

Town of Paradise



New Business Start-up Guide

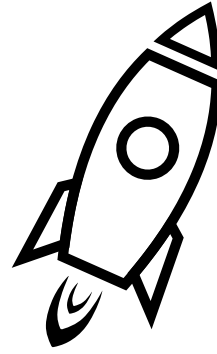
*Mobile Home Parks / RV Parks / Campgrounds /
Glamping*

Building Resiliency Center

Town of Paradise
6295 Skyway
Paradise, CA 95969

(530) 872-6291 ext. 411

Business Roadmap



Mobile Home Parks /
RV Parks / Glamping /
Campgrounds

Zoning 01

Check that the zoning for the property allows that type of business or requires a Use Permit

02 Septic Review

Check if septic calculations will be required for review by the Town

Building Permit 03

The CA Dept of Housing & Community Development issues building permits in all mobile/RV/tent parks

04 Signs

All new signs must go through a Design Review process with the Town

Special Licenses 05

All mobile home/RV/tent parks must be licensed by the CA Dept of Housing & Community Development

06 Business Licenses

Both the Town and the State issue business licenses to mobile home/RV/tent parks



www.townofparadise.com

Welcome to the Town of Paradise

Welcome to the Town of Paradise. This booklet includes information you may need about obtaining permits for establishing or expanding a business.

For specific legal information regarding permit requirements, contact the agency responsible. A brief description of all permits is provided in this booklet. Carefully read these descriptions to determine the documentation needed to obtain the permits applicable to your business. After you have reviewed the information that relates to your type of business, you may find the following checklist helpful in organizing your efforts.

If you are not sure if a particular Town-issued permit is required for your business, contact the Planning Division at (530) 872-6291 ext. 411 for assistance.

Checklist

- ☐ Zoning Check / Use Permit
- ☐ Land Use Review for Wastewater
- ☐ Building Permit
- ☐ Sign Design Review
- ☐ Town Business License
- ☐ Special Permit to Operate a Business
- ☐ Fictitious Business Name Statement
- ☐ Alcoholic Beverage License
- ☐ Employer Registration
- ☐ Trash Service

Town of Paradise
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Opening a New Business

GETTING STARTED

Small Business Administration (SBA)
Sacramento District Office
6501 Sylvan Avenue
Citrus Heights, CA 95610
(916) 735-1700
<https://www.sba.gov/>

Starting a business is an exciting proposition, but it's also an incredibly challenging undertaking. The resources provided by the Small Business Administration (SBA) will help you learn about what it takes to start a business. The SBA provides a variety of services designed to assist in the establishment and development of small businesses. One of its primary functions is offering financial assistance through loans and grants. Additionally, the SBA offers counseling and training programs to guide entrepreneurs through the business startup process, covering topics such as business planning, market research, and regulatory compliance.

ZONING CHECK

Planning Division
Town of Paradise
6295 Skyway
Paradise, CA 95969
(530) 872-6291 ext. 411
Monday 9:00 a.m. – 5:00 p.m. (closed from 12-1 p.m.)
Tuesday – Friday 8:00 a.m. - 5:00 p.m. (closed from 12-1 p.m.)
www.townofparadise.com/planning

Zoning is essential for anyone starting a new business because it dictates how land within certain areas can be used. By checking zoning regulations, entrepreneurs can ensure that their business activities comply with local laws, avoiding potential legal issues and fines. Before applying for any permits outlined in this guide, make certain the proposed use of the property is consistent with the zoning regulations and the General Plan land use designation. To verify zoning designations, you must know the address or the Assessor's Parcel Number (APN).

Once you have obtained the address or APN, contact the Community Development Department at the Building Resiliency Center (BRC) to verify the zoning designation. Planning staff can help you in determining whether the proposed use is consistent with the zoning for the property or help determine if there are existing approvals on file to re-establish the park. Some businesses/uses require neighborhood noticing and review by the Planning Commission. Understanding zoning laws helps business owners select appropriate locations, align their operations with community standards, and plan for the future.

LAND USE REVIEW FOR WASTEWATER

Onsite Wastewater Division

Town of Paradise

6295 Skyway

Paradise, CA 95969

(530) 872-6291 ext. 411

Monday 9:00 a.m. – 5:00 p.m. (closed from 12-1 p.m.)

