**VALLEJO FIRE DEPARTMENT**
FIRE PREVENTION DIVISION

Dear New Business Owner:

On behalf of the Vallejo Fire Department, welcome to the City of Vallejo! We look forward to having you as a successful part of our business community.

Prior to your business license being issued, you are required to have a fire and life safety inspection of your facility. This inspection will be conducted by Fire Prevention Division personnel and will include, **but not be limited to**, the following areas of fire safety:

1. Fire extinguishers – at least one currently charged, mounted and operational portable fire extinguisher is required. The minimum rating on the extinguisher shall be 3-A:40-B:C. Be advised more extinguishers may be required, depending on the size and type of your business.

2. Exits – All exits are to remain unobstructed at all times.

3. Address – Your business address numerals must be plainly visible from the street (and alley, where applicable), of a minimum height of 6", and of a color that contrasts to the background.

4. Extension cords – Extension cords may not be used in place of permanent wiring. You are allowed to use the multi-plug surge protectors, if necessary.

5. The fee for this service is currently $132 and covers the initial inspection and one re-inspection. If additional re-inspections are required to gain compliance, a fee of $95 per additional re-inspection will be charged. These fees are adopted by ordinance and are subject to change.

Please call this office to schedule an appointment when you are set up and ready to operate. We are unable to inspect an empty commercial/industrial space for a business license. We are usually able to inspect within 3 working days from the date of your request.

Again, welcome to the City of Vallejo. If you have any questions on fire safety issues, please feel free to contact our office, Monday-Friday, 8:00 a.m. – 5:00 p.m., except Holidays.

/lal (10/03)

CITY OF VALLEJO
Business Licenses

555 Santa Clara Street P.O. Box 3068 Vallejo California 94590-5934 (707) 648-4310 Fax (707) 648-5407

# REQUIREMENTS FOR OBTAINING A VALLEJO BUSINESS LICENSE

Any persons conducting business in Vallejo are required by Vallejo Municipal Code, Title 5, to file an application with the city to possess a current license.

Most business license fees are based on annual gross receipts renewable in July.

Approval of the following departments must be secured prior to the opening of a new business or if a change of ownership or location occurs.

| | | |
|---|---|---|
| [ ] | PLANNING DEPARTMENT | Zoning Clearance & Sign Permits obtained at:<br>Vallejo City Hall<br>555 Santa Clara St., 2nd floor<br>Vallejo, CA 94590<br>(707) 648-4326 |
| [ ] | BUILDING DEPARTMENT | (707) 648-4374 |
| [X] | FIRE PREVENTION BUREAU | (707) 648-4565 |
| [ ] | SOLANO COUNTY ENVIRONMENT HEALTH | (707) 784-6770 |

It is the responsibility of the applicant to make appointments for inspections and to be present at the time of the inspection. **Agencies may charge fee for inspection. You may contact the appropriate agency for amount of fee.**

Upon completion of the above requirements and payment of the business license fee, a Vallejo Business License will be issue to the applicant.