



CITY OF ESCALON

2060 McHenry Avenue * Escalon, Ca 95320 * Ph# 209-691-7422 Fax# 209-691-7409
 www.cityofescalon.org

BUSINESS LICENSE PROCEDURES

All businesses operating within city limits are required to submit a Business License Application. The Business License Application must be completed; both sides (if applies), signed AND dated.

LOCATION	BUSINESS TYPE	APPLICATION FEE	PROCESSING TIME	BUSINESS LICENSE FEE
BASED IN ESCALON CITY LIMITS	OFFICE/STOREFRONT	\$77.00	7-10 BUSINESS DAYS	BASED ON PROJECTED ANNUAL GROSS RECEIPTS
	HOME-BASED	\$37 + \$87 (HOME OCC)	7-10 BUSINESS DAYS	BASED ON PROJECTED ANNUAL GROSS RECEIPTS
	STREET FAIR VENDOR	\$16.00	IMMEDIATE	\$10.00 PER DAY + 4.00
	DOOR-TO-DOOR	\$16.00 + \$58.00 DOJ FEE	CAN TAKE UP TO 30 DAYS	\$10 PER DAY PER PERSON + 4.00 OR \$240 PER YEAR + 4.00
BASED OUTSIDE ESCALON	ALL - ANNUAL LICENSE (ALSO PRICING FOR COSMETOLOGISTS)	\$27.00	IMMEDIATE	BASED ON PROJECTED ANNUAL GROSS RECEIPTS
	STREET FAIR VENDOR	\$16.00	IMMEDIATE	\$10 PER DAY/EVENT + 4.00 OR \$30 PER YEAR + 4.00
	DOOR-TO-DOOR	\$16.00 + \$58.00 DOJ FEE	CAN TAKE UP TO 30 DAYS	\$10 PER DAY PER PERSON + 4.00 OR \$240 PER YEAR + 4.00

OVERPAYMENTS MORE THAN \$5.00 WILL BE RETURNED TO YOU FOR CORRECT PAYMENT AMOUNT.

It is at the discretion of the City whether or not the business license will need to be reviewed by the Chief of Police. If so, the one-time, non-refundable business license application processing fee will be \$16.00. If review is required, please allow **seven to ten business days** for approval. *Once your license has been approved, the Business License Department will contact you. At that time, the business license fee will be due. If you have any questions, please contact the Business License Department at (209) 691-7422.*

If applicable, the following must be turned in with the Business License Application:

- copy of Drivers License or Contractor's License
- copy of Fictitious Business Name Statement
- copy of Resale License
- copy of current Health Permit
- copy of ABC License
- **2 inspections by the Building Official/Inspector...inspection line: 691-7464**
 - 1st Inspection - Before anything is renovated or moved in. Inspector will do a walk-through as you let him know what your plans for the space are. He will let you know what, if anything, will require a building permit.
 - 2nd Inspection - Once everything is moved in, all work is done and you are ready to open. Inspector will do a final walk-through, making sure everything is up to code and there are no outstanding items or issues.
- Inspector is in **Tuesdays & Thursdays 8am – 12pm**. Leave a message and include your name, business address for inspection, day/date you would like the inspection and a telephone number if he needs to reach you. Inspector checks his messages as soon as he arrives in the office at 8am on the above mentioned days, makes a list of inspections to do, and leaves the office to complete his inspections. *Inspections are performed 8am – 12pm unless otherwise arranged.*
- **inspection by the Escalon Fire Department...contact: Dan Morriss 838-7500**