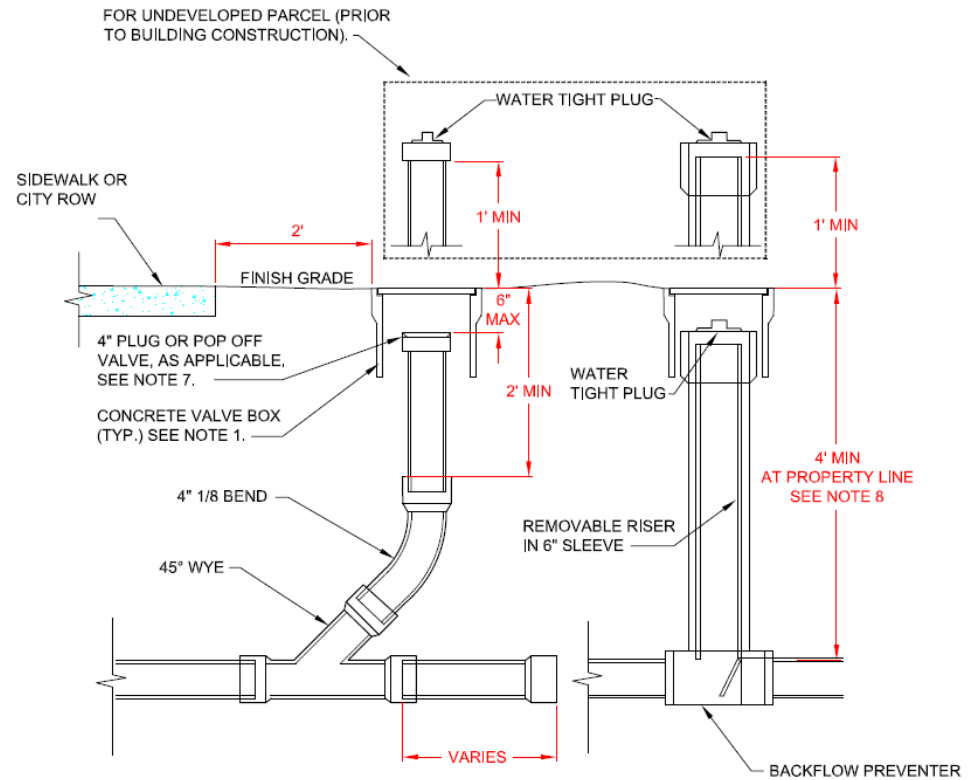
_____ 6" FEMALE ADAPTER

_____ 6" RISER SLEEVE (LENGTH AS NEEDED)

_____ BACKFLOW VALVE TEE

TYPICAL INSTALLATION DETAIL

[REFER TO STANDARD DETAIL SS-4 FOR MOST CURRENT REQUIREMENTS]



NOTES:

1. IN NON-TRAFFIC AREAS INSTALL A ROUND CONCRETE VALVE BOX & COVER MARKED "SEWER". IN TRAFFIC AREAS INSTALL A CHRISTY G5 BOX (OR APPROVED EQUAL) WITH A TRAFFIC RATED METAL LID MARKED "SEWER".
2. A THREE FOOT CAPPED STUB SHALL BE INSTALLED UPSTREAM OF THE BACKFLOW PREVENTER ON UNDEVELOPED PARCELS.
3. CLEANOUT BOX TO BE FREE OF ALL DIRT AND READY AT TIME OF PRE-FINAL INSPECTION.
4. SERVICES OVER 100' LONG AND COMMERCIAL SERVICES REQUIRE A MIN. 6" CLEANOUT WITH 6" FITTINGS. THE CLEANOUT BOX SHALL BE CONSTRUCTED PER THE DESIGN STANDARDS.
5. CONNECTION TO MAIN SHALL BE WITH A FACTORY WYE.
6. BUILDING CONTRACTOR SHALL SET BOX TO FINISH GRADE AND INSTALL AN ABS PLUG SET 6" BELOW THE SURFACE PRIOR TO BUILDING PRE-FINAL.
7. A POP OFF RELIEF VALVE SHALL BE INSTALLED IN THE CAP OF ONE CLEANOUT LOCATED ON THE STREET SIDE OF THE BACKFLOW PREVENTER. THE CLEANOUT SHALL BE LOCATED IN AN AREA LEAST LIKELY TO CAUSE DAMAGE TO PROPERTY OR CONTAMINATION OF SURROUNDING AREA IF ACTIVATED.
8. FOR EXISTING SERVICES, SEWER LINE DEPTH SHALL BE AS NEEDED TO MATCH EXISTING PIPE INVERT ELEVATION. CITY ENGINEER MAY INCLUDE SPECIAL REQUIREMENTS FOR SHALLOW SERVICES IN THE CITY RIGHT OF WAY.
9. APPROVED BACKFLOW PREVENTION DEVICE MANUFACTURERS INCLUDE: CLEAN CHECK, INC. AND OATEY (FOR LESS THAN 3' DEPTH), OR APPROVED EQUAL.

Chapter 12.40 - DOWNTOWN PARKING AND BUSINESS IMPROVEMENT DISTRICT

Sections:

12.40.010 - Established.

