







OPENING A BUSINESS IN CITRUS HEIGHTS

RESOURCE GUIDE

CITRUS HEIGHTS

Solid roots. New growth.









OPENING A BUSINESS
IN THE CITY OF CITRUS HEIGHTS

Opening a business is exciting, and a little planning upfront goes a long way. Checking things like zoning, building requirements, fire clearance, sewer capacity, and ADA access early helps create a smooth path to opening.

A business license is an important step, but it is not always the first step.

The City of Citrus Heights and its partner agencies coordinate these steps with you so your space is safe and ready to open!

The rest of this guide outlines what to expect and who to contact at each stage, so you know exactly what comes next.

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STEP 1

FIND THE RIGHT SITE FOR YOUR BUSINESS

Before you sign a lease or buy a building ask yourself these questions:

1. Is a new building being constructed, or is an existing structure being used?
2. Is the proposed use allowed by right at this location?
3. Is a Use Permit or Minor Use Permit required for the proposed use?
4. Will the site meet parking needs?
5. What type of business previously occupied the space, and will the new use differ?
6. Is the site compliant with California's Accessibility Requirements?
7. Are fire sprinklers present or required for this use?
8. Are there development or impact fees to factor into the budget or pro forma?
9. If using an existing building, is it in good structural condition or in need of major repairs or upgrades?
10. Is the site clearly visible from the street? If not, can visibility be achieved through code-compliant signage?



Pre-application meetings are available to help coordinate early in the process before formal applications are submitted.

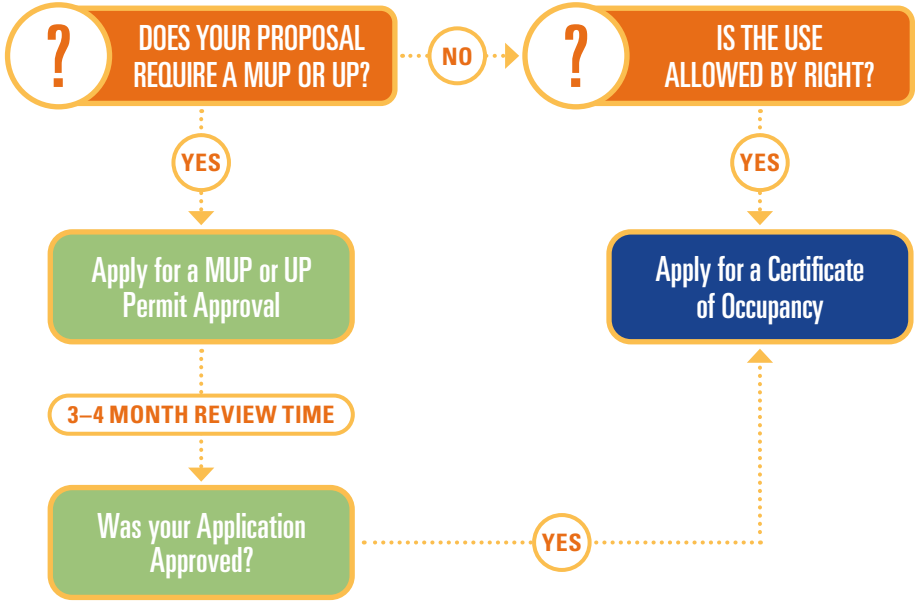
» WHAT NEXT?

Looking for the right spot for your business? Every location has zoning standards that determine what types of businesses can operate there. Before you sign a lease, contact the Citrus Heights Planning Division to confirm your business is a fit for the space.

STEP 2

VERIFY ZONING FOR YOUR LOCATION

1. Send a short project description to the Citrus Heights Planning Division.
2. Depending on your business type and the zoning for the location you've chosen, some uses are allowed by right. Others may require a **Minor Use Permit (MUP)** or **Use Permit (UP)** or further Planning Review.
3. Request any additional zoning approvals and review all requirements provided by the Planning Division.



» WHAT NEXT?

After finding a space zoned for your business, you will need to apply for a certificate of occupancy with the Building Department. During the process, you'll get the site ready for inspections and confirm it meets building codes, ADA standards, and other requirements needed to open.

STEP 3

APPLY FOR A CERTIFICATE OF OCCUPANCY

All businesses are required to secure a Certificate of Occupancy from the Building & Safety Department before applying for a business license.

1. Confirm whether your business will require a building permit. A permit may be needed for tenant improvements, new construction, alterations, accessibility upgrades, mechanical/electrical/plumbing work, or a change of occupancy.
2. Check whether your business is a change of occupancy under the California Building Code. If it is, additional building and fire requirements may apply.



STEP 4

FULFILL OUTSIDE AGENCY REQUIREMENTS

In addition to City permits, many commercial projects must obtain approvals or clearances from outside agencies. Applicability is based on business operations, plumbing or sewer use, fire and life safety systems, water demand, or air quality impacts.

It's important to confirm whether review is required with the agencies listed below.

If you are unsure which agencies may apply, city staff can help guide you to the right contacts.

Sacramento Metro Fire District	planintake@metrofire.ca.gov
Sacramento Area Sewer District	permitservices@sacsewer.com
Citrus Heights Water District	eng@chwd.org
Sacramento Municipal Utility District	entitlements@smud.org
Sacramento County Environmental Health Division	emdinfo@saccounty.net
Sacramento Metropolitan Air Quality Management Board	permitting@airquality.org

Your industry may require more than City Permits. Check CalGOLD to find out. www.calgold.ca.gov

» WHAT NEXT?

In Citrus Heights several partner agencies provide essential services: Sacramento Metro Fire District, Sacramento Area Sewer District, Citrus Heights Water District, and Sacramento Municipal Utility District (SMUD). The City partners with these agencies to review projects and keep them moving smoothly, though some agencies may require their own submittal.

» WHAT NEXT?

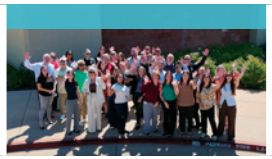
LAST STEP!

To conduct business in the City of Citrus Heights, a business must obtain a business license and pay an annual fee.

STEP 5

APPLY FOR A BUSINESS LICENSE

1. Apply for a business license by visiting citrusheights.net/BL.
2. Choose the license type that best matches your business. Different license types have different questions and processing steps, which can streamline review when selected correctly.
3. If you're operating from home, the online application will include Home Occupation questions instead of the requirements for a commercial space.
4. Need help choosing the right license?
   Call (916) 727-4907 or email businesslicense@citrusheights.net.




IMPORTANT CITRUS HEIGHTS CONTACTS

Economic Development	(916) 727-4807	commmunityengagement@citrusheights.net
Building & Safety	(916) 727-4760	building@citrusheights.net
Planning	(916) 727-4740	planning@citrusheights.net
Business License	(916) 727-4907	businesslicense@citrusheights.net

OTHER IMPORTANT LICENSING & REGULATORY CONTACTS

CONTRACTORS STATE LICENSE BOARD
(800) 321-3900
issuance@cslb.ca.gov

SACRAMENTO COUNTY ENVIRONMENTAL MANAGEMENT DEPARTMENT
(916) 875-8484
EMDinfo@saccounty.com

CALIFORNIA MASSAGE THERAPY COUNCIL
(916) 669-5336
info@camtc.org

CITRUS HEIGHTS

FOR MORE INFORMATION: ECONOMIC DEVELOPMENT & COMMUNITY ENGAGEMENT
916.727.4807 • aaguirre@citrusheights.net