

City of Williams

810 E Street / P.O. Box 310

Williams, CA 95987

530-473-2955

BUSINESS LICENSE

INFORMATIONAL

SHEET

GENERAL INFORMATION

WHY DO I NEED A BUSINESS LICENSE?

The City of Williams imposes an annual tax on all businesses, trades, and professions operating in the City. This tax provides for the health, safety and general welfare of the people of the city by assuring compliance with standards for safe buildings, building code provisions, fire regulations, hazardous material regulations, and other regulations of the city. The Business License Certificate is a receipt proving the tax has been paid and must be updated annually as a condition of conducting the business. The business license shall be posted in a conspicuous place upon the premises where such business is carried on at all times.

WHY DO I NEED A CERTIFICATE OF OCCUPANCY?

A Certificate of Occupancy is your authorization to conduct business in a specific building/suite. It differs from the Business License in that it is intended to review the suitability for your proposed business in this building/suite. Typically, lending institutions and insurance companies require this document. **BEFORE SIGNING A LEASE** for the tenant space/building, you should check with the Williams Planning and Building Department to verify the intended use is in the appropriate type of structure.

WHAT ABOUT ZONING?

Obtaining a Business License Certificate does not mean your business location has the proper zoning. **BEFORE SIGNING A LEASE** for the tenant space/building, you should check with the Williams Planning and Building Department to verify that the intended use is in the proper location. You may be required to appear before the planning commission to obtain proper authorization/permits pertaining to zoning.

WHAT ADDITIONAL ITEMS SHOULD I CONSIDER?

Other items to consider which may be required to obtain a business license include: adequate parking, sign permit, use permit (home occupations), food handler's permit, state tax identification number, and any special federal, state or county permit and/or license which pertain to you business.

BUILDING DEPARTMENT COMMENTS

It is the applicant's responsibility to schedule the necessary departmental inspections/approvals. Building approvals can be expedited by contacting the Planning and Building Department at (530)473-2955 directly to arrange for the necessary inspections.

Failure to obtain departmental approvals can result in delays to your scheduled opening.

The applicant must contact the Planning and Building Department as soon as possible and no later than five (5) working days before the scheduled date of opening to arrange for the necessary review/inspection.

It is imperative that you do not open for business until you have been given written approval from the Building Official. A Certificate of Occupancy will be issued to you upon receipt of all proper approvals. If you are in the process of remodeling, including changing or adding signs, and have not obtained a building permit, please contact the Building Department to verify if a permit is required. If so, you will be given instructions on how to proceed in applying for the necessary permit(s).

FIRE INSPECTION

All new businesses, applying for a Certificate of Occupancy, require a Fire Department inspection and clearance prior to opening for business.

Inspection appointments can be made by contacting the Williams Fire Protection Authority at (530)473-2269, Monday through Friday, 9:00 a.m. to 4:00 p.m. **Inspection appointments must be made in advance.**

BASIC REQUIREMENTS:

1. Provide a 2A:10BC (5 lb.) multi-purpose fire extinguisher which is mounted in an easily accessible and readily visible area.
2. Use of extension cords as a permanent wiring method is not permitted.
3. Aisle ways shall not be less than three (3) feet clear width.
4. Electrical breaker boxes shall be closed, labeled and in an accessible location.
5. Any further requirements will be made, if applicable, upon site inspection.

OTHER AGENCIES (NON-CITY)

California law requires every person who regularly transacts business for profit in the state under a fictitious name must file and publish a Fictitious Name Statement. If you use your surname as the name of your business (and the business name does not suggest the existence of additional owners), you do not have to file a Fictitious Business Statement. In addition to a business license and fictitious name statement, the applicant may need to obtain a seller's permit/resale number. Contact the agencies below for additional information/requirements.

FICTITIOUS BUSINESS NAME STATEMENT

Colusa County Clerk-Recorder's Office
546 Jay Street
Colusa, CA 95932
(530)458-0500

SELLER'S PERMIT/RESALE NUMBER

California State Board of Equalization
3321 Power Inn Road, #210
Sacramento, CA 95826
(800)432-2829

California Labor Code Section 3711 requires every applicant for a Business License Certificate to provide proof of worker's compensation coverage or exemption there from.