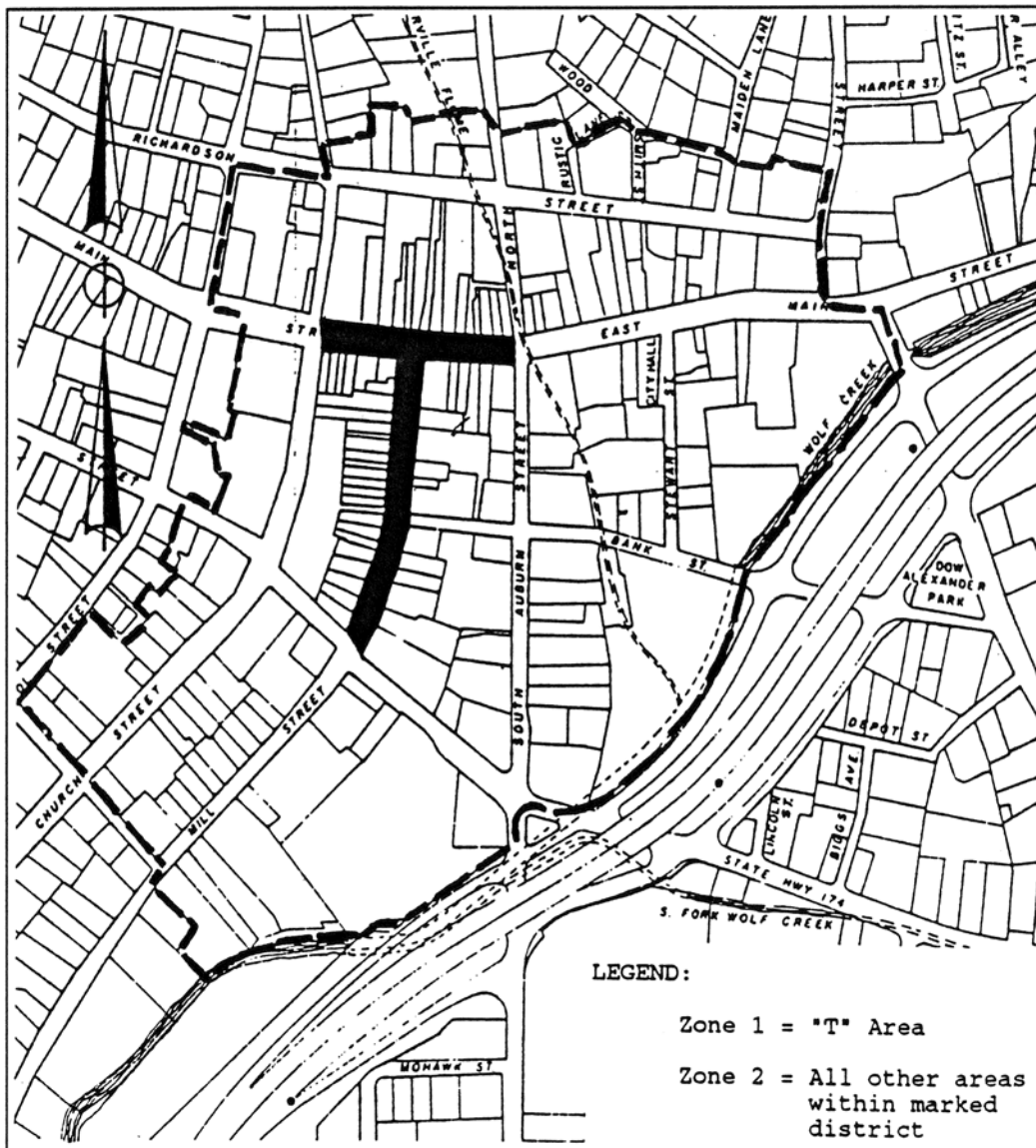
The city has heretofore established a parking and business improvement area pursuant to the Parking and Business Improvement Law of 1979 (Streets and Highways Code Section 36520 et seq.; amended statutes 1989 Chapter 591).

(Ord. 450 § 2 (part), 1990: prior code § 6A-1)

12.40.020 - Boundaries—Zones.

The downtown parking and business improvement district established in this chapter is comprised of those properties located in separate benefit zones, specifically Zone 1 and Zone 2 as more particularly set forth and depicted on the following map:

**Downtown Parking and Business Improvement District
Zones 1 and 2**



Zones 1 and 2 were established following a public hearing held November 13, 1990, by the city council pursuant to a resolution of intention adopted by the city council by Resolution 90-199, dated October 24, 1990. No protests were received at the public hearing.

(Ord. 450 § 2 (part), 1990: prior code § 6A-2)

12.40.030 - Definitions.

Unless it is apparent from the context that another meaning is intended, the following words, when used in this chapter, shall have the meaning ascribed to them by this section.

"Auto dealers" means businesses dealing in the sale of motor vehicles, both new and used, and shall include dealers in trucks, farm implements and all other types of motorized equipment that is moved by motor power on wheels or tracks; but does not include sale of motor vehicle parts when not accompanied by the sale of motor vehicles by the same business.

"Amusement" means any type of business conducted for amusement purposes for which an admission or other charge is made for the purpose of enjoying such amusement. This shall be deemed to include operators or lessees of amusement-type vending machines of all kinds.

"Bars" means any place of business that maintains and sells or dispenses any type of alcoholic beverage at "on-sale," as that term is defined by the Alcohol Beverage Control Act of the State of California.

"Financial, lending and securities institutions" means all financial, lending or security institutions.

"Hotels and motels" means the type of businesses devoted to human lodging on a transient basis as distinguished from apartment houses, roominghouses and other types of concerns that provide human lodging on a more permanent basis.

"Number of employees" means all persons engaged in the operation or conduct of any business, whether as owner, any member of the owner's family, partner, agent, manager, solicitor, or salesman, regardless of basis of compensation, and any and all other persons employed or working in such business, including, but not limited to, students and apprentices working in connection with instruction in any business, for which service the owner, operator or management receives compensation or a thing of value. In determining the number of employees, the number of hours worked by all employees during the entire preceding fiscal year shall be added together and the sum thereof divided by two thousand. Any remainder or fraction shall not be considered; provided, however, that any amount below the first two thousand hours shall be considered as two thousand hours and, in such event, the business in question shall pay a tax using one employee as a basis for computing the tax due. Any employee who is paid for working away from the business location for more than fifty percent of the time for which he is paid during a fiscal year, shall be deemed an exempt employee, and his time shall not be included in the computation above; except, that a business in which all employees qualify for the exemption shall pay a tax using one employee as a basis for computing the tax due.

"Professional and services" includes, but is not necessarily limited to, the following: persons or businesses engaging in a pursuit or activity professionally, news and advertising media, printers, photographers, but not photo supplies, real estate brokers, beauty and barber shops, light manufacturing, buildings, service stations, repair and servicing, renting and leasing, laboratories, including dental and optical, hearing aid services, utilities, artists and designers, and vending machine businesses. Offices of nonprofit organizations which have paid staff are included in this category.

"Restaurant" means any establishment where food is prepared for human consumption either on or off the premises.

"Retail businesses" means all businesses not specifically included within other definitions set out in this section and which at least in part sell at retail in the regular course of business. The fact that a substantial part or most of its business consists of other than retail sales does not exclude the business from this classification. To "sell at retail" as used in the definition of this classification means the making of a "retail sale" or a "sale at retail" as those terms are defined in the Sales and Use Tax Law of the State of California. Retail operations of nonprofit organizations are included in this category.

"Theaters" means any place where a theater business is conducted, containing a permanent stage or in which motion pictures are exhibited and other exhibitions are presented where an admission charge is made.

(Ord. 450 § 2 (part), 1990: prior code § 6A-3)

12.40.040 - Assessments—Computation.

There is imposed an annual charge on each business situated within the boundaries of the downtown parking and business improvements district Zones 1 and 2 which shall be computed as follows:

Computation of Rate

Number of employees _____

(Instructions for determining number of employees are set forth below.)

Basis rate from rate schedule set out in this section.

(Enter in column two below.)

| Type of Business (Defined below) | Basic Rate (From rate schedule) | Multiply by Factor Below | | Adjusted Total Rate |
|--|---|---------------------------------|---|----------------------------|
| Retail | \$ _____ | ×8 | = | \$ _____ |
| Bars, restaurants, theaters and amusements | \$ _____ | ×4 | = | \$ _____ |
| Professional and services, financial lending, hotels and motels, auto dealers, insurance companies | \$ _____ | ×3 | = | \$ _____ |
| Minimum assessment in Zone 1 | \$100.00 | | | |
| Minimum assessment in Zone 2 | \$75.00 | | | |

Computation of Delinquent Penalty, If Applicable

| | | |
|--|-----------------|-------------|
| | Total rate due: | \$; \$rule; |
|--|-----------------|-------------|

Delinquent Penalty: Ten percent each month if paid after delinquent date.

