

Small Business Resource Guide

Getting the Permits You Need to Start a Business in Ceres

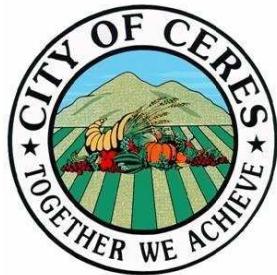
PREPARED BY:

City of Ceres

Economic Development Department

www.ci.ceres.ca.us

January 2018



PREFACE

The City of Ceres recognizes the effort and investment that goes into starting a new business and wants to do its part to ensure a timely and efficient opening. The following is a simple guide to help business and property owners understand permitting requirements for establishing a business in a commercial space within the City.

The information in this guide has been organized into a series of step-by-step questions that describe the types of businesses allowed within the City, what types of permits may be required for the business, how to apply for needed permits, and other important steps associated with opening a new business.

Because all businesses and business spaces are unique, it is simply not practical to cover all possible permitting scenarios in this guide. The intent here is to provide a basic overview of permits and permitting requirements to help you understand and integrate these requirements as part of your business plan.

It is important to understand that this guide is not intended to serve as a substitute for consultation with City staff. Early consultation with staff from the City's Planning and Building Department to discuss the particulars of your business and the business space you are interested in is strongly recommended.

The City appreciates your consideration of Ceres as a place to locate your business. Our staff is ready and available to work with you towards an expedient and successful opening for your business.

CONTENTS

I. IS MY BUSINESS ALLOWED?

- Commercial Zones I-1
- Zoning Map I-2
- More About Zoning Regulations I-3

2. DO I NEED A PERMIT FOR MY BUSINESS?

- Planning Permits 2-1
- Building Permits 2-4
- Encroachment Permit 2-5
- Other Business Permits 2-7
- City Utilities and Services 2-8

3. DO I NEED A CITY BUSINESS LICENSE?

- Business Licenses 3-1

4. WHO DO I TALK TO?

- Important City Contacts 4-1
- Other Local Contacts 4-3
- Important State Agencies 4-5
- Important Federal Agencies 4-7

APPENDIX

CHECKLIST FOR MY BUSINESS

IS MY BUSINESS ALLOWED IN THE CITY?

1

First Point of Contact: Ceres Planning Department

The most essential part of any successful business is location, location, location. When looking for the property best suited for your business, there are several factors to consider. The City of Ceres has a number of “zoning districts” that allow for a wide range of business activities. Zoning districts regulate the types of businesses allowed in the City and where they can be located. Areas within the City that are “zoned” for business are illustrated on page I-2. The table below summarizes some of the most common businesses that are allowed within these zoning districts. Specific regulations for each zoning district, including a complete list of allowable and prohibited uses, is available at the Planning Division of Community Development.