ROUTE SLIP REVIEW PROCESS

1. Obtain a certificate of occupancy application which includes the routing slip for new businesses (Part III of the form) from City Hall. This is included with the application for a business license. Fill out all of the included forms completely.
2. All applicants must obtain signed clearance from the planning department, fire department, police department, public works department and lastly the building department after review, comments and inspections. Some businesses may also require review by the Colusa County Environmental Health Department located at 144 Market Street in Colusa.
3. Colusa County Environmental Health issues permits for businesses that provide food services, generate or store hazardous waste, generate medical waste, massage parlors, swimming pool installation or maintenance and similar types of businesses. If you have questions, please call C.C.E.H. at 530-458-0395.
4. Please ensure review from all departments is completed before obtaining any required permits from the various departments. Once the application has been reviewed by all of the departments, return with it to the building department. The building inspector will review the route slip and inform you what permits (if any) are required in addition to the business license.
5. If the proposed business will involve the discharge of anything except domestic wastewater into the sewer system, an application for an industrial waste discharge permit will have to be filled out and approved. The application forms are available at City Hall or the Public Works department.
6. When all of the required permits have been completed, return the completed route slip and paperwork to City Hall and the business license can be issued. The business license will be issued after all of the other permits have been completed.

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**BUSINESS
 LICENSE
 APPLICATION**

NAME OF BUSINESS / DBA:		BUSINESS PHONE:	ANTICIPATED START OF BUSINESS DATE:
BUSINESS STREET LOCATION:	SUITE #:	CITY / STATE	ZIP CODE:
MAILING ADDRESS (IF DIFFERENT):	SUITE #:	CITY / STATE	ZIP CODE
DESCRIBE PROPOSED USE (IN DETAIL)			

SOLE PROPRIETORSHIP	PARTNERSHIP	CORPORATION	LIMITED LIABILITY CORPORATION
BUSINESS OWNER'S NAME	NAMES OF PARTNERS OR OFFICERS		

NOTE: The information above this line will be made public upon request.

BUSINESS OWNER / PARTNER / OFFICER NAME:		OWNER / PARTNER / OFFICER PHONE:	
HOME STREET ADDRESS:	CITY / STATE:	ZIP CODE:	
SOCIAL SECURITY #:	FEDERAL EMPLOYER ID #:	STATE EMPLOYER ID #:	STATE BOARD OF EQUALIZATION #:
NUMBER OF FULL TIME EMPLOYEES	STATE CONTRACTORS LICENSE #:	EXPIRATION DATE:	CLASS:

I acknowledge and understand that the Business License Certificate issued by the City of Williams is a receipt evidencing that I have paid the City of Williams business license tax imposed under Chapter 5.04 of the Williams Municipal Code for the year indicated. Issuance of the certificate does not entitle me to carry on the business without complying with all other City building and zoning ordinances and all other applicable laws. I take full and sole responsibility for determining that the business location stated above has the proper zoning and is in the appropriate type of structure, and for securing all necessary approvals prior to commencement of business at this location.

I certify that the above information is true and correct.

SIGNATURE:	TITLE:	DATE:

PART III – OFFICIAL USE ONLY

Routing Slip For New Businesses

SIGNOFFS REQUIRED: This form must be signed by authorized department representatives and any required permits completed before a business license can be issued.

Planning Department (530)473-2955	APPROVED BY: (Signature)	DATE:
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Notes or Requirements:

Health Department (530)458-0380 (If Required)	APPROVED BY: (Signature)	DATE:
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Notes or Requirements:

Police Department (530)473-2661	APPROVED BY: (Signature)	DATE:
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Notes or Requirements:

Fire Department (530)473-2269	APPROVED BY: (Signature)	DATE:
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Notes or Requirements:

Public Works Department (530)473-2519	APPROVED BY: (Signature)	DATE:
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Notes or Requirements:

Building Department (530)473-5389	APPROVED BY: (Signature)	DATE:
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Notes or Requirements:

Other (Specify)	APPROVED BY: (Signature)	DATE:
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Notes or Requirements:

OCCUPANCY:	ZONING:	TYPE CONSTRUCTION:	ASSESSOR'S PARCEL #:
BUILDING PERMIT #:	FINAL DATE:	C.O. NUMBER:	DATE ISSUED:

ROUTE: BUILDING PLANNING FIRE POLICE PUBLIC WORKS HEALTH OTHER _____

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WORKERS COMPENSATION DECLARATION

WORKERS COMPENSATION DECLARATION

I hereby affirm, under penalty, ONE of the following declarations:

I have and will maintain a certificate of consent to self-insure for workers' compensation, as provided by Section 3700 of the Labor Code, for the duration of any business activities conducted for which this business license is issued.