Tuesday – Friday 8:00 a.m. - 5:00 p.m. (closed from 12-1 p.m.)

www.townofparadise.com/septic

Anytime there is a change in use that affects the existing daily wastewater design flow or flow strength allotted for the subject parcel, a Land Use Review (LUR) is required for both residential and commercial properties. Commercial properties have additional requirements including engineered wastewater flow calculations from a qualified Civil Engineer whose area of competence is wastewater or a Registered Environmental Health Specialist (REHS). A septic permit application is used to apply for the LUR at the BRC for Onsite Wastewater Division review and approval of proposed changes. Once approved, you may then apply for any required septic installation permits **through the State Dept of Housing & Community Development (HCD) in Sacramento.**

BUILDING PERMITS

CA Dept of Housing & Community Development (HCD)

Division of Codes and Standards

9342 Tech Center Dr, Ste 500

Sacramento, CA 95826

(800) 952-8356

Monday – Friday 8:00 a.m. – 5:00 p.m.

<https://www.hcd.ca.gov/manufactured-and-mobilehomes/mobilehome-parks/park-construction-and-alterations>

Building permits for mobile home parks, RV parks, and campgrounds (tents/glamping) are issued through the State Dept of Housing & Community Development (HCD) in Sacramento. This includes new construction as well as altering an existing mobile home or special occupancy (RV/tent) park.

Site built structures within the park that are not for use by the park occupants fall under the jurisdiction of the local building department.

SIGN DESIGN REVIEW

Planning Division

Town of Paradise

6295 Skyway

Paradise, CA 95969

(530) 872-6291 ext. 411

Monday 9:00 a.m. – 5:00 p.m. (closed from 12-1 p.m.)

Tuesday – Friday 8:00 a.m. - 5:00 p.m. (closed from 12-1 p.m.)

www.townofparadise.com/planning

A Design Review application is required for the design of any new or replacement commercial signs. Design Review is evaluated for compliance with the Town's Design Standards, the Town's General

Plan, Zoning Ordinance, and other related town standards. Regulations regarding the types of signs and their placement are contained in the Town's Sign Ordinance. You may obtain a copy at the Building Resiliency Center (BRC) or refer to them online at www.townofparadise.com/planning/page/design-standards.

To approve your Sign Design Review application, the Planning Department will need color renderings depicting sign size, total square footage, font style, materials, and color palette of the proposed signs. The drawings must show the advertising message, location, dimensions, and the type of construction, electrical wiring and components, and method of attachment. Proposed signs that are in compliance with the Sign Ordinance can be approved by Planning Department without the need for Planning Commission or Town Council review, after receiving confirmation from the Design Review Committee. This approval is necessary **prior to** securing a sign building permit from the CA Dept of Housing & Community Development in Sacramento.

BUSINESS LICENSE

Town Clerk's Office
Town of Paradise
5555 Skyway
Paradise, CA 95969
(530) 872-6291 ext. 101
Monday – Thursday 8:00 a.m. – 5:00 p.m.
<https://www.townofparadise.com/business>

All persons engaged in any type of business within the Town of Paradise are required to have a valid business license prior to commencing business. Applications may be submitted online at <https://www.townofparadise.com/business/page/business-license-information> or in person at the Town Clerk's Office.

SPECIAL LICENSE TO OPERATE A BUSINESS

CA Dept of Housing & Community Development (HCD)
Division of Codes and Standards
9342 Tech Center Dr, Ste 500
Sacramento, CA 95826
(800) 952-8356
Monday – Friday 8:00 a.m. – 5:00 p.m.
<https://www.hcd.ca.gov/manufactured-and-mobilehomes/mobilehome-parks/park-operation>

A park must secure a Permit to Operate through HCD prior to operating a mobile home park or special occupancy (RV/tent) park. Annual submission of the private fire hydrant test and certification report is also required in order to obtain a permit to operate. All parks must submit this form annually, even parks without fire hydrants or water methods. Entities acting as the owner/operator of a park are required to be registered with the California Secretary of State at <https://www.sos.ca.gov/business-programs/business-entities/>. Individuals acting as the owner/operator of a park are required to submit a completed "[HCD Benefits Status Form 1](#)" to HCD.