CERES PLANNING DIVISION

2220 Magnolia Street

Ceres, CA 95307

Phone: 209.538.5774

FAX: 209.538.5675

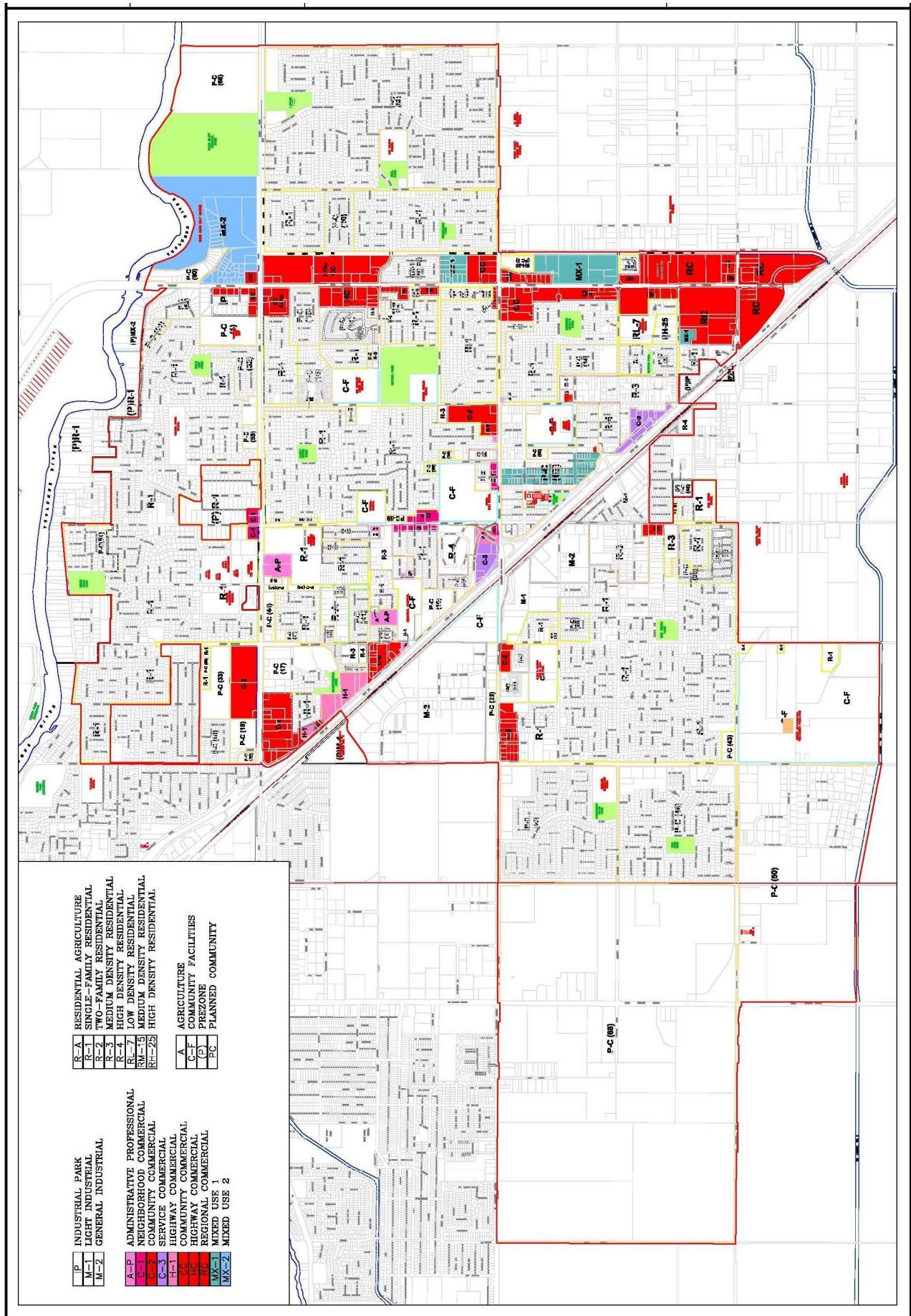
www.ci.ceres.ca.us/182/

Planning-Buidling

Office Hours:

Monday-Friday 8:00 - 5:00

COMMERCIAL ZONING DISTRICTS	
<p>Neighborhood Commercial District (C-1)</p> <ul style="list-style-type: none"> - Resident-serving retail uses - Personal service establishments - Hardware and craft supply stores - Banks and financial institutions - Restaurants and cafes (w/o alcohol service) - Laundromats and dry cleaners <p>Community Commercial District (C-2)</p> <ul style="list-style-type: none"> - All of the businesses listed above - Apparel and shoe stores - Restaurants and cafes (w/ alcohol service) - Nightclubs and Lounges - Shopping Centers - Automatic car washes - Appliance stores <p>Administrative Professional District (A-P)</p> <ul style="list-style-type: none"> - Administrative, financial, professional offices - Medical, dental and therapeutic offices and labs 	<p>Wholesale Commercial District (C-3)</p> <ul style="list-style-type: none"> - Automobile/vehicle sales and service facilities - Automobile service stations - Building materials sales yards - Public mini-storage facilities <p>Highway Commercial District (H-1)</p> <ul style="list-style-type: none"> - All types vehicle sales and repair facilities - Restaurants, fast food drive-thru, and coffee shops - Hotels, motor hotels, inns - Automobile service stations <p>Mitchell Road Corridor Specific Plan (SP)*</p> <ul style="list-style-type: none"> - Community Commercial Serving Uses - Regional Commercial Serving Uses - Highway Commercial Serving Uses - Mixed Use 1 (MX-1) - Mixed Use 2 (MX-2) <p>* (This zone has special standards— check with Planning Division)</p>



More About Zoning Regulations

Permitted Uses

Each zoning district in the City is accompanied by a list of specific uses that have been determined as appropriate for that district. These are the business types most suitable for the specific area or neighborhood based on the type and amount of traffic they generate, their “sensitivity” to other adjoining uses or businesses, and their level of intensity or density of development.

TIP: *Checking the zoning of a desired property **prior** to signing a lease or purchase will help minimize unexpected delays and costs, or even discovering the inability to use the property or open your business due to improper zoning.*

Conditional Uses

Each zoning district in the City is also accompanied by a list of specific uses considered to be “conditional uses”. These are uses that may be similar to many of the permitted uses or businesses; however, they may also possess some associated activities that might not be well suited for a particular piece of property or location in that neighborhood. Common examples of uses that require a conditional use permit include: drive-thru restaurants, liquor stores, commercial recreation facilities, churches, hospitals, and restaurants in an A-P zoning district. In those instances, these conditional uses may be allowed on a case-by-case basis under certain “conditions” established by the Ceres Planning Commission. In order to be approved for a particular property, proposed conditional uses require an application for Conditional Use to be submitted and reviewed by the City staff and a noticed public hearing held by the Ceres Planning Commission. It’s important to allow for the extra time required to prepare the application materials and process this type of conditional use permit application through the City’s process.

Zoning District Development Standards

Even if a business location is already properly zoned, a business owner proposing to construct a **new building** will be required to provide certain improvements to the property including, but not limited to, building setback and design requirements, off-street parking and loading spaces, landscaping and lighting standards, and storm water retention. In some cases, off-site public improvements may also be required. When considering opening a new business in an existing building, some of these considerations must be taken into account, such as sufficient parking or the property “occupancy type” of the building itself, before a new business may be located there.

DO I NEED A PERMIT FOR MY BUSINESS?