Delinquent Charge — Penalties: For failure to pay a license tax when due, the finance officer shall add a penalty of ten percent of the license charge on the last day of each month after the due date thereof, providing that the amount of such penalty to be added shall not exceed fifty percent of the license charge due.

| | | |
|--|--------------------|-------------|
| | Total payment due: | \$; \$rule; |
|--|--------------------|-------------|

Grass Valley, CA Code of Ordinances

There shall be charged a ten percent charge per each month any payment is made after the delinquent date.

Assessments — Rates**Zones 1 and 2**

| Number of Employees | Zone 1 Rate | Zone 2 Rate |
|---------------------|-------------|-------------|
| 1 | \$22.50 | \$17.50 |
| 2 | 39.00 | 32.50 |
| 3 | 57.00 | 47.50 |
| 4 | 75.00 | 62.50 |
| 5 | 93.00 | 77.50 |
| 6 | 108.00 | 90.00 |
| 7 | 123.00 | 102.50 |
| 8 | 138.00 | 115.00 |
| 9 | 153.00 | 127.50 |
| 10 | 168.00 | 140.00 |
| 11 | 180.00 | 150.00 |
| 12 | 192.00 | 160.00 |
| 13 | 204.00 | 170.00 |
| 14 | 216.00 | 180.00 |
| 15 | 228.00 | 190.00 |

| | | |
|--|---|--------|
| <u>16</u> | 237.00 | 197.50 |
| <u>17</u> | 246.00 | 205.00 |
| 18 | 255.00 | 212.50 |
| 19 | 264.00 | 220.00 |
| 20 | 273.00 | 227.50 |
| 21 | 279.00 | 232.50 |
| 22 | 285.00 | 237.50 |
| 23 | 291.00 | 242.50 |
| 24 | 297.00 | 247.50 |
| 25 | 303.00 | 252.50 |
| Over 25 | 302.00 | |
| plus \$2.00 per each additional employee | 252.50 plus \$2.00 per each additional employee | |

(Ord. 607 § 1, 2002; Ord. 450 § 2 (part), 1990: prior code § 6A-4)

12.40.050 - Use of revenues—Improvements, activities.

The city revenue from the assessments levied within Zones 1 and 2 shall be used to provide the following improvements or activities within the areas:

- A. The acquisition, construction or maintenance of parking facilities for the benefit of the area;
- B. To fund or participate in studies of traffic flow within the area and to pay for certain

improvements made or recommended pursuant to such studies;

- C. Decoration, restoration and general improvement of any public place in the area;
- D. Promotion of public events which are to take place on or in public places in the area;
- E. Furnishing of music in any public place in the area;
- F. The general promotion of business activities in the area.

(Ord. 450 § 2 (part), 1990: prior code § 6A-5)

12.40.060 - Collection of charges—Due date.

The assessments will be billed with business licenses at the first of each year. The charges imposed within the downtown parking and improvement district, Zones 1 and 2, are due and payable the first half on the first day of January each assessment year and the second half due and payable on the first day of June of each assessment year and shall become delinquent thirty days thereafter if not paid in full. Any business which has not paid the first half of its assessment by March 30 of the assessment year and second half of its assessment by July 31 will be subject to delinquent penalties and charges as provided in Section 12.40.040 computed at a minimum at the ten employee rate. All unpaid charges and penalties will be considered a civil debt of the responsible party and shall be collectible by the city in the same manner as a contract obligation. All delinquent bills may be referred to a collection agency hired by the city or be recovered pursuant to an action in small claims court.

(Ord. 607 § 1, 2002: Ord. 546 § 1, 1996: Ord. 472 § 1, 1991: Ord. 461 § 1, 1991: Ord. 459 § 53, 1991: Ord. 450 § 2 (part), 1990: prior code § 6A-6)

12.40.070 - City reimbursement.

The city may be reimbursed its costs for any collection of charges or assessments not to exceed one percent of the amount collected.

(Ord. 461 § 2, 1991: Ord. 459 § 54, 1991; prior code § 6A-14)

12.40.080 - Exemption.

- A. Any new business established in the area of this district shall be exempt from any assessment under the provisions of this chapter for the fiscal year during which it commenced business.
- B. The exemption shall not be deemed to apply to an existing business that has changed ownership or location within the district.

(Ord. 450 § 2 (part), 1990: prior code § 6A-7)

12.40.090 - Residential exclusion.

No person is subject to the charges imposed in this chapter by reason of conducting a residential use upon any property within the district.

(Ord. 450 § 2 (part), 1990: prior code § 6A-8)

12.40.100 - Voluntary contributions.

In the event the city contracts with a corporation to administer the funds collected under this chapter, any funds collected by voluntary contributions by such corporation from whatever source, shall not be subject to an accounting to the city; provided, however, that in any budget presented to the city for the approval of the project, the corporation shall in such budget set out the amount of funds proposed to be used, derived from any source, i.e., tax sources, license tax sources or voluntary contributions, in order that the city council may appropriately determine the feasibility of the project and the ability of the corporation to finance it.

(Ord. 450 § 2 (part), 1990: prior code § 6A-9)

12.40.110 - Power to contract.

- A. The city council may contract with the Grass Valley Downtown Development Association, a nonprofit tax-exempt corporation, the purpose of which shall be to carry out the purposes for which the charges or assessments are levied and as provided in this chapter.
- B. In the event such an agreement is made, it shall provide that the corporation shall present a budget of proposed expenditures and purposes to the city council for investigation as to the advisability and feasibility of the proposed expenditures and improvements, and upon approval of such budget request, the council shall allocate and direct payment of such amounts as it shall determine necessary to implement such approved uses.
- C. The city council shall only use the funds collected under this chapter for purposes recommended by the advisory board.

(Ord. 450 § 2 (part), 1990: prior code § 6A-10)

12.40.120 - Advisory board.

The board of directors of the Downtown Development Association, as the same is constituted as of the effective date of the ordinance codified in this chapter and as its membership may change from time to time, is designated and appointed as the advisory board to the city council to make recommendations as to the expenditure of the revenues collected within the improvement area and to assume such other duties and responsibilities in connection with the improvement area as the city council may from time to time, by resolution, deem useful and appropriate.

(Ord. 450 § 2 (part), 1990: prior code § 6A-11)

12.40.130 - Subject to state law.

All businesses within the downtown parking and business improvement district shall be subject to any amendments to the Parking and Business Improvement Law of 1989 as may be enacted.