FICTITIOUS BUSINESS NAME STATEMENT

Clerk-Recorder's Office

Butte County

155 Nelson Ave

Oroville, CA 95965

(530) 552-3400

Monday – Friday

8:30 a.m. - 4:00 p.m.

<https://buttevotes.net/201/Fictitious-Business-Name-Filings>

If you plan to conduct business under a name other than your full legal name, you must file a Fictitious Business Name Statement. Applications are available in the County Clerk-Recorder's Office or online. After filing, the statement must be published in a newspaper of general circulation, once a week for four successive weeks, with the first publication occurring within 45 days of the filing date. The statement expires five years from the date of filing or 40 days after any change in facts of the statement (except any change of residential address for any registrant). Information on fees may be obtained on the Recorder's website. After a Fictitious Business Name Statement has been filed, you will receive a certified copy of the application and proof of publication. Your bank may request a copy of this certified form as you open your account.

ALCOHOLIC BEVERAGE LICENSE

Alcoholic Beverage Control Board Redding

District Office

1900 Churn Creek Rd, Suite 215

Redding, CA 96002

(530) 224-4830

Monday - Friday

8:00 a.m. - 5:00 p.m.

<https://www.abc.ca.gov/licensing/apply-for-a-new-license/>

If you will be selling alcoholic beverages from the park clubhouse/community building, you must obtain an Alcoholic Beverage License. Section 23987 of the Alcoholic Beverage Control Act requires the department to mail a copy of each application to certain local officials. Section 23985 of the Act requires a 30-day posting period. Most investigations take approximately 45 to 50 days. The license can average about 75 days for a Person-to-Person transfer, and 90 days for an Original. All licenses are renewed on a 12-month basis. This ensures that the business complies with state and local laws regulating the sale and distribution of alcohol. It helps maintain public safety by enforcing age restrictions, preventing over-serving, and monitoring the hours and conditions under which alcohol can be sold.

EMPLOYER REGISTRATION

Employment Development Department

3321 Power Inn Road, Suite 220

Sacramento, CA 95826

(888) 745-3886

Monday – Friday

8:00 a.m. – 5:00 p.m.

www.edd.ca.gov

When wages paid to an employee exceed \$100 in a calendar quarter, an employer becomes responsible for payment of Unemployment Insurance, Employment Training Tax, Disability Insurance, and Personal Income Tax. Registration and payment must be made within fifteen days. An employer must then report for subsequent calendar years, regardless of the amount of wages paid.

The Employment Development Department (EDD) regulates State Disability Insurance, Unemployment Insurance, Income Tax Withholdings, and Employment Training Tax. Use EDD's e-Services for Business to apply for your employer payroll tax account number. The *California Employer's Guide* booklet provides detailed information on payment schedules and regulations. EDD also offers Payroll Tax Seminars at no-cost to help employers understand and comply with state requirements.

TRASH SERVICE

Northern Recycling & Waste Services

920 American Way

Paradise, CA 95969

(530) 876-3340

Monday - Friday

8:00 a.m. to 4:00 p.m.

<http://northernrecycling.biz/>

In accordance with state law, by the year 2000, California Cities were required to reduce their solid waste by 50% or be faced with fines up to \$10,000 per day. In an effort to reduce the amount of waste entering landfills, comply with Assembly Bill 939 and improve the general environment, the Town of Paradise adopted Ordinance 257 in 1995, making trash service mandatory for all occupied residences and businesses within the Town. Proper solid waste disposal and recycling help maintain a clean and safe environment, reduce pollution, and promote sustainability. These services ensure businesses can efficiently manage their waste, avoid legal penalties, and contribute to the state's environmental goals, such as reducing landfill usage and conserving resources.

