

BUSINESS LICENSE APPLICATION

CITY OF WATERFORD
101 E STREET
WATERFORD, CA 95386
Phone # 209-874-2328
Fax # 209-874-9656



\$54.00

Please check all that apply:

- ☐ **New Business** ☐ **Change of Owner** ☐ **Change of Address** ☐ **Commercial Business**
☐ **Home Based Business** (Home Occupation Application required) ☐ **Out of Town Business**

BUSINESS INFORMATION - All the information below is required by Waterford Municipal Code and State of California laws and regulations.

Business Name (DBA):	
Business Street Address:	City / State / Zip:
Business Mailing Address:	City / State / Zip:
Business Telephone:	Email Address:
Description of Business/Principal Business Activity:	
California State License Number (If required for business):	

TYPE OF OWNERSHIP (Select one): ☐ **Sole Proprietorship** ☐ **Partner** ☐ **Corporation Owner**

Owner #1 Name:		California Driver's License:	
Address or PO Box:		City / State / Zip:	
Telephone:		E-Mail:	
Federal I.D., Social Security Number, CA ID Number, Individual Taxpayer ID Number (ITIN), or Municipal ID Number:			
Contractor License No:	Exp.Date:	State Sales Tax No./Seller's Permit:	Exp.Date:
Owner #2 Name:		California Driver's License:	
Address or PO Box:		City / State / Zip:	
Telephone:		E-Mail:	
Federal I.D., Social Security Number, CA ID Number, Individual Taxpayer ID Number (ITIN), or Municipal ID Number:			
Contractor License No:	Exp.Date:	State Sales Tax No./Seller's Permit:	Exp.Date:

IMPORTANT NOTE:

- Applicants inside city limits must contact Stanislaus Fire for inspection 209-869-7470. Please attach list of any and all sub-contractors. They also must obtain a business license in the City of Waterford. You may need to obtain a state sales tax permit. Contact the Board of Equalization for advice.
- Protective measures for personal information - The city does not list business licenses or applications on its website, and always redacts personal information (residential address, phone number, email address, social insurance number, California driver's license or identification number, individual taxpayer identification number, municipal number, and income and tax information) from California public records act responses. To comply with ab 2184 regulations, the city will also protect that information when providing business licenses or applications for public viewing in our office.

FEE:

- \$54.00 license fee. First year is prorated per quarter remaining in year when first issued. Renewals are annual, and are issued for full years only. SB 1186 - \$4.00 add-on state fee to improve compliance with disability access requirements. **No refund if business closes.**



City Use Only: Date

Issued Customer #

Issued BL#

BUSINESS LICENSE APPLICATION (page 2)



The above information is certified to be correct to the best of my knowledge:

Business Name (DBA): _____

Applicant Name (Please Print): _____

Applicant Title: _____

Applicant Signature: _____



FOR OFFICIAL USE ONLY

ADMINISTRATION DEPARTMENT

SIGNATURE: _____ DATE: _____ ☐ APPROVE ☐ DISAPPROVE ☐ N/A

PLANNING DEPARTMENT

SIGNATURE: _____ DATE: _____ ☐ APPROVE ☐ DISAPPROVE ☐ N/A

BUILDING DEPARTMENT

SIGNATURE: _____ DATE: _____ ☐ APPROVE ☐ DISAPPROVE ☐ N/A

FIRE DEPARTMENT

SIGNATURE: _____ DATE: _____ ☐ APPROVE ☐ DISAPPROVE ☐ N/A

HEALTH DEPARTMENT

SIGNATURE: _____ DATE: _____ ☐ APPROVE ☐ DISAPPROVE ☐ N/A

PUBLIC WORKS DEPARTMENT (FATS, OIL, GREASE)

SIGNATURE: _____ DATE: _____ ☐ APPROVE ☐ DISAPPROVE ☐ N/A

SHERIFF DEPARTMENT

SIGNATURE: _____ DATE: _____ ☐ APPROVE ☐ DISAPPROVE ☐ N/A

Comments/Notes:

BUSINESS LICENSE APPLICATION (page 3)



BUSINESS EMERGENCY CALL LIST

The following information is requested to enable emergency services to contact your business in emergencies.

- ❖ If your business is not located in Waterford, you should still complete **Section A** for police, medical emergency, and fire information.

Business Name (DBA): _____

SECTION A:

NAME OF PERSON TO CONTACT IN CASE OF EMERGENCY		
TITLE		
TELEPHONE #	DAY TIME HOURS	NIGHT TIME HOURS
IF WE CANNOT CONTACT THE ABOVE PERSON, WHO ELSE CAN WE CALL?		
1. NAME	PHONE	
2. NAME	PHONE	

SECTION B:

DO YOU HAVE ANY SECURITY LIGHTS ON THE BUSINESS PREMISES? <input type="checkbox"/> YES <input type="checkbox"/> NO	
IS YES, WHERE ARE THEY LOCATED?	
IS THERE A BURGULAR ALARM? <input type="checkbox"/> YES <input type="checkbox"/> NO	
WHAT TYPE OF ALARM? <input type="checkbox"/> AUDIBLE <input type="checkbox"/> SILENT	
NAME OF ALARM COMPANY	ALARM COMPANY PHONE #



Stanislaus Consolidated Fire Protection District
3324 Topeka Street
Riverbank, CA 95367
Phone: (209) 869-7470 · Fax: (209) 869-7475
www.scfpd.us

MEMORANDUM

DATE: May 12, 2020
TO: City of Waterford: New Business Applicants
FROM: Michael W. Whorton, Fire Chief
SUBJECT: New Business License Inspection

Your new business or agency has been identified by the City of Waterford as requiring a fire inspection in conjunction with your business license application. Please contact the Stanislaus Fire Protection district at **(209) 869-7470 EXT: 1009 to schedule your inspection.**

To prepare for the inspection, please read the attached information. The information includes a self-inspection form that reviews many areas the Fire Prevention Specialist will be examining when he or she arrives at your inspection. The items are general requirements based on common Fire Code Violations typically observed in businesses.