(Ord. 450 § 2 (part), 1990: prior code § 6A-12)

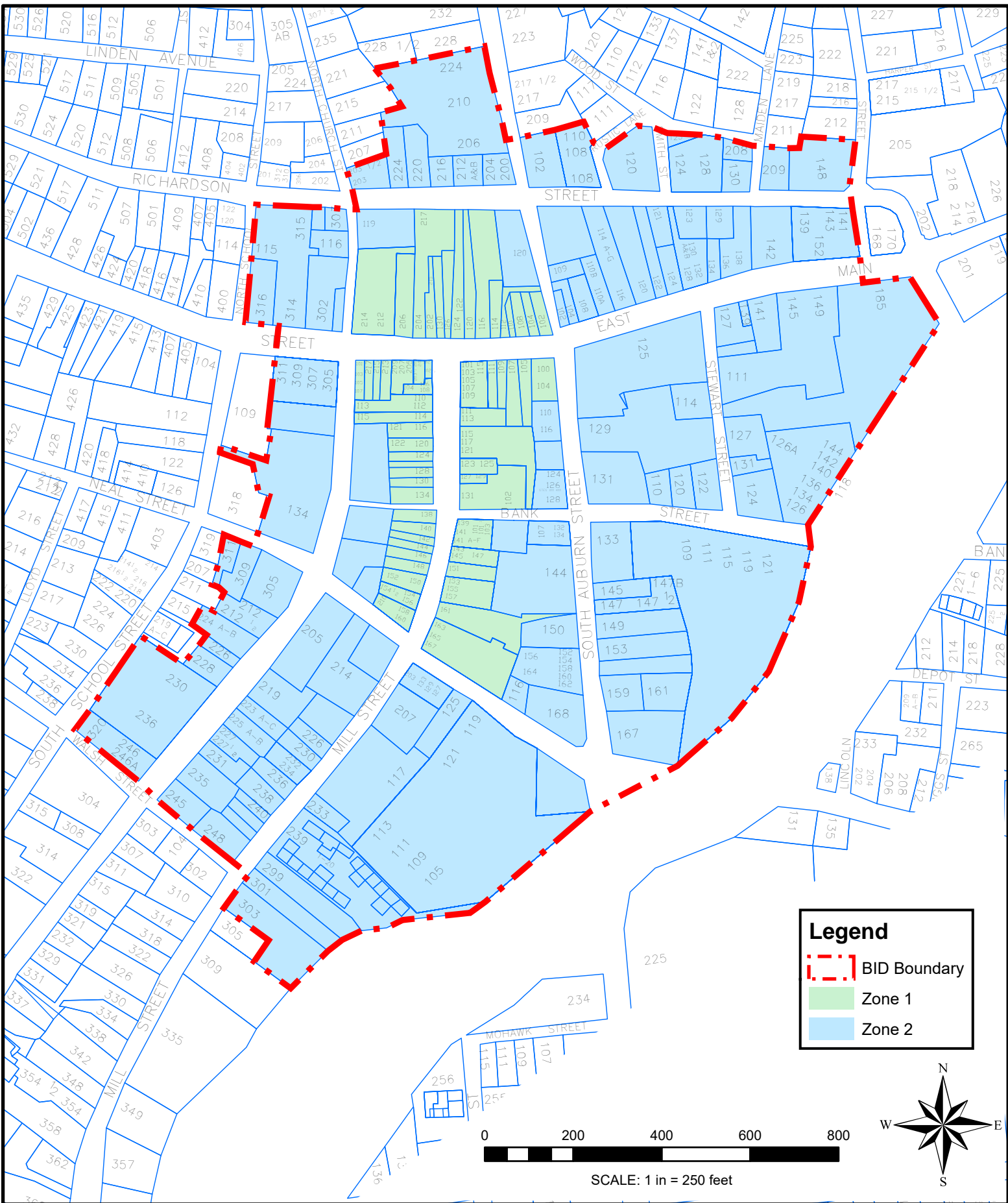
12.40.140 - Disestablishment—Resolution of intention.

The city may, at any time, pursuant to the provisions of Section 36550 of the Streets and Highways Code, disestablish the area created in this chapter. This procedure may be initiated by the council upon its own motion, or upon petition to the council for disestablishment, signed by more than fifty percent of the total assessment membership, assessed in the fiscal year in which the petition is filed; provided, that all signers to the petition shall have signed it within thirty days, but in this connection, the date that each signer shall have signed the petition shall be set opposite his/her name. The city council shall then compute the percentage of the signers, and if the total exceeds fifty percent of the total assessment membership, shall adopt and publish a resolution of the intention mentioned in Section 36550. Neither the initiation of the procedure by the council upon its own motion, or pursuant to the petition provided for in this section, shall limit the council's discretion with respect to the adoption or nonadoption of a disestablishment ordinance.




(Ord. 459 § 33, 1991: Ord. 450 § 2 (part), 1990: prior code § 6A-13)

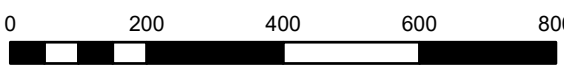


CITY OF GRASS VALLEY DOWNTOWN ASSOCIATION BUSINESS IMPROVEMENT DISTRICT

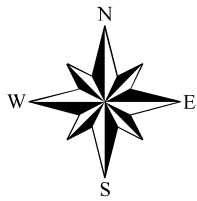


Legend

-  BID Boundary
-  Zone 1
-  Zone 2



SCALE: 1 in = 250 feet



**CITY OF GRASS VALLEY
 NOTICE OF BUSINESS IMPROVEMENT DISTRICT ASSESSMENT DUE
 SELF-COMPUTATION FORM FOR ASSESSMENT
 ZONE 1**

Your annual Business Improvement District Assessment is due by January 1st (you have the option to pay 50% by January 1st and the remaining 50% by June 1st). If you are no longer in business in the Downtown District, please notify the City of Grass Valley so we can update our records and avoid further notification. If you need assistance completing this form, please contact the City at (530) 274-4300.

Please direct any other questions to the Grass Valley Downtown Association at (530) 272-8315.

MAILING ADDRESS:

BUSINESS ADDRESS:

The Grass Valley Downtown Association administers the assessment funds through its economic development program which includes Design, Economic Restructuring, Promotions and an Organizational Structure headed by a nine-member Board of Directors made up of business owners and/or employees within the District.

Computation of Assessment

| <u>Type of Business</u> | <u>Basic Rate (from rate schedule on reverse)</u> | <u>Multiply by</u> | <u>Amount Due</u> |
|--|---|--------------------|-------------------|
| Retail | \$ _____ | x 8 = | \$ _____ |
| Bars, Restaurants, Theaters or Amusements | \$ _____ | x 4 = | \$ _____ |
| Professional, Services, Financial Lending, Hotels or Other | \$ _____ | x 3 = | \$ _____ |
| Total Assessment Due <i>(Minimum assessment in Zone 1 is \$100.00):</i> | | | \$ _____ |

If applicable, add delinquent Penalties of _____ % (See Reverse): \$ _____

TOTAL PAYMENT: \$ _____

I declare that the foregoing is true and complete to the best of my knowledge and belief.