2

Identifying the Next Steps in Opening Your Business

Depending on the type of business and/or the improvements that will be made to the business space, additional permits from the City and other licensing agencies may be required before opening your business. The types of permits commonly needed by a new business include Planning Permits, Building Permits, and Engineering Permits (for encroachments constructed into the public right-of-way). Certain businesses may also require permits from other county and state agencies. For example, a restaurant business involving the sale of beer and wine will need permits from the City, the County of Stanislaus (for food and beverage service) and the State of California (for sale of alcoholic beverages). Your business may be unique and subject to more uncommon permitting or regulatory requirements.

Business owners are strongly encouraged to verify permitting requirements with City staff prior to signing a lease or rental agreement for any building or property.

Tip: ALL new businesses are subject to certain laws and/or regulations, so there's no need to fear this step of the journey in opening your small business!

While the process may seem intimidating, City staff is here to help guide you through the regulatory steps. It's important to keep in mind that these local, state and federal laws are not intended to "penalize" you as a new business owner. They have been established to protect you and your customers.

Providing a safe, attractive, and healthy business environment is "good business" for all of us!

Planning Permits

Planning Permit requirements vary greatly depending on the type of business, business activity, and proposed business location. By checking with the City Planning Division to determine the proper Zoning District for your business before you select a specific building or property, the need for special Planning Permits may be minimized. Nonetheless, certain businesses and business activities are only permitted in the City of Ceres after obtaining a special Planning Permit from the City of Ceres. The table on the following page identifies some of the more common business uses that do not require a special Planning Permit, along with some of the businesses that will require a special Planning Permit. Additionally, a brief description of the various special Planning Permits follows.

When is a Special Planning Permit Required?	
<p>Businesses that do not typically require a Special Planning Permit</p> <ul style="list-style-type: none"> - <i>Resident-serving retail uses</i> - <i>Bookstores and gift shops</i> - <i>Business and professional offices</i> - <i>Banks and financial institutions</i> - <i>Medical and dental clinics</i> (in the A-P Zoning District only) - <i>Art galleries</i> - <i>Antique stores</i> - <i>Restaurants, bakeries and cafes</i> (in the C-1, C-2 & H-C Districts only) 	<p>Businesses that typically do require a Special Planning Permit</p> <ul style="list-style-type: none"> - <i>Restaurant and cafes w/ alcohol service</i> - <i>Wine tasting, sales</i> - <i>Liquor stores</i> - <i>Mixed residential/commercial projects</i> - <i>Bars, live entertainment</i> - <i>Outdoor dining or activities including those on the public right-of-way (sidewalk)</i> - <i>Churches</i> - <i>Home-based businesses</i> - <i>Temporary or Seasonal Sales</i>

Home-Based Businesses

In the City of Ceres, home-based businesses are referred to as Home Occupations, and are generally defined as business activities solely operated by a resident working within his or her private residence. Among other specific standards, Home Occupations must be secondary to the use of the home as a dwelling, be an “incidental” use of the property, and any business activities must not be a nuisance for the neighborhood. Prior approval of a Home Occupation Permit is required from the Director of Community Development and the Building Division.

CERES PLANNING DEPARTMENT

2220 Magnolia Street

Ceres, CA 95307

Phone: 209.538.5774

FAX: 209.538.5675

www.ci.ceres.ca.us/182/

Planning-Building

Office Hours:

Monday-Friday 8:00 - 5:00

Administrative Use Permits

Administrative Use Permits are required for certain uses that are limited in scope or of a temporary nature. Examples of these types of uses include seasonal or theme-oriented temporary retail uses, short-term outdoor business activities, and photography/filming permits. Applications for these types of temporary uses are reviewed by Planning & Building Division staff and approved by the Director of Community Development, and may be subject to conditions applied by City departments.

Conditional Use Permits

Conditional Use Permits are required for certain businesses proposed within certain Zoning Districts to ensure that their operations are conducted in a manner that is compatible with its surroundings and the public health, safety and welfare. A complete list of businesses requiring Conditional Use Permit approval is available at the Planning Division Department. Conditional Use Permits are reviewed and considered at a public hearing held before the City's Planning Commission. When approving a Conditional Use Permit, the Planning Commission must determine that the proposed business meets the criteria for Conditional Use Permit approval. The Planning Commission may also impose operational requirements or other conditions of approval as part of their decision.

TIP: Business owners should be aware that Conditional Use Permits may "stay with the land or specific business" and may not be transferrable from one property to another or from one business to another similar business

Design Review

In some Planned Commercial business Zoning Districts, design review is required when alterations are being made to the exterior of a building (e.g., change in color, materials, new or relocated windows and doors, etc.). The purpose of Design Review is to promote good design and ensure a harmonious relationship of buildings. In most instances, Design Review is conducted administratively by Planning Division staff. For businesses requiring Conditional Use Permit approval, Design Review approval is granted by the City's Planning Commission in conjunction with the Conditional Use Permit.

Sign Permits

The City of Ceres has a sign ordinance that regulates the type and size of business signs allowed within the City. Most business signs, including temporary signs for occasional promotions, require approval of a Sign Permit prior to installation. Typically, Sign Permits are reviewed and approved administratively by Planning and Building Division staff. Signs that are unusual in size or design may be referred to the Planning Commission for approval.

Depending on the complexity of the specific application(s), the time required by the City to process special permit applications described herein may take between a few days to several weeks. By meeting with a member of the Planning Department staff at the **earliest stage in the planning for your new business**, you can learn more about special permit application procedures, filing fees, and processing timelines for each type of Planning Permit that may be required.

