

Business License/Permit Inquiry - Frequently Asked Questions

Fictitious Business Name Statements

Owners operating a business under a name that does not include their own surname (last name) are required to file a Fictitious Business Name Statement (FBN). You file this statement with the County Clerk-Recorder's Office located at 155 Nelson Avenue in Oroville (530.538.7691). There is a \$50.00 filing fee for the first business and first owner's name on the statement, each additional business name and owner's name is an additional \$5.00. FBNs are also required to be published in a newspaper of general circulation within 30 days of filing. Statements are generally valid for five years.

Links:

Clerk Recorder FBN Information Page

<https://clerk-recorder.buttecounty.net/clerk/fbn.html>

Application

https://clerk-recorder.buttecounty.net/clerk/pdf/fbn_statement.pdf

County Business License

The County does not require a general business license for businesses located in or operating in the unincorporated area of the County. If your business will be located within city or town limits, you will need to contact the jurisdiction to find out their business licensing requirements. There are a few specific types of businesses that need to be permitted if they are located in the unincorporated area of the County. A list of these types of businesses along with applications and associated fees are listed on the County's Treasurer-Tax Collector's webpage.

Links:

Treasurer-Tax Collector's Permitting Page

<http://www.buttecounty.net/treasurertaxcollector/Payments/BusinessLicenseFees/LicensesandPermits.aspx>

City of Biggs Applications & Document Page – See “Business License Application”

<https://www.biggs-ca.gov/City-Services/Applications--Documents/index.html>

City of Chico Business License Page

<https://www.ci.chico.ca.us/business-licenses>

City of Oroville Business License Page

<http://www.cityoforoville.org/services/finance-department/business-license>

Town of Paradise Business License Page

<https://www.townofparadise.com/index.php/businesses/business-license-information>

City of Gridley Finance Department Page – See “Business License Form”

<http://gridley.ca.us/government-and-departments/departments/finance-department>

Home Occupation Permits

If you plan to operate your business out of your home, you may need a Home Occupation Permit. County requirements for businesses operating out of a residence depend on the type and extent of home occupation:

- Home offices that do not involve client visits or employees, and deliveries would be no more than what is typical of a residential use, are a permitted use;
- Minor home occupations that do not include employees other than persons residing onsite in the dwelling, and involve six or fewer client visits per day require the approval of an Administrative Permit;
- Major home occupations which include a contractor’s office, equipment repair, or the employment of up to two additional persons beyond those residing onsite in the dwelling requires a Minor Use Permit, which is considered at a public hearing by the Butte County Zoning Administrator.

Home Occupation Permits are issued through the County’s Department of Development Services, Planning Division. They can be reached at 530.552.3701.

Links:

Department of Development Services

<http://www.buttecounty.net/dds/home.aspx>

Department of Development Services, Planning Division

<http://www.buttecounty.net/dds/Planning>

Supplemental Use Regulations – 24-162, starting on page 196

http://www.buttecounty.net/Portals/10/Planning/General%20Plan/Part_4_Amended052017.pdf

California Seller’s Permit

The State requires sellers to collect and remit sales and use tax to the State.

- You can apply for a [seller’s permit online](#).
- [This online publication](#) tells you more about the permit.
- The California Department of Tax and Fee Administration has more some [Frequently Asked Questions](#) about the permit that you can read online.

Business Resources

There are many agencies in Butte County that have free or low cost services to assist you as you start and grow your business. You can find many of them listed on the [County’s business resources webpage](#).

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