 SIGNATURE TITLE DATE

**To insure proper credit, mail this form with your check payable to: CITY OF GRASS VALLEY
 125 E. MAIN ST.
 GRASS VALLEY, CA 95945**

INSTRUCTIONS FOR DETERMINING NUMBER OF EMPLOYEES

NUMBER OF EMPLOYEES: All persons engaged in the operation or conduct of any business.

“**Employees**” include, but are not limited to, any of the following: owners, any members of the owner’s family, partners, agents, managers, solicitors, students/interns, apprentices, or salespeople. An employee is anyone who participates in and receives any form of compensation for working for a business within this zone.

In order to determine the number of employees: add the total hours worked by all employees during the previous year and divide that total by 2,000. Any remainder or fraction shall not be considered.

Any employee who is paid for working away from the business location for more than 50% of the time for which they are paid during a fiscal year shall be deemed an exempt employee, and their time shall not be included in the computation above.

Businesses whose employees qualify for the exemption shall pay a tax using one (1) employee as a basis for computing the tax due.

BASIC RATE SCHEDULE - ZONE 1

| <u>Number of Employees</u> | <u>Rate</u> | <u>Number of Employees</u> | <u>Rate</u> | <u>Number of Employees</u> | <u>Rate</u> |
|----------------------------|-------------|----------------------------|-------------|----------------------------|-------------|
| 1 | \$22.50 | 10 | \$168.00 | 19 | \$264.00 |
| 2 | 39.00 | 11 | 180.00 | 20 | 273.00 |
| 3 | 57.00 | 12 | 192.00 | 21 | 279.00 |
| 4 | 75.00 | 13 | 204.00 | 22 | 285.00 |
| 5 | 93.00 | 14 | 216.00 | 23 | 291.00 |
| 6 | 108.00 | 15 | 228.00 | 24 | 297.00 |
| 7 | 123.00 | 16 | 237.00 | 25 | 303.00 |
| 8 | 138.00 | 17 | 246.00 | Over 25 | 303.00+ |
| 9 | 153.00 | 18 | 255.00 | | |

+ \$2.00 per each add ‘1 employee

DUE DATES / PENALTIES

Due Dates: A minimum of half (50%) of the assessment is due by January 1st, and the remaining balance is due by June 1st of every year.

Delinquent Penalties: For payments received by the City more than 30 days after the due date (after January 31st & June 30th of every year), a 10% penalty will be charged against the total assessment due on a monthly basis.

Failure to File: Any business which has not filed its Self-Computation Form for Assessment and/or paid the first half of its assessment by March 30th (and the second half of its assessment by July 31st) will be charged a minimum of the 10-employee rate in addition to delinquent penalties and charges.

The collection of the assessment may be referred to a collection agency or may be pursued through an action in small claims court.



**CITY OF GRASS VALLEY
 NOTICE OF BUSINESS IMPROVEMENT DISTRICT ASSESSMENT DUE
 SELF-COMPUTATION FORM FOR ASSESSMENT
 ZONE 2**

Your annual Business Improvement District Assessment is due by January 1st (you have the option to pay 50% by January 1st and the remaining 50% by June 1st). If you are no longer in business in the Downtown District, please notify the City of Grass Valley so we can update our records and avoid further notification. If you need assistance completing this form, please contact the City at (530) 274-4300.

Please direct any other questions to the Grass Valley Downtown Association at (530) 272-8315.

MAILING ADDRESS:

BUSINESS ADDRESS:

The Grass Valley Downtown Association administers the assessment funds through its economic development program which includes Design, Economic Restructuring, Promotions and an Organizational Structure headed by a nine-member Board of Directors made up of business owners and/or employees within the District.

Computation of Assessment

| <u>Type of Business</u> | <u>Basic Rate (from rate schedule on reverse)</u> | <u>Multiply by</u> | <u>Amount Due</u> |
|---|---|--------------------|-------------------|
| Retail | \$ _____ | x 8 = | \$ _____ |
| Bars, Restaurants, Theaters or Amusements | \$ _____ | x 4 = | \$ _____ |
| Professional, Services, Financial Lending, Hotels or Other | \$ _____ | x 3 = | \$ _____ |

Total Assessment Due (**Minimum assessment in Zone 2 is \$75.00**): \$ _____

If applicable, add delinquent Penalties of _____ % (See Reverse): \$ _____ -

TOTAL PAYMENT: \$ _____

I declare that the foregoing is true and complete to the best of my knowledge and belief.

 SIGNATURE TITLE DATE

**To insure proper credit, mail this form with your check payable to: CITY OF GRASS VALLEY
 125 E. MAIN ST.
 GRASS VALLEY, CA 95945**

INSTRUCTIONS FOR DETERMINING NUMBER OF EMPLOYEES

NUMBER OF EMPLOYEES: All persons engaged in the operation or conduct of any business.

“**Employees**” include, but are not limited to, any of the following: owners, any members of the owner’s family, partners, agents, managers, solicitors, students/interns, apprentices, or salespeople. An employee is anyone who participates in and receives any form of compensation for working for a business within this zone.

In order to determine the number of employees: add the total hours worked by all employees during the previous year and divide that total by 2,000. Any remainder or fraction shall not be considered.

Any employee who is paid for working away from the business location for more than 50% of the time for which they are paid during a fiscal year shall be deemed an exempt employee, and their time shall not be included in the computation above.

Businesses whose employees qualify for the exemption shall pay a tax using one (1) employee as a basis for computing the tax due.

BASIC RATE SCHEDULE - ZONE 2

| <u>Number of Employees</u> | <u>Rate</u> | <u>Number of Employees</u> | <u>Rate</u> | <u>Number of Employees</u> | <u>Rate</u> |
|----------------------------|-------------|----------------------------|-------------|----------------------------|-------------|
| 1 | \$ 17.50 | 10 | \$140.00 | 19 | \$220.00 |
| 2 | 32.50 | 11 | 150.00 | 20 | 227.50 |
| 3 | 47.50 | 12 | 160.00 | 21 | 232.50 |
| 4 | 62.50 | 13 | 170.00 | 22 | 237.50 |
| 5 | 77.50 | 14 | 180.00 | 23 | 242.50 |
| 6 | 90.00 | 15 | 190.00 | 24 | 247.50 |
| 7 | 102.50 | 16 | 197.50 | 25 | 252.50 |
| 8 | 115.00 | 17 | 205.00 | Over 25 | 252.50+ |
| 9 | 127.50 | 18 | 212.50 | | |

+ \$2.00 per each add'l employee

DUE DATES / PENALTIES

Due Dates: A minimum of half (50%) of the assessment is due by January 1st, and the remaining balance is due by June 1st of every year.

Delinquent Penalties: For payments received by the City more than 30 days after the due date (after January 31st & June 30th of every year), a 10% penalty will be charged against the total assessment due on a monthly basis.

Failure to File: Any business which has not filed its Self-Computation Form for Assessment and/or paid the first half of its assessment by March 30th (and the second half of its assessment by July 31st) will be charged a minimum of the 10-employee rate in addition to delinquent penalties and charges.