Building Permits

Most new businesses occupying an existing building will require a Certificate of Occupancy inspection (COO) from the Ceres Building Division. The purpose of this inspection is to generally ensure that the existing building space complies with basic fire and life safety requirements. A COO inspection application is submitted to the Building Division accompanied by an application fee of \$71. A City inspector will make arrangements to meet you at your new business location to conduct the inspection.

CERES BUILDING DIVISION

2220 Magnolia Street

Ceres, CA 95307

Phone: 209.538.5753

FAX: 209.538.5752

[www.ci.ceres.ca.us/182/
Planning-Building](http://www.ci.ceres.ca.us/182/Planning-Building)

Office Hours:

Monday-Friday 8:00 - 5:00

Often, a new business owner wishes to make improvements to the building or interior business space. A Building Permit is required for many of these building improvements, particularly when they involve structural changes or upgrades in the building's plumbing, electrical, or mechanical systems. The table below identifies some of these more common building improvements and when a building permit is typically required.

When is a Building Permit Required?

Work that does not typically require a Building Permit

- Painting
- Carpeting
- Display cabinets
- Unattached clothing racks
- Tables and chairs

Work that requires a Building Permit

- *New walls, floors & ceilings*
- *Modifications to existing walls, floor, or ceilings*
- *New or modifications to existing plumbing, electrical or mechanical equipment*
- *Door & window replacement*
- *Work on the exterior of the building*
- *Installation of new exterior business signs*

To apply for a Building Permit, an application form along with detailed plans and information on the work being performed must be submitted to the Building Inspection Division. Generally, building plans and drawings must be prepared by a licensed architect, engineer or building designer. **Business owners are strongly encouraged to discuss submittal requirements with City staff** before submitting a Building Permit application. Once a complete application submittal is made, plan review and approval may take between two weeks for minor building improvements to several weeks for more complex applications.

Encroachment Permits

An Encroachment Permit is required if the business involves use of the public right of way for seating, dining, merchandise display or other activity, or includes installation of a new sign or awning that overhangs into the public right-of-way. In the case of new building construction, conditions of approval may require the installation of public improvements (e.g., curb, gutter, sidewalks, etc.) that will also require an Encroachment Permit. The table below identifies some common business activities or improvements that do or do not require an Encroachment Permit.

CERES ENGINEERING

DIVISION

2220 Magnolia Street
Ceres, CA 95307

Phone: 209.538.5792
FAX: 209.538.5675

[www.ci.ceres.ca.us/212/
Engineering-Division](http://www.ci.ceres.ca.us/212/Engineering-Division)

Office Hours:
Monday-Friday 8:00 - 5:00

When is an Encroachment Permit Required?

Businesses that do not typically require an Encroachment Permit

- *Businesses that do not place items or make improvements within or overhang the public right-of-way (public sidewalk)*
- *New businesses that are required to construct or install improvements within the public right-of-way (sidewalks or streets)*

Businesses that do require an Encroachment Permit

- *Businesses proposing to locate outdoor seating or dining areas in a public right of way (sidewalk).*
- *Businesses proposing to install new awnings that overhang the public right-of-way (sidewalk).*
- *Businesses proposing to install new signage that overhangs the public right-of-way (sidewalk).*
- *Businesses proposing to occupy or conduct business activities in the public right-of-way (sidewalk or street).*
- *Businesses constructing new buildings and making improvements or additions to the public sidewalks and streets.*

To apply for an Encroachment Permit, an application form along with detailed plans and information on the work being performed must be submitted to the Engineering Division. Submittal requirements will vary depending on the nature and extent of work being performed. Generally, construction plans and drawings must be prepared by a licensed architect or registered engineer. **Business owners are strongly encouraged to discuss submittal requirements with City staff** before submitting any Encroachment Permit application. Once a complete application submittal is made, plan review and approval may take between a few days for minor building improvements or encroachments to several weeks for more complex applications that require approval of other agencies.

It should also be noted that long-term use of the public right-of-way as part of a business activity or physical improvement requires that the business owner name the City of Ceres as an “additionally insured” on the owner’s general liability insurance policy.

Other Special Business Permits

Businesses That Sell Food

Even the simplest business that sells and/or serves food is required by law to meet certain minimum requirements regarding construction and equipment standards. These requirements may differ depending on the scope of your business operation.

“Food” may be defined for these purposes as anything intended for human consumption. Typically, “food” is considered a meal served at a restaurant; however, by law, such things as candy bars, soft drinks, packaged snacks, bottled water, ice, and coffee are considered “food”. If your business operation consists of selling any of these items at the retail level, you will be operating a “food facility,” which must comply with the California Retail Food Code (CalCode).

Businesses planning to store, prepare, handle and serve unpackaged food or drinks in any manner are required to submit plans to the Stanislaus County Department of Environmental Resources **prior to commencing business activity**. Note that even new businesses planning on only selling or distributing prepackaged food (food or drink that was properly packaged in an approved wholesale food facility prior to purchase by the retailer and sold unopened by the retailer) are also required to get a permit from the Stanislaus County Department of Environmental Health.