I have and will maintain Workers' Compensation Insurance, as required by Section 3700, for the duration of any business activities conducted for which this business license is issued.

My workers' compensation insurance carrier and policy number are:

Carrier: _____

Policy: _____

Business Name: _____

Signature: _____

***** **OR** *****

I certify in the performance of any business activities for which this business license is issued, I shall not employ any person in any manner so as to become subject to the workers' compensation laws of the State of California, and agree if I should become subject to the workers' compensation provisions of Section 3700 of the Labor Code, I shall forthwith comply with the provisions of Section 3700.

Name: _____

Date: _____

Address: _____

Signature: _____

WARNING

Failure to secure workers' compensation coverage is unlawful, and shall subject an employer to criminal penalties and civil penalties up to \$100,000, in addition to the cost of compensation, damages as provided for in Section 3706 of the Labor Code, interest and attorney's fees.

Classification “A”

Rate based on gross receipts:

GROSS RECEIPTS SCHEDULE		
<u>AT LEAST:</u>	<u>BUT LESS THAN:</u>	<u>TAX RATE:</u>
-----	\$ 20,000	\$ 30
\$ 20,000	\$ 40,000	\$ 60
\$ 40,000	\$ 60,000	\$ 70
\$ 60,000	\$ 80,000	\$ 80
\$ 80,000	\$ 100,000	\$ 90
\$ 100,000	\$ 120,000	\$100
\$ 120,000	\$ 140,000	\$110
\$ 140,000	\$ 160,000	\$120
\$ 160,000	\$ 180,000	\$130
\$ 180,000	\$ 200,000	\$140
\$ 200,000	\$ 240,000	\$160
\$ 240,000	\$ 280,000	\$180
\$ 280,000	\$ 320,000	\$200
\$ 320,000	\$ 360,000	\$220
\$ 360,000	\$ 400,000	\$240
\$ 400,000	\$ 450,000	\$260
\$ 450,000	\$ 500,000	\$280
\$ 500,000	\$ 550,000	\$300
\$ 550,000	\$ 600,000	\$320
\$ 600,000	\$ 700,000	\$340
\$ 700,000	\$ 800,000	\$360
\$ 800,000	\$ 900,000	\$380
\$ 900,000	\$1,000,000	\$400

For Each Additional \$100,000 (Or fraction thereof) \$ 15 Additional

Classification “A” includes: All businesses with gross sales receipts within the City of Williams such as, contractors, subcontractors, restaurants, property management or leasing, rentals, motels, personal or repair services, attorneys, architects, accountants, real estate brokers, appraisers, doctors, consultants, engineers, bookkeepers, investigators, advertising agents, interior designers, and the like.

New Classification “A” business license will be issued based on estimated gross receipts. Licensee for the first year at the end of each quarter will furnish the finance department, where applicable, their sales tax and financial statements. This process will be annual after the first year of operation has been completed at which time all four (4) quarterly sales tax returns and federal tax Schedule C, Form 1120, etc. will be used to calculate renewal tax.

Operation Tax Rate Schedule by Classification (Classification “B”)

1 – 4 employees	\$208.00
5 – 10 employees	\$312.00
Over 10 employees	\$312.00 + \$3.00/employee

Classification “B” includes: Manufacturers, wholesalers with zero retail receipts, and administrative headquarters with zero retail receipts. This classification will be based on number of employees

New classification “B” business license will be issued based on an estimated number of employees. Licensee for the first year at the end of the first quarter will furnish the finance department, where applicable, their California DE6 returns. This process will be annual after the first year of operation has been completed at which time all four (4) California DE6’s will be used to base renewal tax.

