

## VIII. OTHER PERMITS AND ALLOWANCES

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This chapter describes the other permits and allowances (e.g., Business License) issued by the City outside of the general development process described in the preceding chapters.

### A. ENCROACHMENT PERMIT

#### A.1. WHAT IS AN ENCROACHMENT PERMIT?

An Encroachment Permit is an administrative permit, issued by the City's Public Works Project Manager. It authorizes the permittee to either 1) conduct work within the public right of way (e.g., connect to the main sewer system line under the street, add or improve an existing driveway onto the public street); or 2) locate a temporary or permanent structure or object within the public right of way (e.g., awning or roof projection over a sidewalk, placement of an A-frame sign along the sidewalk).

#### A.2. HOW IS AN ENCROACHMENT PERMIT ISSUED?

Applicants must complete an Encroachment Permit (provided in Appendix A) and submit it to the City, along with the required application deposit. The Public Works Project Manager will review the application to ensure that any work being completed is to City standards. The paperwork is submitted via the Clerk-Receptionist, who conducts intake on the application, ensuring that all required elements have been completed. The Receptionist then routes the form to the Public Works Project Manager who completes the review, works with the applicant to resolve any concerns, and, if all concerns have been addressed, issues the permit.

#### A.3. WHAT ARE THE REQUIRED MATERIALS FOR AN ENCROACHMENT PERMIT?

Generally, at the time of application submittal, an applicant is only required to submit the application form along with a site plan showing the work to be completed. If the application covers construction work, the Public Works Project Manager may require submission of a traffic management plan to address how vehicles and pedestrians will navigate around the work area.

### B. TREE REMOVAL PERMIT

#### B.1. WHAT IS A TREE REMOVAL PERMIT?

A Tree Removal Permit is an administrative permit issued by the City Manager (or his or her designee) authorizing the removal of Heritage Trees, as defined in Chapter 8.20 of the Municipal Code.

#### B.2. WHEN IS A TREE REMOVAL PERMIT REQUIRED?

A Tree Removal Permit is required for the removal of any heritage tree. Chapter 8.20 of the Municipal Code defines a Heritage Tree as follows:

- a) Any tree which is 16 inches or more in diameter measured four feet six inches from the ground. The diameter is determined by dividing the circumference by 3.14, or
  - b) Any tree which is of historical significance, specially designated by Planning Commission action, or has taken on an aura of historical appeal, and which is indigenous to this area or has adapted exceptionally well to area climatic conditions.
- A Tree Removal Permit is also required for removal of any trees having a minimum

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trunk diameter of 6 inches measured at 48 inches above the ground on any undeveloped parcels in anticipation of developing that parcel.

### **B.3. WHEN IS A TREE REMOVAL PERMIT NOT REQUIRED?**

A Tree Removal Permit is not required when it is determined by the Chief of Police, Fire Chief, City Engineer, or Building Official that the tree in question is hazardous or dangerous to life and property. A Tree Removal Permit is also not required for work conducted by a public utility when, as determined by the public utility, the tree creates an emergency situation by interfering with the safe and efficient operation of the service being provided by the utility.

### **B.4. LEVEL OF REVIEW FOR A TREE REMOVAL PERMIT**

The City Manager can approve, deny, or conditionally approve the application upon environmental review and consultation with a tree expert, which will be paid for by the applicant. The City Manager must determine the following to issue a Tree Removal Permit, as established in section 8.20.040.B of the Municipal Code:

- a) The condition of the tree or trees with respect to disease, danger of falling, proximity to existing or proposed structures and interference with utility services based on the presentation of a certified arborist;
- b) The necessity to remove the tree or trees in order to construct any proposed improvements to allow economic development of the property;
- c) The topography of the land and the effect of the removal of the tree on erosion, soil retention, and diversion or increased flow of surface waters.

### **B.5. PROCESS FOR APPLYING FOR AND ISSUING A TREE REMOVAL PERMIT**

An application for a Tree Removal Permit is submitted via the Clerk-Receptionist to the City Manager. The Receptionist conducts intake on the application, ensuring that all required elements have been completed. The Receptionist then routes the form to the City Manager (or his or her designee), who completes the review, works with the applicant to resolve any concerns, and, if all concerns have been addressed, issues the permit.