The Health Department also enforces state regulations pertaining to cottage food operations, mobile food facilities, and caterers. More details on applying for food service permits should be directed to the Stanislaus County Environmental Resources (see box above).

Businesses That Serve Alcohol

Business that sell or serve alcoholic beverages must obtain a license from the State Department of Alcoholic Beverage Control (ABC). License applications may be obtained from the local office of the ABC located at 31 E. Channel Street, Room 168, in Stockton, California. More contact details are provided in Section 4, WHO DO I TALK TO?, page 4-5.

**STANISLAUS COUNTY
ENVIRONMENTAL
RESOURCES**

**3800 Cornucopia Way, Suite C
Modesto, CA 95358**

Phone: 209.525.6700

www.co.stanislaus.ca.us/er/

City Utilities and Other Services

The City of Ceres supplies domestic water and sewer service to all businesses throughout the City. Trash/recycling services are also offered by the City through an arrangement with the City's franchise refuse collector, Bertolotti Disposal. Prior to opening the doors of your business, it is required that arrangements be made for these necessary City utility services. For commercial services where utility service lines and meters are existing, you must contact the City of Ceres Finance Department - Utilities Billing, at Ceres City Hall.

Electrical utility service in the City of Ceres is provided by Turlock Irrigation District, with an office located in downtown Ceres. Natural gas utility service in the City is provided by Pacific Gas & Electric.

Complete contact details for establishing new City utility and other utility services are found in Section 4, WHO DO I TALK TO?, page 4-4.

TIP: When first opening a new business, it's **important to ask** the building owner or leasing agent about necessary arrangements to obtain local utility services. In most common lease spaces, certain public utilities may already be present and those applicable utility service fees are included in the lease agreement. However, in many stand-alone buildings, the new business proprietor may be responsible to arrange for all applicable utility services and connections for his or her new business.

DO I NEED A CITY BUSINESS LICENSE?

3

Final Step: Obtain Your City Business License

Do I Need a Business License?

Per the **Ceres Municipal Code, Section 5.04.040**, any person who transacts and carries on any business, trade, profession, calling or occupation in the City of Ceres must first have procured a license from the City to do so and paying the prescribed business taxes, unless specifically exempted by the State. This includes individuals who enter the City to conduct a business with the intent of being paid as well as authorized Home-based businesses. The business license is not a regulatory “license”, but is a tax measure that raises revenue for the City’s General Fund and pays for services used by businesses such as Police, Fire, and Recreation. Almost every city and county in California has some form of business licensing or business tax certificates.

CERES FINANCE DEPARTMENT

2220 Magnolia Street
Ceres, CA 95307

Phone: 209.538.5768
FAX: 209.538.5769

www.ci.ceres.ca.us/153/Finance

Office Hours:
Monday-Friday 8:00 - 5:00

Business License FAQs:
www.ci.ceres.ca.us/FAQ.aspx?TID=15

How Do I Obtain a Business License?

Applications for a Ceres Business License may be obtained from the Ceres Finance Department, 2220 Magnolia Street, in downtown Ceres or may be downloaded from the City’s website at <http://www.ci.ceres.ca.us/DocumentCenter/View/94>

After reading all information in the application packet and completing the application form, it should be returned to the City Finance department in person or by mail. As noted previously herein, you must be able to verify that your business meets the Zoning requirements as determined by the Ceres Planning Department, and that the building complies with Fire & Life Safety requirements as determined by the Ceres Building Division. You may also be asked to show clearances from the Ceres Police Department, the Stanislaus County Health Department, or verification of proper licensing that may be required by the State of California for certain business activities or vocations (e.g, child care centers and facilities, cosmetologists, massage establishments, etc.).

Business Licenses: Other Questions

How Much Will My Business License Cost?

A business license application fee is \$30 must be paid and remitted with submission of a completed application. For most businesses, the business license mill taxes are paid on a quarterly basis according to the gross receipts of your business, estimated for the first quarter, and then based on actuals reported to the City each successive quarter. Business License mill taxes for most businesses are computed based on Declaration of Gross Receipt statements submitted to the City. Some businesses (e.g., hotels, landscape services, rental apartments, etc.) are considered as “flat-rate” accounts and the annual business license tax is pre-determined and paid in advance for each quarter.

*The complete Ceres Schedule of Business License Fees and Taxes can be viewed on the City's website at the following address:
<http://www.ci.ceres.ca.us/DocumentCenter/Home/View/101>*

How Often Must I Renew My Business License?

Business Licenses are issued throughout the year and remain valid through March 31st of each calendar year. The license must then be renewed annually (gross receipts classification) or quarterly (flat rate classification) as long as your business remains open. A reminder notice to renew the annual license application is included in the quarterly statement sent by the City to each business each April.

Do I Need to Display My License?

Yes, all business licenses must be posted in public view at the location of the business. For those businesses without a fixed location, the responsible party must carry the business license with them while conducting business in Ceres.

What If I Move to a New Location?

When moving to another business location in the City, your business license may be transferred if the new business location is in compliance with Zoning District requirements. You are expected to notify the Finance Department of your new address, phone number, and any other changes to your business name and/or contact information by submitting a new application and payment.

Can I Transfer My Business License to Someone Else?

Business licenses are not transferrable from one business owner to another. The new owner must apply for a new business license.