Classification “C” Rates

Flat fee	\$30.00
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Classification “C” includes: Persons engaged in a home occupation who have an approved Home Occupation / Use Permit from the Planning Department, out of town contractors, subcontractors, solicitors, peddlers and itinerant merchants. Please note that Home Occupation / Use Permit Applications have a one-time Processing Fee of \$50.00 in addition to the annual business license Flat Fee of \$30.00, and that these applications must be approved by the Planning Commission before a Use Permit can be issued.

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BUSINESS LICENSE
GROSS RECEIPTS
WORKSHEET

FOR CLASSIFICATION "A" BUSINESSES

Name of Business: _____

YEAR: _____ ESTIMATED GROSS RECEIPTS \$ _____
 (From opening date to December 31, _____)

YEAR: _____ ESTIMATED BUSINESS LICENSE TAX \$ _____
 (Based on schedule below)

GROSS RECEIPTS SCHEDULE		
<u>AT LEAST:</u>	<u>BUT LESS THAN:</u>	<u>TAX RATE:</u>
-----	\$ 20,000	\$ 30
\$ 20,000	\$ 40,000	\$ 60
\$ 40,000	\$ 60,000	\$ 70
\$ 60,000	\$ 80,000	\$ 80
\$ 80,000	\$ 100,000	\$ 90
\$ 100,000	\$ 120,000	\$100
\$ 120,000	\$ 140,000	\$110
\$ 140,000	\$ 160,000	\$120
\$ 160,000	\$ 180,000	\$130
\$ 180,000	\$ 200,000	\$140
\$ 200,000	\$ 240,000	\$160
\$ 240,000	\$ 280,000	\$180
\$ 280,000	\$ 320,000	\$200
\$ 320,000	\$ 360,000	\$220
\$ 360,000	\$ 400,000	\$240
\$ 400,000	\$ 450,000	\$260
\$ 450,000	\$ 500,000	\$280
\$ 500,000	\$ 550,000	\$300
\$ 550,000	\$ 600,000	\$320
\$ 600,000	\$ 700,000	\$340
\$ 700,000	\$ 800,000	\$360
\$ 800,000	\$ 900,000	\$380
\$ 900,000	\$1,000,000	\$400

For Each Additional \$100,000 (Or fraction thereof) \$ 15 Additional

 (Signature and Title)

 (Date)

Note: This form is used to determine estimated business license tax only for Classification "A". It does not include additional fees and/or taxes required to obtain other city and/or county certificates or permits.

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**BUSINESS LICENSE
GROSS RECEIPTS
WORKSHEET**

FOR CLASSIFICATION "B" BUSINESSES

Name of Business: _____

YEAR: _____ TOTAL NUMBER OF EMPLOYEES _____

YEAR: _____ ESTIMATED BUSINESS LICENSE TAX \$ _____

MANUFACTURING, WHOLESALE AND PUBLIC UTILITIES SCHEDULE	
1 – 4 Employees	\$208.00
5 – 10 Employees	\$312.00
Over 10 Employees	\$312.00 + \$3.00/Employee

(Signature)

(Date)

(Title)

This form is used to determine estimated business license tax only. It does not include additional fees and/or taxes required to obtain other city and/or county certificates or permits.



HOME OCCUPATION / USE PERMIT APPLICATION

PLEASE PRINT OR TYPE:

Applicant(s) Name: _____ Phone: _____

Address: _____

Property Owner's Name: _____ Phone: _____

Address: _____
(if different than above)

Assessor's Parcel No.(s): _____

Proposal Description (use additional sheets if necessary):

I/We acknowledge that the information provided is true and correct. I/We agree to comply with all City and State laws regulating property development.

Applicant's Sginature

Date

Co-Applicant's Signature

Date

STAFF USE ONLY	
Date Application Received: _____	Received By: _____
Total Fee Paid: _____	<input type="checkbox"/> Cash <input type="checkbox"/> Check No. _____
ALL FEES ARE NON-REFUNDABLE.	

