

City of Williams

810 E Street / P.O. Box 310 Williams CA 95987
Ph. (530) 473-5380 Fax (530) 473-2445

All businesses operating in the City of Williams are required to have a business license
– Including businesses that operate from home.

For your convenience, the City of Williams provides a streamlined process for obtaining your business license. Most of your needs can be met at City Hall for the following departments.

- ❖ Planning/Building Department
- ❖ And other necessary departments and divisions

Validity

- ❖ Business licenses are valid through December 31st of the current year.
- ❖ Must be renewed annually.

Specifics

- ❖ Business licenses are approved for a specific location.
- ❖ Any move (change of address) will require a new application and review by appropriate departments.
- ❖ A license is issued to a specific owner.
- ❖ A change in ownership requires a new application.

Special Approval/Permits

Ambulances
Auctioneers
Auction Markets
Billiards
Bingo
Cabaret
Check Cashing Services
Food Services (including
Catering trucks)
Gun Dealers
Limousine Services
Massage Parlors
Massage Technician
Pawn Brokers
Private Security Service (patrol)
Restaurants

Special Events
 Taxi Service
 Manufacturing Facilities
 Food Processors
 Businesses subject to National Categorical Pretreatment Standards

Costs

Tax Rate Classifications: (updated annually on Renewal Affidavit)

❖ **Classification “A”**

- Includes all businesses with gross sales receipts within the City of Williams such as contractors, subcontractors, 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.

| Gross Receipts | | Business License |
|---|----------------------|-------------------------|
| At least | But less than | Rate |
| \$0 | \$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) | | 150 |

❖ **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.

Operation Tax Rate Schedule by Classification

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

- Business license will be issued based on an estimated number of employees. License for the first year at the end of the first quarter will furnish the Finance Department, where applicable, their 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”**

- Includes persons engaged in a home occupation that have an approved Home Occupation Application/Permit (contact Planning Department), out-of-town contractors, subcontractors, solicitors, peddlers, and itinerant merchants.

Flat Fee - \$30

Fictitious Business Statement

California law requires that 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.

Filing a Fictitious Name Statement

- ❖ Filing fee is \$10.00 for 1 owner and \$2.00 for each additional name added.
- ❖ Within 30 days, your fictitious name must be published in a local newspaper of general circulation in the county. You must also contact your bank.
- ❖ An affidavit showing that it was published must be filed with the Colusa County Clerk not more than 30 days after the last date of publication.

**Colusa County Clerk
546 Jay Street Suite 200
Colusa, CA 95932
(530) 458-0500**

The following is a checklist of some items new applicants should consider in planning a new business.

- Correct Zoning
- Appropriate Building
- Adequate Parking
- Signs – either new or changes (permit required)
- Hazardous Materials (Building Department, Fire Department)
- Fictitious Business Name (County Clerk)
- Sellers Permit/Resale Number (State Board of Equalization)
- State Tax ID Number (Internal Revenue Service)
- Food Handler's Permit (County Health Department)
- Any Special Federal, State or County Permits and/or Licenses which pertain to your business
- City Business License (Required in **each** city where you conduct business and each **location** within the City)
- Industrial Wastewater Discharge Permit