



DEPARTMENT OF FINANCE COUNTY OF MONO

P.O. BOX 495, BRIDGEPORT, CALIFORNIA 93517
(760) 932-5480 • FAX (760) 932-5481

Brian Muir
Finance Director

Rosemary Glazier
Assistant Finance Director
Treasurer-Tax Collector

Dear Business License Applicant:

Enclosed please find the business license application you requested. When completing this application be sure to press firmly, as there are four copies to go through. Also pay particular attention to the **ADDRESS DATA**. The **physical address** and **parcel numbers** are needed in the top portion. If you are not the owner of the property and do not know the parcel number, please list the owner's name. The **mailing address** is needed in the lower portion of the application. Please be aware that the "**Doing Business As**" portion will appear on your license as your company title.

As of May 10, 2011 the Board of Supervisors passed Resolution #R11-30, Ordinance #99-92 increasing the initial business license fee. The processing fee is now **\$96.00** for one or more business transactions in one location. Should you have several business transactions, but in different locations, you will need a **separate business license** for each location.

A **WORKER'S COMPENSATION DECLARATION** *MUST* be on file with your application. You *MUST* also complete the **HOME COMPLIANCE FORM**, whether you operate your business out of your home or not. If these forms are not enclosed, please contact this office and they will be forwarded to you.

A yearly renewal fee of **\$21.00** was also reinstated in this resolution. Renewal notices are mailed and are required to be returned to this office by **August 31** of each year. It is your responsibility to be aware of when the renewal notices are sent, as non-receipt of renewal notice and renewal fee does not exempt you from the resulting cancellation of your business license. The business license fee covers **July 1st through June 30th** of each fiscal year.

*If your business is a lodging facility, you are required per Mono County ordinance 3.28 to get a **TRANSIENT OCCUPANCY TAX CLEARANCE CERTIFICATE** to relieve you of any back transient occupancy taxes. To obtain a copy of the ordinance, please contact our office. *If your business is a lodging facility, please **MAKE NOTE** of it on your application.**

If you have any questions, please feel free to contact our office at (760) 932-5486 or send an email to rhansen@mono.ca.gov.

By: Ruth H. Hansen
Treasurer-Tax Collector's Office

Title 5 BUSINESS LICENSES AND REGULATIONS

Chapter 5.16

LICENSING REQUIREMENTS

Sections:

- 5.16.010 License—Required.
- 5.16.020 License fee—Payment—
Delinquency penalty.
- 5.16.025 License—Fees.
- 5.16.030 Violation action.
- 5.16.040 License—Posting required.
- 5.16.050 License—Transferability.
- 5.16.060 Encroachment permit provisions.
- 5.16.070 License—Issuance refusal when.

5.16.010 License—Required.

Every person engaged in carrying on, pursuing or transacting within the county any occupation, business or calling must, before opening or commencing such business, procure a business license and pay a license fee therefor. The license fee must be reissued annually, at which times a license renewal fee shall be paid. Separate licenses must be procured and separate license fees and license renewal fees paid for each branch establishment or separate business located in the county. (Ord. 99-12 § 1, 1999; Ord. 94-01 § 2, 1994; Ord. 83-348-B § 1, 1983; Ord. 348 § 8, 1964.)

5.16.020 License fee—Payment— Delinquency penalty.

All license fees are due and payable in advance. If a license is not procured and the license fee paid on or before the fifth day of the second month of the term for which such license may be issued, the same shall become delinquent and fifty percent shall be added thereto, and immediately become due and payable as a penalty, and shall be collected by the license collector before a license is issued. (Ord. 348 § 9, 1964.)

5.16.025 License—Fees.

License fees and license renewal fees charged and collected pursuant to this chapter shall be set by resolution of the board of supervisors, in amounts not to exceed the county's cost of administering Chapter 5.04 through 5.28 of the Mono County Code. (Ord. 99-12 § 2, 1999; Ord. 83-348-B § 2, 1983.)

5.16.030 Violation action.

Any person required to obtain a license under the provisions of Chapters 5.04—5.28 who fails, neglects

or refuses to obtain such license, or who carries on or attempts to carry on any business specified in Chapters 5.04—5.28 without such license, or who attempts to carry on such business when his license is under suspension or revocation, may be sued in the name of the county as plaintiff for the recovery of such license fee, or if the board of supervisors so orders, the license collector shall, upon a violation of the provisions of Chapters 5.04—5.28, close or suspend any business operation and shall be entitled to the services of the sheriff of Mono County for the physical enforcement of the order. (Ord. 348 § 10, 1964.)

5.16.040 License—Posting required.

Every person receiving a license under Chapters 5.04—5.28 shall post the same in a conspicuous place in his or its place of business. All peddlers and other persons who have no fixed place of business must produce and show their licenses, whenever required, to any person who may demand to see the same. (Ord. 348 § 11, 1964.)

5.16.050 License—Transferability.

No license issued pursuant to the provisions of Chapters 5.04—5.28 shall be assignable or transferable or shall authorize any person other than the person therein named to transact or carry on such business or authorize any other business than the business therein named to be continued or transacted thereunder, or at any place other than the place therein named.

When a licensee who conducts a business from a fixed place of business in the county makes a bona fide sale of the business, the license is not transferable and shall expire without refund to the licensee. (Ord. 348 § 15, 1964.)