WHO DO I TALK TO?

4

Important City Contacts

Planning Division

- ◊ Zoning District compliance
- ◊ Development Regulations
- ◊ Conditional Use Permits
- ◊ Sign Permits

Ceres Community Development Division

2220 Magnolia Street
8:00 a.m. to 5:00 p.m., M-F
Ph: 209-538-5774
www.ci.ceres.ca.us/182/Planning/Building

Building Division

- ◊ Fire & Life Safety Inspections
- ◊ Building Permits
- ◊ Building Inspections

Ceres Community Development Division

2220 Magnolia Street
8:00 a.m. to 5:00 p.m., M-F
Ph: 209-538-5753
www.ci.ceres.ca.us/182/Planning-Building

Engineering Division

- ◊ Encroachment Permits
- ◊ Sewer & Water Connections
- ◊ Sidewalk/Curb & Gutter Permits
- ◊ Street Closure Permits
- ◊ Transportation Permits

Ceres Engineering Division

2220 Magnolia Street
8:00 a.m. to 5:00 p.m., M-F
Ph: 209-538-5792
www.ci.ceres.ca.us/212/Engineering-Division

Public Works Department

- ◊ Streets and Drainage Issues
- ◊ Waste Water Treatment
- ◊ Storm Water Collection Systems
- ◊ Street Tree Program
- ◊ Parks and Landscape Maintenance

Ceres Public Works Department

2220 Hackett Road
8:00 a.m. to 5:00 p.m., M-F
Ph: 209-538-5732
www.ci.ceres.ca.us/161/Public-Works

Business License/Utilities Division

- ◊ Business License and Tax Collection
- ◊ Sewer and Water Utilities Sign Up and Billing
- ◊ Refuse Utility Sign Up

Ceres Finance Department

2220 Magnolia Street
8:00 a.m. to 5:00 p.m., M-F
Ph: 209-538-5768
[www.ci.ceres.ca.us/153/Finance \(business license\)](http://www.ci.ceres.ca.us/153/Finance%20(business%20license))
[www.ci.ceres.ca.us/160/Utility-Billing \(utility sign up\)](http://www.ci.ceres.ca.us/160/Utility-Billing%20(utility%20sign%20up))

Important City Contacts (continued)

Economic Development Division

- ◊ Business Attraction and Retention
- ◊ Commercial Site Assistance
- ◊ Business Ombudsman Services
- ◊ Ceres Downtown Revitalization
- ◊ Ceres Redevelopment Activities

Ceres City Manager's Office

2720 2nd Street
8:00 a.m. to 5:00 p.m., M-F
Ph: 209-538-5756
www.ci.ceres.ca.us/150/Economic-Development

Police Services

- ◊ Emergency—911 Dispatch
- ◊ Crime Prevention Services
- ◊ Commercial Neighborhood Watch
- ◊ Crime Statistics

Ceres Police Department

2727 Third Street
8:00 a.m. to 5:00 p.m., M-F
Ph: 209-538-5715 (**Emergency: 911**)
www.ci.ceres.ca.us/208/Police-Department
File a Police Report:
www.ci.ceres.ca.us/385/File-a-Police-Report

Fire and Life Safety Services

- ◊ Emergency—911 Dispatch
- ◊ Fire Prevention Services
- ◊ Stations and Equipment
- ◊ Hazardous Materials Response
- ◊ Code Enforcement

Ceres Fire Department

2755 Third Street
8:00 a.m. to 5:00 p.m., M-F (unless in service)
Ph: 209-538-5704 (**Emergency: 911**)
www.ci.ceres.ca.us/173/Fire
Code Enforcement - Call: 538-5799

Recreation Services

- ◊ Ceres Community Center
- ◊ Park Rental Information
- ◊ Recreation Programs (Youth & Adult)
- ◊ Community Special Events

Ceres Recreation Department

2701 Fourth Street
8:00 a.m. to 5:00 p.m., M-F
Ph: 209-538-5628
www.ci.ceres.ca.us/235/Recreation

City Council and City Manager

- ◊ City Manager's Office
- ◊ Mayor and City Council Members
- ◊ City Clerk - City Records

Ceres Administration Department

2720 2nd Street
8:00 a.m. to 5:00 p.m., M-F
Ph: 209-538-5731
www.ci.ceres.ca.us/149/City-Manager

Important Local Contacts

County Health Department

- ◊ Environmental Health (Food Service)
- ◊ Food Facility Inspections (Online)
- ◊ Hazardous Materials Management
- ◊ Solid Waste and County Landfill
- ◊ Milk and Dairy Inspections
- ◊ Groundwater Resources
- ◊ Code Enforcement (Unincorporated)

Stanislaus County Environmental Resources

3800 Cornucopia Way, Suite C
 Modesto, CA 95358
 7:30 a.m. to 5:00 p.m., M-F
 Ph: 209-525-6700
www.ci.ceres.ca.us/3071.html

Clerk Recorder

- ◊ Fictitious Business Name Filing
- ◊ Abandonment of Fictitious Business Name
- ◊ Recording of Legal Documents
- ◊ Vital Records Retrieval
- ◊ Registrar of Voters and Elections