**TAKEN FROM WILLIAMS MUNICIPAL CODE
HOME OCCUPATION / USE PERMIT (DETAILS)**

17.04.135 Special Restrictions for particular uses – Home Occupation.

The conduct of home occupations shall comply with the following restrictions:

- A. Home occupations shall be permitted as appurtenant and accessory uses to any residential uses in residential zones only upon issuance of a use permit.
- B. There shall be no sales or offering for sale from the premises of any commodities.
- C. No customers or clients shall regularly visit the dwelling in connection with the home occupation.
- D. No employees shall work on the premises other than the immediate family.
- E. There shall be no outdoor storage of materials or equipment, and there shall be no mechanical or electrical equipment used except such as is permissible for purely domestic or household purposes.
- F. No more than ten percent of the total floor area of all buildings on the site, such area not to exceed one hundred fifty square feet, shall be used in the conduct of the home occupation.
- G. The use shall not adversely affect the residential character of the neighborhood.
- H. No sign or display shall be used that will indicate from the exterior that the residence is being utilized in part for any purpose other than a dwelling.
- I. The person conducting the home occupation must obtain and maintain a current City business license.

Any occupation conducted contrary to any of the provisions herein shall not be considered a home occupation and shall be a violation of the applicable residential district zoning regulations. (Ord. 56-90 § 4 (part), 1990).

AFFIDAVIT OF EXEMPTION
FROM BUSINESS LICENSE TAX

State of California}
County of Colusa}

The undersigned, hereby swears/affirms:

That he/she/they is/are claiming the requirements have been met for an exemption from payment of the business license tax pursuant to Section 5.04.090 of the Williams Municipal Code as noted below:

Please check one:

- Charitable Organizations
- Nonprofit Organizations
- Disabled Veterans
- Farmers, Poultrymen or Horticulturists residing in Colusa County who sell exclusively their own products.
- Home Occupations in which the gross receipts are less than one thousand dollars.
- A business owned and conducted entirely by minors under the age of eighteen years where the conditions set forth in the Williams Municipal Code are met.

I hereby swear/affirm that the information stated above is true and correct to the best of my knowledge.

Signature

Date

ATTEST:

Rene L. Miles, Williams City Clerk (Collector)

Date

(TAKEN FROM WILLIAMS MUNICIPAL CODE)
EXEMPTIONS FROM BUSINESS LICENSE TAX (Detailed)

5.04.090 Exemptions.

A. Nothing in this chapter shall be deemed or construed to apply to any person transacting and carrying on any **business exempt** by virtue of the constitution or applicable statutes of the United States or the state of California from the payment of such taxes as are herein prescribed.

B. The following persons, organizations and activities are **exempt** from payment of the **business license** tax:

1. Charitable Organizations. **Business** conducted by a charitable, nonprofit or eleemosynary corporation, association or organization if the net proceeds of the **business** are used exclusively by such corporation, association or organization for a purpose which would qualify as a charitable deduction under Section 172214 of the Revenue and Taxation Code of the state of California.

2. Nonprofit Organizations. The conduct of entertainment, dance, concert, exhibition or lecture by a religious, charitable, fraternal, educational, amateur theatrical group, military, state, county or municipal organization or association, whenever the receipts are for the purpose and objects for which the organization or association is formed, and from which profit is not derived, directly or indirectly, by any individual.

3. Disabled Veterans. A disabled veteran holding an honorable discharge from a branch of the military service of the United States who is physically unable to earn a living by manual labor and who engages in itinerant vending or soliciting.

4. Farmers, Poultrymen or Horticulturists. Farmers, poultrymen or horticulturists, residing in Colusa County, who sell exclusively their own products. This exemption shall not apply to nurseries or other commercial establishments who buy goods for resale as well as selling their own products.

5. Home Occupations. Any persons commencing, transacting, and carrying on any **business** in a home in a residential zone in which the gross receipts of the **business** are less than one thousand dollars.

C. A **business** owned and conducted by minors under the age of eighteen years shall be **exempt** from the **business** tax provisions of this chapter where all of the following conditions exist and legal documentation is provided to support that:

1. All persons engaged in the operation of the **business** are under the age of eighteen years;
 2. All persons engaged in the operation of the **business** have a bona fide ownership interest in the **business**; and
 3. Gross receipts do not exceed three thousand dollars per year.
- (Ord. 157-07 § 3(part), 2007).