5.16.060 Encroachment permit provisions.

Every person who engages in any business, occupation or service wherein as a condition precedent thereto an encroachment permit or other permit is required by the Division of Highways of the state shall pay a license fee of twenty-five dollars and shall show the tentative application or request for the permit at the time of issuance of the license. The county business license shall be for the identical term of any permit issued as set forth in the application or request so shown, but in no event longer than one year. (Ord. 348-C §§ 1, 2, 1968; Ord. 348 § 51.5, 1964.)

5.16.070 License—Issuance refusal when.

The tax collector may refuse to issue any license for failure to pay current county personal property taxes when due on personal property held in connection with the business licensed hereunder. (Ord. 348 § 53, 1964.)

Mono County
Community Development Department
Compliance Division

P.O. Box 347
Mammoth Lakes, CA 93546
(760) 924-1800, fax 924-1801
commdev@mono.ca.gov

P.O. Box 8
Bridgeport, CA 93517
(760) 932-5424, fax 932-5431

To: Mono County Business License Applicants

From: Nick Criss, Compliance Specialist

Re: Review of Mono County Business License Applications for compliance with the Mono County General Plan Land Use Element

Dear Applicant:

Welcome to Mono County. The Compliance Division has prepared this fact sheet in order to assist applicants in compliance with the Mono County General Plan and to streamline the Planning Division's approval process for new business license applicants.

What is the Mono County General Plan Land Use Element?

Functioning as both a planning and zoning code, this document details the requirements for different land use designations located within Mono County. A copy of your submitted business license application is routed from the Mono County Treasurer/Tax Collector to the Compliance Division. Your proposed business license application is then reviewed by the Compliance Division for compliance with the land designation and specific requirements assigned to your parcel.

How do I find out what my land use designation is and what land use requirements pertain to my proposed business location?

Information regarding your zone designation and detailed land use requirements can be obtained by contacting the Community Development Department – Planning Division. The Planning Division has a north county office, located in the Courthouse Annex I in Bridgeport, 932-5400, and a south county office, located in the Minaret Village Mall in Mammoth Lakes, 924-1800.

The Community Development Department staff will gladly assist you regarding any questions you may have concerning your proposed business location and compliance with the land use regulations.

When I received my business license application, a "Statement of Compliance" Home Occupation Ordinance form was included. What is a "home occupation," and what is the purpose of this form?

A "home occupation" is defined as any use that can be carried on *within a dwelling* by the inhabitants thereof and that is *dearly incidental* and *secondary* to the residential use of the dwelling and that:

- A. Is *confined completely within the dwelling* and occupies not more than **25%** of the gross floor area of *one floor thereof*;
- B. Involves *no sales of merchandise* other than that produced on the premises or merchandise directly related to and incidental to the occupation, as long as *no other violation* of any other subsection occurs;
- C. Is carried on by *members of the family* occupying the dwelling, with *no other persons* employed;
- D. Produces *no evidence* of its existence in the *external appearance* of the dwelling or premises, or in the creating of noise, odors, smoke or other nuisances to a greater degree than normal for the neighborhood (i.e., no delivery trucks);

More on back...

- E. Does not *generate* pedestrian or vehicular traffic *beyond that normal* in the neighborhood in which located;
- F. Requires *no structural, electrical or plumbing alterations* in the dwelling;
- G. Involves no *equipment* other than that customarily *used in dwellings*;
- H. Involves no *outdoor storage or advertising*.

Because home occupations are typically located in residential neighborhoods, a Statement of Compliance, signed by the owner who has agreed to comply with the specific conditions A through H, is kept on file with the Compliance Division.

What other information is required in the processing of my business license application?

The Assessor's Parcel Number, the APN, is a critical component in the processing and approval of your license application. If your business is located in Mono County, the Assessor's Parcel Number *must be provided* on your completed application. Failure to provide the APN may result in a delay of processing or denial of your application.

Do I need to file a Fictitious Business Name Statement?

If your business name differs from your own name, you may file a DBA ("Doing Business As"). After processing by Mono County, a DBA must be published in a newspaper and filed at the bank that will handle your business account. A DBA is valid for five years. County offices in both Bridgeport and Mammoth Lakes process DBAs.

What if my proposed business is not located in Mono County, but I periodically provide services in the county?

Depending on the nature and circumstances of the business, your business license application will be reviewed for compliance with Mono County Code regulations; restrictions of the Mono County General Plan Land Use Element may not apply.

What is the best time to check on the land use requirements for my proposed business operation?

As soon as possible. The Mono County Code requires "all persons seeking to do business in Mono County must comply with all requirements of law relevant to their business before applying for a license."

Thank you for taking the time to familiarize yourself with the Mono County land use requirements, and best of luck with your business venture!

HELPFUL TELEPHONE NUMBERS (all numbers have area code 760)

1. Caltrans (state highway encroachment permits): 872-0674
2. Mono County Offices
 - Assessor: 932-5510
 - Building Division (building permits): 932- 5432 or 924-1800
 - Clerk/Recorder (DBAs): 932-5535 or 924-1800
 - Environmental Health: 924-1800 or 932-5580
 - Public Works (grading and encroachment permits, solid waste, streets): 932-5400
 - Sheriff: 932-7549
 - Treasurer/Tax Collector: 932-5480