

City of Richmond

Administrative Manual

SUBJECT: Business Licenses

SECTION: Finance

POLICY NUMBER: AP 516

INITIAL DATE PREPARED: August 25, 1999

LAST DATE REVISED: August 25, 1999

I. Policy

- A. The Business License Section is responsible for the application and enforcement of City ordinances and the Municipal Code dealing with business licenses. The Business License Specialist will issue and enforce the issuance of business licenses. The Business License Specialist will coordinate with departments and agencies involved in the licensing functions.
- B. The Business License Specialist is a Code Infraction Citation Officer and has power to issue citations on behalf of the City of Richmond regarding Municipal Code violations.

II. Procedures

A. Application for Business License

- 1. The Business License Specialist will create and maintain a “Business License Fee Schedule” (AP 516-1).
- 2. All applicants for a business license are required to prepare an “Application for Business License” (AP 516-2).
- 3. If the applicant is regulated by the State of California Contractor’s License Board, he or she must also complete a “Contractor’s License Statement” (AP 516-3) pursuant to Section 7033, Chapter 9, Division III, of the Business and Professions Code, certifying current licensing as a contractor by the State Contractor’s License Board.
- 4. The Business License Specialist will provide to the applicant form AP 516-4, which is a “Business Start-up Checklist”.
- 5. All applicants for a business license are required to prepare a “City of Richmond Fire Department Questionnaire” (AP 516-5). The declaration

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applies only to Richmond based businesses. The SIC Code List is contained in AP 516-6.

6. All applicants for a business license are required to prepare a “City of Richmond Hazardous Material Declaration” (AP 516-7). The declaration applies only to Richmond based businesses.
7. The Business License Specialist will issue the business license after evidence of payment of business license fees and receipt of the required documents listed above.
8. The Business License Specialist will prepare and maintain a Master Card Business License Record (AP 516-8). The business applicant must sign the Master Card Business License Record.

B. Compliance Checks - Business Licenses

1. The Business License Specialist will review sources of information that identify businesses operating in the City of Richmond. Examples of information sources include newspapers, state and local tax rolls, and registers. The Business License Specialist will determine if the identified business is compliant with Business License ordinances and Municipal Code.
2. The Business License Specialist will perform field audits of businesses to determine compliance with Business License ordinances and the Municipal Code. The Business License Specialist may use his or her “Code Enforcement Officer” badge.
3. If a business is not compliant, the Business License Specialist will notify the business owner by mail to apply for a business license.

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4. When the Business License Specialist determines non-compliance with the Business License ordinances or the Municipal Code, a citation may be issued to the business owner.

C. Non-issuance of a Business License

The Business License Specialist will notify the business owner when a business license is not issued. Business licenses may not be issued for the following reasons.

1. License fees are insufficient.
2. The Application for Business License is incomplete and/or unsigned.
3. Fees have not been received.
4. The required department clearance was not received.