The collection of the assessment may be referred to a collection agency or may be pursued through an action in small claims court.



Chapter 3.68 - EMERGENCY MEDICAL AND FIRE RESPONSE SPECIAL TAX

Sections:

3.68.010 - Purpose.

On November 6, 1996, the people of the State of California, passed Proposition 218 adding Article XIII C to the California State Constitution. Beginning July 1, 1997, all existing, new, or increased assessments imposed by the city must be submitted to the electors of the city for approval. The city presently has a fire suppression assessment; the assessment is levied to enable the city to hire and pay the salaries and benefits for three additional firefighters for the city's fire department. This assessment will expire as of June 30, 1997. In addition to the fire suppression assessment a first responder fee is presently charged by the city whenever fire department personnel respond to a call by any person requesting medical assistance. In order to comply with the tenets of Proposition 218 and to maintain the present staffing level of the fire department a special tax is necessary. This special tax will assure funding for an immediate twenty-four-hour, two-firefighter with emergency medical technician training (EMT-1 level) response to any emergency in the city. It is the intent of the city council that the special tax includes funding for these firefighters as first responders in medical emergencies; by such inclusion, the first responder fee can be abolished.

(Ord. 549 § 1 (part), 1997)

3.68.020 - Authority.

California Government Code Section 53978 permits a city to determine and propose for adoption by the electors of the city a special tax for fire protection and related services; such tax may be used specifically for paying the salaries and benefits to firefighting personnel.

(Ord. 549 § 1 (part), 1997)

3.68.030 - **Emergency medical and fire response special tax established.**

A. For the payment of salaries and benefits of three full-time firefighters there is established a special tax for each classification and in the amounts set forth as follows:

| Classification | Amount of Tax |
|--|---------------|
| Single-family | \$28.00 |
| Multifamily (duplex or larger; per unit) | \$15.00 |

| | |
|---|---------|
| Mobile home park (per unit) | \$14.00 |
| Commercial/industrial (per business) | \$30.00 |
| Any other improved parcel | \$30.00 |
| Any unimproved buildable parcel | \$10.00 |

- B. The amount of the tax for each classification may be increased July 1 of each year in an amount equal to the amount obtained by multiplying each classification by the percentage of increase for the preceding December, if any, of the Consumer Price Index, U.S. City Average, as published by the Bureau of Labor Statistics of the United States Department of Labor. In no event shall this percentage exceed five percent for any year. The city council may suspend the imposition of any such increase for any given year.
- C. Individuals working out of a common commercial/industrial space or sharing a common office shall be deemed to be and classified as a single business and responsible for the payment of a single unit of tax except in those instances when the owner or master tenant of the commercial/industrial space or office utilized in such a manner pays the tax for the single unit payment.

(Ord. 549 § 1 (part), 1997)

3.68.040 - Collection—Penalties.

- A. **Parcels.** Those taxes which are parcel based shall be collected at the same time and in the same manner as property taxes by the County of Nevada and subject to the same penalties as, or with, other charges and taxes fixed and collected by the county on behalf of the city.
- B. **Businesses.** Those taxes imposed upon individual businesses shall be collected at the same time and in the same manner as business license taxes by the city and subject to the same penalties as, or with, other charges and taxes collected by the city.

(Ord. 549 § 1 (part), 1997)

How to Apply



For immediate assistance, please call the
City of Grass Valley Business Support
Center at

530-768-2497

TELEPHONE

A Tax Specialist will help you with the application
process and answer all your licensing questions

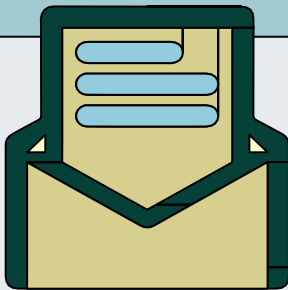


ONLINE

APPLYING ONLINE CAN BE QUICK AND EASY!

You can apply for a business license online from
the comfort of your home or office

Please visit:
<https://grassvalley.HdlGov.com>



BY MAIL

You can also download an application at
<https://grassvalley.HdlGov.com>

To request an application to be mailed to
you, please call **530-768-2497**

OR

Mail your completed form to:

City of Grass Valley
Business Support Center
8839 N. Cedar Ave #212, Fresno, CA 93720

NOTE: No payment will be required until your application has been reviewed and accepted. You will receive an email or telephone call verifying the receipt of application. After the business fees are paid, a business license account number will be issued. A certificate will be mailed or e-mailed to you once the process is completed. Upon receipt of your license certificate, the City of Grass Valley Municipal Code requires it be posted in a conspicuous place at your place of business.



How to Renew



The City of Grass Valley Business Support Center can assist you with your renewal over the phone today at:

TELEPHONE

530-768-2497

Please make sure to have your account number available



ONLINE

RENEWING ONLINE CAN BE QUICK AND EASY!

You can renew your business license online from the comfort of your home or office

Please visit:

<https://grassvalley.HdLGov.com>

If you do not have your account and pin number please contact our Business Support Center



BY MAIL

Mail your completed form to:

<https://grassvalley.HdLGov.com>

City of Grass Valley

Business Support Center

8839 N. Cedar Ave #212, Fresno, CA 93720

OR Scan and email the completed form to

Support@HdLGov.com

If you did not receive a form by mail please contact our Business Support Center.

A Tax Specialist will be happy to mail or email you a form immediately

NOTE: No payment will be required until your application has been reviewed and accepted. You will receive an email or telephone call verifying the receipt of application. After the business fees are paid, a business license account number will be issued. A certificate will be mailed or e-mailed to you once the process is completed. Upon receipt of your license certificate, the City of Grass Valley Municipal Code requires it be posted in a conspicuous place at your place of business.





City of Grass Valley

Business Support Center

PH (530) 768-2497 • FAX (909) 348-0465
Mailing Address: 8839 N. Cedar Ave #212 • Fresno, CA 93720-1832
Apply Online Today At: <https://grassvalley.hdlgov.com/>

| OFFICIAL USE ONLY | |
|----------------------|-------|
| Business License No. | _____ |
| Expiration Date | _____ |
| NAIC Code | _____ |
| License Fee \$ | _____ |

BUSINESS LICENSE APPLICATION

PLEASE TYPE OR PRINT WITH PEN

Business Name _____ Bus. Start Date _____

Corporate Name _____ New Application Change Home Occupation
(if applicable)

Business Location _____
STREET CITY STATE ZIP CODE

Primary Phone No. _____ Business Cell Home
 Alt. No. _____ Cell Home

Mailing Address _____
STREET CITY STATE ZIP CODE

Description of Business _____

*Email Address _____ *Federal ID No. _____

Ownership Corporation Corp-Ltd Liability Partnership Sole Proprietor Trust Non-Profit

PERSONAL INFORMATION - Enter below names of Owners, Partners, or Corporate Officers (attach additional sheet, if necessary)

1st Owner Name _____ Title _____ *SSN _____
*Home Address _____ *Other ID No. _____
(Cannot be P.O. Box) (CA Driver's / ID / Tax ID No.)
Phone No. _____

2nd Owner Name _____ Title _____ *SSN _____
*Home Address _____ *Other ID No. _____
(Cannot be P.O. Box) (CA Driver's / ID / Tax ID No.)
Phone No. _____

- Per AB 2184, you may protect your residential address by providing a different Service of Process address in accordance with Sections 16000.1(a)(2) and 16100.1(a)(2) of the Business and Professions Code. To do so, please fill out the section on the back of this form.
- The City of Grass Valley business license application has been updated in accordance with California Senate Bill No. 205. The primary Standard Industrial Classification (SIC) code, identifying the primary activity of your business and your subjectivity to the State's Industrial General Permit (IGP) must be evaluated as part of this process. Please complete section 2 in Page 2 below to fulfill this new requirement.