## **C. BUSINESS LICENSE**

### **C.1. WHAT IS A BUSINESS LICENSE?**

A Business License is a license issued by the City Finance Director authorizing the operation of a business within the City.

### **C.2. WHEN IS BUSINESS LICENSE REQUIRED?**

A Business License is required whenever a new business is established within the City, an existing business is being transferred to a new owner, or the existing business license is expired. A business license is an annual license and it must be renewed every year.

C.3 WHAT IS REQUIRED FOR A NEW BUSINESS LICENSE?

New businesses must complete a Business License application form and pay the required Business License Tax as identified in Chapter 5.06 of the Municipal Code. It is unlawful for any person to conduct business without first procuring a business license from the City. The business license taxes for businesses are provided below in Table VIII.C-1 (Business License Taxes), as established in section 5.06 of the Municipal Code.

**TABLE VIII.C-1: BUSINESS LICENSE TAXES**

<b>Business Type</b>	<b>Period</b>	<b>Tax</b>
Advertising Material Distribution	Daily	\$5
Advertising Vehicles	Daily	\$10 per vehicle
Advertising, Outdoor	Quarterly	\$12 per sign
Amusement Concessions	Daily	\$10
Animal Shows	Daily	\$150
Auctioneers	Daily	\$25
Auctioneers	Quarterly	\$50
Automobile for Hire	Quarterly	\$12 per vehicle
Bail Bond Brokers	Quarterly	\$25
Bootblacks	Quarterly	\$3
Boxing and Wrestling	Daily	\$100
Carnivals	Daily	\$100 plus \$10 per concession
Circuses	Daily	\$150
Fortunetellers and Palm Reading	Monthly	\$50
Pawnbrokers	Quarterly	\$50
Peddlers and Solicitors	Semiannually	\$30
Photographers, Transient	Daily	\$25
Flea Markets (to be paid by Promoters)	Daily	\$50
Junk Dealers and Wreckers	Yearly	\$150
Junk Dealers and Wreckers	Daily	\$25
Cardrooms	Yearly	\$50 first table, \$25 per each additional table
Peddlers and Solicitors, Personally Manufactured Articles	Quarterly	\$7.50
Apartment Houses	Yearly	\$30 plus \$3 for each unit over 3
Mobile Home Parks	Yearly	\$30 plus \$3 for each space over 3
Private Patrol	Yearly	\$75

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To obtain a business license, the applicant must first submit to the City Finance Director a completed Business License application form and a copy of his or her sales tax permit or sellers permit, which designates the City as the place of business. Upon request, the City Finance Director can furnish paperwork for changing the address of a place of business, and transmit these forms to the State Board of Equalization.

The application for a new business license must include the following information, as established in section 5.06.100 of the Municipal Code and as outlined in the Business License application form (provided in Appendix A):

The nature of the business for which the license is requested;

- a) The place where the business will be conducted;
- b) If the application is made for issuance of a license to a person doing business under a fictitious name, the application must establish the names and places of residence of those owning the business;
- c) If the application is made for the issuance of a license to a corporation or a partnership, the application must establish the names and places of residence of the officers or partners.

### C.4. RENEWAL OF A BUSINESS LICENSE

To renew a business license, the applicant must submit to the City Finance Director information about business conducted in the previous year so that the City Finance Director can determine the appropriate license tax that must be paid for renewal.

All annual license taxes are due and payable in advance of the first day of July of each year, provided that license taxes covering new operations commenced after the first day of July will be prorated for the balance of the license period. All other types of business license taxes are payable as follows:

- a) Semiannual license taxes, on the first day of January and the first day of July of each year;
- b) Quarterly license taxes, on the first day of January, April, July, and October of each year;
- c) Monthly license taxes, on the first day of each month;
- d) Weekly license taxes, on the Monday of each week in advance;
- e) Daily flat-rate taxes, each day in advance;
- f) Other flat-rate license taxes are payable in advance on the first day of business and thereafter on the first day of any applicable period.

The City will not renew any business license to a person who is indebted to the city for license taxes, until the person, with the consent of the City Financial Director, enters into a written agreement with the City to pay delinquent taxes plus eight percent of simple annual interest upon the unpaid balance in monthly installments.