Stanislaus County Clerk Recorder

1021 I Street, Suite 101
 Modesto, CA 95354-0847
 8:00 a.m. to 4:00 p.m., M-F
 Ph: 209-525-5250
www.stancounty.com/clerkrecorder/

Small Business Assistance

- ◊ Business Start-up Consulting
- ◊ Business Skills Training
- ◊ Economic and Demographic Data
- ◊ Business Resource Library
- ◊ Small Business Financing Referrals

Stanislaus Business Alliance—Small Business Development Center

Modesto Main Office
 1625 I Street
 Modesto, CA 95354
 Ph: 209-422-6416
<http://www.valleysierrasbdc.com/>

Business Attraction & Expansion

- ◊ Major Business Site Location
- ◊ New Business Entitlement Assistance
- ◊ Workforce Development Assistance
- ◊ Employee Recruitment & Assessments
- ◊ Enterprise Zone Administration

Stanislaus Business Alliance—Main Office

1625 I Street
 Modesto, CA 95354
 8:00 a.m. to 5:00 p.m., M-F
 Ph: 209-422-6420
<http://www.opportunitystanislaus.com/>

Other Local Contacts (continued)

Electrical Utility Service

- ◊ New Electric Service Connections
- ◊ Energy Efficient Rebate Programs
- ◊ Energy Management Assistance
- ◊ Underground Utilities Control

Turlock Irrigation District

2944 3rd Street
Ceres, CA 95307
8:30 a.m. to 5:00 p.m., M-F
Ph: 209-883-8222
<http://www.tid.org/>

Natural Gas Utility Service

- ◊ New Natural Gas Service Connections
- ◊ Energy Efficient Rebate Program
- ◊ Energy Management Assistance

Pacific Gas & Electric (PG&E)

(no local office - phone orders for new service)
Business Customer Service Center
Ph: 800-468-4743
<http://www.pge.com/en/mybusiness/index.page>

Local Business Support

- ◊ Local Business Advocacy
- ◊ Business Networking
- ◊ eCertify Export Stamp Services
- ◊ Chamber & Community Events
- ◊ Visitor and Community Information
- ◊ New Business Step-by-Step Guide*

Ceres Chamber of Commerce

2904 4th Street
Ceres, CA 95307
Ph: 209-537-2601
<http://www.cereschamber.com/>
GUIDE: <http://www.cereschamber.com/starting-a-new-business.html>

Note: The Chamber's Step-by-Step Guide is an excellent resource to guide you if you are in the very earliest stages of planning to start a new business, the steps you should follow, along with local resources available to help you transform your "ideas" into a formal business plan.

Important State Agency Contacts

State Alcoholic Beverage Licenses

- ◊ On-Sale Liquor Licenses
- ◊ Off-Sale Liquor Licenses
- ◊ Non-Profit and Temporary Licenses
- ◊ Non-Retail Wholesaler/Manufacturers
- ◊ Server Awareness (LEAD) Training
- ◊ Informed Merchants (IMPACT) Training

California Department of Alcoholic Beverage Control

District Office: Stockton
 31 E. Channel Street
 Stockton, CA 95202
 Ph: 209-948-7739
 Email: ND.Direct@abc.ca.gov
 Website: <http://www.abc.ca.gov/>

State Licenses (Vocation & Services)

- ◊ Professional Service Licenses
- ◊ Operating Without a License Complaint
- ◊ Landlord/Tenant Issues
- ◊ Vehicle Purchase, New & Used Issues
- ◊ Cell Phone & Internet Provider Issues
- ◊ Debt Collection/Foreclosure Issues

California Department of Consumer Affairs

Consumer Information Division
 1625 North Market Blvd., Suite N 112
 Sacramento, CA 95834
 Ph: 800-952-5210
 Email: dca@dca.ca.gov
 Website: <http://www.dca.ca.gov/>

State Business Filings and Forms

- ◊ Business Entity Filings (Partnerships, Incorporations and Sole Practitioners)
- ◊ Trademarks and Service Marks
- ◊ Uniform Commercial Code
- ◊ Vital State Records Retrieval
- ◊ Voter Registration and State Elections

California Secretary of State

1500 11th Street
 Sacramento, CA 95814
 Ph: 916-653-6814
 Business Entities: <http://www.sos.ca.gov/business/>
 Website: <http://www.sos.ca.gov/>

State Sales and Use Tax Reporting

- ◊ Permits to Collect Sales & Use Tax
- ◊ Verifying a Seller's Permit or License
- ◊ City and County Sales Tax Rates
- ◊ Internet Sales Information
- ◊ Research and Statistics

California State Board of Equalization

3321 Power Inn Road, Suite 201
 Sacramento, CA 95826-3889
 Ph: 916-227-6700
 FAQs: <http://www.boe.ca.gov/sutax/faqscont.htm>
 Website: <http://www.boe.ca.gov/>

Important State Agency Contacts (continued)

State Income Taxes for Businesses

- ◊ Annual State Income Tax Payments
- ◊ Form 100 - Corporations Tax Status
- ◊ Determine Estimated Tax Payments
- ◊ Income Tax Withholding Requests
- ◊ S Corporations and LLC Income Taxes