CONTRACTORS - This section is required for all contractors.

Contractor's State License Number

Expiration Date

Please provide any relevant details for your business below. Only account for business conducted within the City of Grass Valley

No. of Employees -include owner(s)-

Estimated Annual Gross Receipts

No. of Units

No. of Square Feet

PLEASE READ AND SIGN THE STATEMENT BELOW

All City of Grass Valley businesses and property owners with encroachments in/over the Cityright of way (including balconies, awnings, signs overhanging the sidewalk; news/magazineracks; planters and/or other decorative items on the City sidewalk), are required to obtain, and renew annually, their long-term Encroachment Permit (Municipal code 12.48.160). If you have any encroachments in the City right of way, by signing this business license application, you are agreeing to provide to the City evidence of general liability insurance. This insurance should be in an amount not less than \$1,000,000 with an endorsement naming the City of Grass Valley as additional insured for your business or property. Your business license certificate and your evidence of insurance will constitute your permission to encroach. I certify under penalty of perjury that the foregoing is true and correct to the best of my knowledge.

**In accordance with the California Child Day Care Facilities Act, small family child care homes are exempt

RETURN APPLICATION BY MAIL TO:
City of Grass Valley - Business Licensing
8839 N. Cedar Ave #212
Fresno, CA 93720-1832
SCAN & RETURN APPLICATION BY EMAIL TO:
GrassValley@hdlgov.com

SIGNATURE _____

PRINT NAME _____

Title _____ Application Date _____

NOTICE: 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 - The Department of Rehabilitation at www.dor.ca.gov - The California Commission on Disability Access at www.cdda.ca.gov.

Thank you for doing business in the City of Grass Valley

SECTION 1: SERVICE OF PROCESS ADDRESS, PURSUANT TO AB 2184 - AVAILABLE FOR PUBLIC INSPECTION

If you wish to protect your residential address with a different service of process address, please provide it here.

NOTE - if your service of process address is a post office box or private mailbox, it must comply with paragraph (2) of subdivision (b) of Section 17538.5 of the California Business and Professions Code. Refer to [AB 2184](#) for more information.

Service of Process Address _____

Residential Address to protect

Business Location

Mailing Address

Owner/Partner/Officer Address

SECTION 2: NPDES PERMIT PROGRAM, PURSUANT TO SB 205 - STORMWATER DISCHARGE

*If you are a business that is a regulated industry with storm water discharge requirements in accordance with the [SB 205 NPDES](#) permit program, please complete the following:

SIC # _____ Permit # _____

*Otherwise, please provide the following identification numbers:

Notice of Non-Applicability # _____ OR No Exposure Certification # _____

If you do not have an SIC number or a Permit number, or if you are unaware of the requirement, please contact the State Water Resources Control Board at www.waterboards.ca.gov/water_issues/programs/stormwater/contact.html. The State Water Resources Control Board will issue your "Water Discharge Identification Number", "Notice of Non-Applicability" identification number, or "No Exposure Certification" identification number.



CITY OF GRASS VALLEY

125 East Main Street
Grass Valley, CA 95945

Business Licenses
(530) 274-4300

ONE TIME BUSINESS LICENSE

BUSINESS NAME: _____

JOB DESCRIPTION: _____

JOB LOCATION: _____

JOB DATE: _____

ASSOCIATED PERMIT OBTAINED

- ENCROACHMENT PERMIT
- TREE PERMIT
- SPECIAL EVENT PERMIT
- OTHER: _____

BUSINESS LICENSE TAX \$25.00
(100-4020-006)

SB-1186 STATE ADA FEE \$ 4.00
(100-2005-016)

TOTAL \$29.00

Payment received:

Cash _____

Check # _____

Credit Card _____

BUSINESS LICENSE FEE SUMMARY

CITY OF GRASS VALLEY

REGULAR BUSINESS LICENSE

For businesses with annual gross receipts greater than \$10,000.00. Prorated Business License Fees are based on the number of months remaining in the year at the date of application (\$30.00 minimum). "Employee" means all persons engaged in the operation or conduct of any business, whether as owner, any member of the owner's family, partner, agent, manager, or solicitor and also any and all other persons employed or working in the business eighteen hours or more per week. See table below.

NUMBER OF EMPLOYEES

| | 1-5 | 6-10 | 11-15 | 16-20 | 21-25 | 26-30 | 31+ employees |
|------------------|-------|--------|--------|--------|--------|--------|--------------------------|
| January | 63.00 | 126.00 | 189.00 | 252.00 | 315.00 | 378.00 | 12.60 x no. of employees |
| February | 57.75 | 115.50 | 173.25 | 231.00 | 288.75 | 346.50 | 11.55 x no. of employees |
| March | 52.50 | 105.00 | 157.50 | 210.00 | 262.50 | 315.00 | 10.50 x no. of employees |
| April | 47.25 | 94.50 | 141.75 | 189.00 | 236.25 | 283.50 | 9.45 x no. of employees |
| May | 42.00 | 84.00 | 126.00 | 168.00 | 210.00 | 252.00 | 8.40 x no. of employees |
| June | 36.75 | 73.50 | 110.25 | 147.00 | 183.75 | 220.50 | 7.35 x no. of employees |
| July | 31.50 | 63.00 | 94.50 | 126.00 | 157.50 | 189.00 | 6.30 x no. of employees |
| August | 30.00 | 52.50 | 78.75 | 105.00 | 131.25 | 157.50 | 5.25 x no. of employees |
| September | 30.00 | 42.00 | 63.00 | 84.00 | 105.00 | 126.00 | 4.20 x no. of employees |
| October | 30.00 | 31.50 | 47.25 | 63.00 | 78.75 | 94.50 | 3.15 x no. of employees |
| November | 30.00 | 30.00 | 31.50 | 42.00 | 52.50 | 63.00 | 2.10 x no. of employees |
| December | 30.00 | 30.00 | 30.00 | 30.00 | 30.00 | 31.50 | 1.05 x no. of employees |

SPECIAL BUSINESS LICENSE

For businesses with annual gross receipts less than \$10,000.00. \$25.00

CONTRACTORS

- If based outside City limits: \$120.00
- If based inside City limits: Refer to Regular Business License table above
- One-time license: Pay \$25.00 each time a permit is issued

OPERATORS/LESSORS OF REAL ESTATE RENTAL PROPERTY

- Lessors with 3 or more residential units \$6.40 per unit
- Lessors of commercial building space \$0.0064 per sq. ft.