Utilities

Internet

Comcast Business (Xfinity by Comcast)
1950 E. 20th St Unit C319
Chico, CA 95928
(800) 934-6489
10:00 A.M. – 7:00 P.M.
<https://business.comcast.com/learn/internet>

Electric Service

Pacific Gas & Electric
(877) 743-4112 Start or Stop Service
(877) 660-6789 Emergency Repairs/Outages
24 hours
www.pge.com

Telecommunications

Verizon
1950 E. 20th Street
Chico, CA 95928
(800) 880-1077
10:00 A.M. - 7:00 P.M.
www.verizon.com

AT&T
1947 E. 20th Street
Chico, CA 95928
(530) 896-0481
9:00 am – 7:00 pm (Mon-Sat)
10:00 am – 6:00 pm (Sun)
<https://www.att.com/>

T-Mobile

2072 E. 20th Ste 160
Chico, CA 95928
(530) 566-1600
10:00 am – 8:00 pm (Mon-Sat)
10:00 am – 6:00 pm (Sun)
<https://www.t-mobile.com/business>

Xfinity by Comcast

1950 E. 20th St Unit C319
Chico, CA 95928
(800) 934-6489
10:00 A.M. – 7:00 P.M.
<https://www.xfinity.com/overview>

Natural Gas

Pacific Gas & Electric
(877) 743-4112 Start or Stop Service
(877) 660-6789 Emergency Repairs/Outages
24 hours
www.pge.com

Water Service

Paradise Irrigation District
6332 Clark Road
Paradise, CA 95969
(530) 877-4971
9:00 A.M. - 4:00 P.M. (Mon – Fri)
www.pidwater.com

Additional Resources

Air Quality

Butte County Air Quality Management District
629 Entler Ave #15
Chico, CA 95928
(530) 332-9400
bcaqmd.org

Bad Checks/Fraud

County District Attorney
25 County Center Drive
Oroville, CA 95965
(866) 323-7283
Dafraud@buttecounty.net

Business Inquiries

Dept. of Planning and Development
Office of Business and Economic Development
1400 10th Street, 2nd Floor
Sacramento, CA 95814
(877) 345-4633
<http://business.ca.gov>

Business/Professional License

Dept. of Consumer Affairs
1625 N. Market Blvd Ste N112
Sacramento, CA 95834
(800) 952-5210

Incorporation/Trademark/ Service Mark Registration

Secretary of State's Office
1500 11st St 2nd Floor
Sacramento, CA 95814-2974
(916) 657-5448
<https://bizfileonline.sos.ca.gov/>

Newspaper

Paradise Post
P.O. Box 9
Chico, CA 95927
Phone: (530) 879-7888
Paradisepost.com/contact-us

Contractor's Licenses

Contractor's State License Board
9821 Business Park Drive
Sacramento, CA 95827
(800) 321-CSLB (2752)
Cslb.ca.gov

Economic/Business Development Data

State Dept. of Commerce
1121 L Street, Suite 600
Sacramento, CA 95814-3926
(916) 322-1394

Environmental Regulations (Federal)

Environmental Protection Agency
75 Hawthorne St
San Francisco, CA 94105
(415) 947-8000
www.epa.gov

Environmental Regulations (State)

Environmental Protection Agency
P.O. Box 2815
Sacramento, CA 95812-2515
(916) 323-2514

Garbage/Refuse Collection

Northern Waste & Recycling Services
920 American Way
Paradise, CA 95969
(530) 876-3340
Northernrecycling.biz

Occupational Safety and Health Cal/OSHA

Department of Industrial Relations
381 Hemsted Drive
Redding, CA 96002
(530) 224-4743
DOSHRED@dir.ca.gov

Property Tax

Butte County Assessor's Office
25 County Center Dr, Ste 100
Oroville, CA 95965
(530) 552-3800
Buttecounty.net/222/assessor

Chamber of Commerce

Paradise Ridge Chamber
6161 Clark Road, Ste 1
Paradise, CA 95969
(530) 877-9356
Paradisechamber.com

Secretary of State

1500 11th Street
Sacramento, CA 95814
(916) 657-5448
<https://bizfileonline.sos.ca.gov/>

Business Development

3CORE
2515 Ceanothus Ave, Suite 105
Chico, CA 95973
(530) 893-8732
loans@3coreedc.org

Butte College Small Business
Development Center
2480 Notre Dame Blvd.
Chico, CA 95928
(530) 895-9017
Buttecollegesbdc.com