Effective September 2017, a fee of \$105 will be assessed for fire inspections associated with a business license request. The fee will cover the initial inspection and two re-inspections if needed. The fee is required to be paid prior to approval of the business license. Payment can be made by mail or visiting the Stanislaus Consolidated Fire Protection District Administrative Office at 3324 Topeka Street, Riverbank, CA 95367.

Should you have any questions or concerns please contact the Stanislaus Consolidated Fire Protection District at (209) 869-7470.

Sincerely,

Michael W. Whorton
Fire Chief



SELF INSPECTION FORM



The Stanislaus Consolidated Fire Protection District believes in utilizing a proactive approach to fire prevention and life safety. The mission of the department is to protect life, environment and property. This is achieved through three fire prevention principles – Education, Engineering, and Enforcement. Our goal is to improve the safety of the citizens and visitors by providing educational tools to our customers to identify potential fire hazards to ensure the necessary corrective action is taken to mitigate the hazard.

The following Self Inspection Checklist is one educational tool for business owners and managers to identify common fire hazards to initiate action for their abatement. It is not, however, intended to take place of an official Fire District inspection. The items below are general requirements based on common Fire Code violations typically found in most businesses. Prompt action should be taken to mitigate the hazard associated with any item marked “No” in the list to improve the safety of the building occupants.

Building Exterior	Yes	No
Address numbers are visible from the street, minimum of 6 inches high, and contrast with the background.	<input type="checkbox"/>	<input type="checkbox"/>
Fire lanes and access roads are clear and unobstructed.	<input type="checkbox"/>	<input type="checkbox"/>
A minimum 3 feet of clearance is maintained around fire hydrants.	<input type="checkbox"/>	<input type="checkbox"/>
If the building is equipped with a fire sprinkler or standpipe system, the fire department connection has a clear space of at least three (3) feet around connections and caps are in place.	<input type="checkbox"/>	<input type="checkbox"/>
Dumpster or trash containers are a minimum of five (5) feet from building opening or roof overhangs.	<input type="checkbox"/>	<input type="checkbox"/>
Up-to-date keys are within the Knox Box.	<input type="checkbox"/>	<input type="checkbox"/>
Building Interior	Yes	No
All exit doors are free of obstructions and unlocked during business hours. * Sign over Door	<input type="checkbox"/>	<input type="checkbox"/>
Aisles and exits are free of storage or obstructions.	<input type="checkbox"/>	<input type="checkbox"/>
Stairways are free of storage.	<input type="checkbox"/>	<input type="checkbox"/>
Exit signs and emergency lights are operational with primary and emergency power supplies.	<input type="checkbox"/>	<input type="checkbox"/>
Each floor has one fire extinguisher for every 3,000 square feet. * Type 2A10BC	<input type="checkbox"/>	<input type="checkbox"/>
Fire extinguishers have been inspected and tagged by a licensed contractor with the last 12 months.	<input type="checkbox"/>	<input type="checkbox"/>
Fire extinguishers are visible and accessible (not blocked).	<input type="checkbox"/>	<input type="checkbox"/>
Storage is maintained at least 2 feet from the ceiling.	<input type="checkbox"/>	<input type="checkbox"/>
A clear space of 30 inches is maintained in front of all electrical panels.	<input type="checkbox"/>	<input type="checkbox"/>
Extension cords are not used in place of permanent wiring.	<input type="checkbox"/>	<input type="checkbox"/>
Signs identifying rooms containing fire protection equipment are installed.	<input type="checkbox"/>	<input type="checkbox"/>
Fire walls are free of holes and maintained in good condition.	<input type="checkbox"/>	<input type="checkbox"/>
Fire doors are not blocked open and are self-closing and self-latching.	<input type="checkbox"/>	<input type="checkbox"/>
Clearance is maintained between combustible storage and ignition sources such as heaters and light fixtures.	<input type="checkbox"/>	<input type="checkbox"/>
Special Systems	Yes	No
Fire sprinkler systems are inspected annually by a licensed contractor.	<input type="checkbox"/>	<input type="checkbox"/>
Fire alarm systems are inspected annually by a licensed contractor.	<input type="checkbox"/>	<input type="checkbox"/>
Kitchen fire suppression systems are inspected every six months by a licensed contractor.	<input type="checkbox"/>	<input type="checkbox"/>
Unobstructed access is provided to all fire protection equipment.	<input type="checkbox"/>	<input type="checkbox"/>
Storage is maintained 18 inches below sprinkler head deflectors.	<input type="checkbox"/>	<input type="checkbox"/>
Sprinkler heads are free of paint, lint or other foreign debris.	<input type="checkbox"/>	<input type="checkbox"/>
Smoke alarms inspected & tested as required by the manufacturer.	<input type="checkbox"/>	<input type="checkbox"/>