FIRE TAX

Applies only to businesses located inside City limits. Fire tax is not required for home occupations/residential and businesses based outside City Limits. If more than one business shares a common space, only one fire tax is due.

- For businesses starting January 1st—June 30th \$45.66
- For businesses starting July 1st—December 31st \$22.83

STATE ADA FEE

Per SB-1186 Disability Access, an additional State fee of \$4.00 per Business License is required.



Industrial Pretreatment Preliminary Survey

City of Grass Valley WWTP
125 E Main Street, Grass Valley, CA 95945
Phone: (530) 274-4370
Fax: (530) 272-1807

FOR CITY USE ONLY

Classifications:

Business License #:

Failure to complete and return this survey to the address listed above may result in cessation of sewer service or other enforcement action in accordance with Chapter 13 of the Municipal Code. If you have questions, please contact the Public Works Water & Wastewater Division at (530) 274-4370.

Business Name: _____ Phone #: _____

Business Street Address: _____ Fax #: _____

Mailing Address: _____

Business Owner(s): _____

Is the business: Sole Proprietorship Partnership Corporation

Nature of Business: _____

Property Owner(s): _____ Phone #: _____

Federal SIC #: _____ (SIC numbers may be obtained at www.osha.gov/oshastats/sicser.html)

Federal NAICS #: _____ (NAICS numbers may be obtained at www.census.gov/epcd/www/naics.html)

How many employees? _____ Hours of Operation: _____ to _____ Days per week of operation: _____

Do you use water for any process or business activity (e.g., cooling, washing related to a product or service, product preparation, etc)? Yes No

If yes, please briefly describe uses: _____

Does your business generate or store any hazardous materials (excluding sealed products for retail sale)? Yes No

If yes, what are the EPA, California generator number(s), and/or facility permit number(s)? _____

Does your business site have floor drains? Yes No If yes, how many floor drains? _____

Do you utilize a wastewater pretreatment device (such as grease traps, interceptors, neutralization, etc.) prior to discharge to the sewer? Yes No

If yes, please describe: _____

What is the size? _____

CERTIFICATION

I certify that the information contained in this preliminary survey is true, correct and complete to the best of my knowledge. I certify that I am either an owner of this business or the owner's designated agent. I certify that the business will comply with the following provisions.

- A. To furnish any additional information on wastewater discharges as required by the City of Grass Valley.
- B. To accept and abide by all provisions of Chapter 13 of the City of Grass Valley Municipal Code.
- C. To effectively operate and maintain any wastewater pretreatment equipment to ensure compliance with wastewater discharge limits.
- D. To cooperate at all times with reasonable requests by City personnel in the inspection, sampling, and monitoring of waste discharges to the City's sewer system.
- E. To notify the City of Grass Valley wastewater treatment plant (WWTP) IMMEDIATELY, at (530) 274-4370 in the event of an accident or other occurrence that results in discharge to the sewer of any material that, by nature and/or quantity, violates wastewater discharge limits or constitutes a hazard to WWTP operations or compliance, to City personnel, or to the environment.
- F. To pay the City of Grass Valley the required sewer use fees for wastewater treatment.
- G. To submit, as required by the City, accurate data on non-residential wastewater flows and constituents.
- H. To notify the City of Grass Valley, in writing, if there is a change in the business ownership, operations, or materials stored on site.

Signature

Title

Date



Industrial Pretreatment Survey: Food Services

City of Grass Valley WWTP
125 E Main Street, Grass Valley, CA 95945
Phone: (530) 274-4370
Fax: (530) 272-1807

FOR CITY USE ONLY

Classifications:

Business License #:

Failure to complete and return this survey to the address above may result in cessation of sewer service or other enforcement action in accordance with Chapter 13 of the Municipal Code. If you have questions, please contact the Public Works Department, Water and Wastewater Division at (530) 274-4370

Business Name _____ Phone _____

Business Street Address _____

Mailing Address _____

Business Owner(s) _____

Is the business a: Sole Proprietorship Partnership Corporation

Nature of Business (including products and/or services) _____

Property Owner(s) _____ Phone _____

Federal SIC Number _____ (SIC numbers may be obtained at www.osha.gov/oshstats/sicser.html)

Federal NAICS Number _____ (SIC numbers may be obtained at www.census.gov/epcd/www/naics.html)

How many employees? _____ Hours of Operation _____ to _____ Days per week of operation _____

Do you or will you use fats, oils or greases in your business? Yes No

Do you have a grease trap or interceptor? Yes No If yes what is the type and size? _____ How often is it serviced? _____ By whom? _____ How is the grease disposed? _____

Do you utilize any other wastewater pretreatment device prior to discharge to the sewer? Yes No If yes, please describe _____ What is the size of the other wastewater pretreatment device? _____

What is done with the spent cooking grease? _____

How much is generated? _____ How is this grease disposed? _____

What is the destination of grill cleaning residuals? _____

Are emulsifiers or acids used in your business? Yes No If yes, at what location do they enter the sewer system? _____

Do you use chemicals in your business? Yes No Are these chemicals stored onsite? Yes No

Do you generate hazardous waste? Yes No Are there floor drains present at your facility? Yes No

Do you have an accidental spill prevention plan for your business? Yes No

CERTIFICATION:

I certify that the information contained in this preliminary survey is true correct, and complete to the best of my knowledge. I certify that I am either an owner of this business or the owner's designated agent. I certify that the business will comply with the following provisions.

- A. To furnish any additional information on wastewater discharges as required by the City of Grass Valley.
- B. To accept and abide by all provisions of Chapter 13 of the City of Grass Valley Municipal Code.
- C. To effectively operate and maintain any wastewater pretreatment equipment to ensure compliance with wastewater discharge limits.
- D. To cooperate at all times with reasonable requests by City personnel in the inspection, sampling, and monitoring of waste discharges to the City's sewer system.
- E. To notify the City of Grass Valley wastewater treatment plant (WWTP) IMMEDIATELY, at (530) 274-4370 in the event of an accident or other occurrence that results in discharge to the sewer of any material that, by nature and/or quantity, violates wastewater discharge limits or constitutes a hazard to WWTP operations or compliance, to City personnel, or to the environment.
- F. To pay the City of Grass Valley the required sewer use fees for wastewater treatment.
- G. To submit, as required by the City, accurate data on non-residential wastewater flows and constituents.
- H. To notify the City of Grass Valley, in writing, if there is a change in the business ownership, operations, or materials stored on site.

Signature _____ Title _____ Date _____

Printed Name _____ Phone _____