5.04.100 Exemptions--Procedures for claiming.

A. Any person claiming an exemption pursuant to Section 5.04.090 shall file a sworn statement with the collector stating the facts upon which exemption is claimed. In the absence of such sworn statement substantiating the claim, such person shall be liable for the payment of the taxes imposed by this chapter.

B. The collector shall, upon proper showing contained in the sworn statement, issue a **business license** certificate to such person claiming exemption under Section 5.04.090 without payment to the city of the **business license** tax required by this chapter.

C. The collector, after giving notice and a reasonable opportunity for hearing to a licensee, may revoke any certificate granted pursuant to the provisions of this section upon information that the licensee is not entitled to the exemption as provided herein.

(Ord. 157-07 § 3(part), 2007).

City of Williams
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**HAZARDOUS
MATERIALS AND
EMISSIONS
QUESTIONNAIRE**

PROJECT INFORMATION		
BUILDING PERMIT #:	ASSESSOR'S PARCEL #:	
PROJECT NAME:		
PROJECT ADDRESS:		
NATURE OF BUSINESS:		
CONTACT PERSON:	PHONE:	
MAILING ADDRESS:		
<p>Pursuant to California Government Code Section 65850.2 the following information is requested as part of the commercial building permit application:</p> <p>1. Does / Will you or your building occupant's business handle, store, or transport hazardous materials? No Yes</p> <p>NOTE: Hazardous materials are defined as any material that, because of its quantity, concentration, or physical or chemical characteristics, poses a significant present or potential hazard to human health and safety or to the environment if released into the workplace or the environment. "Hazardous Materials" include, but are not limited to, hazardous chemicals, hazardous waste, paints, oils, lubricants, fuels and any material which a handler or the administering agency has a reasonable basis for believing to be injurious to the health and safety of persons or harmful to the environment if released.</p> <p>If YES, contact the Colusa County Environmental Health (CCEH) at (530)458-0395 for a review of the project.</p> <p>2. Does the business/facility/operation have the potential to emit any air pollutant; e.g., dust, soot, odors, fumes, vapors, or other volatile organic compounds? No Yes</p> <p>If YES, contact the Colusa County Air Pollution Control District (CCAPCD) at (530)458-0590 for permit requirements.</p> <p>3. Is the business/facility/operation to be located within 1000 feet of the outer boundary of a school or school site? No Yes</p> <p>Name of School: _____</p> <p>Company Representative: _____</p>		
COUNTY DEPARTMENT RESPONSE		
CCEH	CCAPCD	<p>The applicant has met or is meeting the applicable requirements of Section 25505, 25533, 25534 of the Health and Safety Code and the requirements for a permit from the Colusa County Air Pollution Control District.</p> <p>The above regulations do not apply to this facility at this time.</p>
CCEH:	CCAPCD:	

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POLICE
EMERGENCY
CONTACT
INFORMATION

FIRM:		TYPE OF BUSINESS:	
ADDRESS:		FIRM PHONE:	
OWNER/MANAGER:		HOME PHONE:	
OWNER/MANAGER ADDRESS:			
CONTACT PERSON(S)			
List person(s) that can be contacted after business hours. If person listed has key to business, check "Key". [KEY]			
1.) _____	PHONE:	_____	
2.) _____	PHONE:	_____	
3.) _____	PHONE:	_____	
BUSINESS INFORMATION			
BUSINESS HOURS: (FILL IN BY DAY LISTED)	MONDAY	TUESDAY	WEDNESDAY
THURSDAY	FRIDAY	SATURDAY	SUNDAY
ALARM INFORMATION			
ALARM: NO YES If yes, is it AUDIBLE SILENT and is a HOLD UP or BURGLARY alarm.			
ALARM COMPANY:		ALARM COMPANY PHONE NUMBER:	
ALARM NUMBER:		PANEL LOCATION:	RESET CODE:
ALARM TYPE:		RESET MINUTES:	ADDRESS AT REAR:
DOG ON PREMISES?		GUN ON PREMISES?	
COMMENTS:			
TODAY'S DATE:		ANTICIPATED BUSINESS OPENING DATE:	

If in the future there are any changes or additions to the above information, please contact the Williams Police Department at (530)473-2661.