California State Franchise Tax Board

3321 Power Inn Road, Suite 250
Sacramento, CA 95826-3893
Ph: 800-338-0505
FAQs: https://www.ftb.ca.gov/businesses/faq/index.shtml?WT.mc_id=Business_Sidebar_Help_FAQ
website: https://www.ftb.ca.gov/index.shtml?WT.mc_id=Global_Home_Tab

State Employment Rules for Businesses

- ◊ California Labor Laws
- ◊ Cal/OSHA - Safety and Health
- ◊ Worker's Compensation Rules
- ◊ Self Insurance for Employers & Groups
- ◊ Labor Law Training
- ◊ Employee Workplace Complaints

California Department of Industrial Relations

31 E. Channel Street, Room 317
Stockton, CA 95202
Ph: 209-948-7771
FAQs: <http://www.dir.ca.gov/dlse/DLSE-FAQs.htm>
website: <http://www.dir.ca.gov/default.html>

Important Federal Agency Contacts

Postal Delivery Services

- ◊ Establish New Mail Delivery Services
- ◊ Acquiring a Business Post Office Box
- ◊ Mail Automation and USPS Incentives
- ◊ Electronic Postage Business Systems
- ◊ Business Packaging and Shipping

U.S. Postal Service (USPS)

Ceres Post Office
2801 Mitchell Road
Ceres, CA 95307
Hours: 8:30 a.m. to 5:00 p.m., M-F (Sat: 10-3)
Ph: 800-275-8777
Website: <https://www.usps.com/>

Federal Income Tax and EID Services

- ◊ Obtain an Employer ID Number
- ◊ Annual Federal Income Tax Status
- ◊ Determine Quarterly Tax Payments
- ◊ Affordable Care Act Tax Provisions
- ◊ Tax Statistics, Facts and Figures

U.S. Internal Revenue Service (IRS)

Local Office: Modesto-Stanislaus County Center
629 12th Street
Modesto, CA 95354
Ph: 209-558-9675
FAQs: <http://webapps.dol.gov/dolfaq/dolfaq.asp>
Website: <http://www.irs.gov/>

Federal Employment Labor Standards

- ◊ Wage, Hours, Leave Benefit Information
- ◊ Federal Unemployment Insurance
- ◊ Affordable Care Act Requirements
- ◊ Equal Employment Opportunities Issues
- ◊ Americans with Disabilities Act Issues
- ◊ Veteran's Employment and Training
- ◊ Employment Statistics, Facts and Figures

U.S. Department of Labor

Local Office: Modesto
1700 Standiford Avenue
Modesto, CA 95350
Ph: 209-548-7388
FAQs for Businesses: <http://www.irs.gov/Businesses>
Website: <http://www.dol.gov/>

Federal Retirement - Social Security

- ◊ Employee Social Security Numbers
- ◊ Federal Disability Services
- ◊ Standards for Agricultural Employers
- ◊ Disadvantaged/Minority-Owned Business
- ◊ U.S. Citizen & Immigration Verification

U.S. Social Security Administration

Local Office: Modesto-Stanislaus County
1521 N. Carpenter Road
Modesto, CA 95351
Ph: 888-748-7698
FAQs: https://faq.ssa.gov/ics/support/default.asp?deptID=34019&_referrer=
Website: <http://www.ssa.gov/>

CHECKLIST FOR MY BUSINESS

5

1

IS MY BUSINESS ALLOWED?

YES

NO

- Appropriate Zoning District

2

WHAT PERMITS WILL I NEED?

YES

NO

PLANNING PERMITS

- ◊ HOME-BASED BUSINESS PERMIT
- ◊ ADMINISTRATIVE USE PERMIT
- ◊ CONDITIONAL USE PERMIT
- ◊ DESIGN REVIEW
- ◊ SIGN PERMIT

BUILDING PERMITS

- ◊ CERTIFICATE OF OCCUPANCY
- ◊ BUILDING PERMITS
- ◊ ENCROACHMENT PERMIT

✓

COUNTY HEALTH PERMIT

STATE ALCOHOLIC BEVERAGE CONTROL

OTHER LOCAL PERMITS _____

OTHER STATE PERMITS _____

3**HAVE I VERIFIED THE FOLLOWING?**

YES NO

- ◊ PLANNING PERMIT REQUIREMENTS _____
- ◊ BUILDING PERMIT REQUIREMENTS _____
- ◊ ADEQUACY OF WATER AND SEWER _____
- ◊ ENGINEERING REQUIREMENTS _____
- ◊ COUNTY HEALTH REQUIREMENTS _____
- ◊ STATE ALCOHOLIC BEVERAGE REQUIREMENTS _____

4**FINAL STEPS: AM I READY TO OPEN MY BUSINESS?**

- ◊ BUSINESS LICENSE OBTAINED _____
- ◊ UTILITY SERVICE TURN-ONS (ELECTRIC & GAS) _____
- ◊ MAIL SERVICE ESTABLISHED _____

5**WHO DID I SPEAK TO?****A. PLANNING DEPARTMENT**

Name

Phone

B. BUILDING DEPARTMENT

Name

Phone

C. ENGINEERING DEPARTMENT

Name

Phone

D. FINANCE DEPARTMENT

- Business License
- Utility Services

Name

Phone

E. COUNTY HEALTH PERMIT

Name

Phone

F. ALCOHOLIC BEVERAGE CONTROL

Name

Phone