

ORDINANCE O2025-\_\_

ORDINANCE OF THE CITY COUNCIL OF THE CITY OF  
NAPA, STATE OF CALIFORNIA, AMENDING NAPA  
MUNICIPAL CODE SECTION 5.04.210 RELATED TO  
BUSINESS LICENSE APPLICATION PROCEDURES

WHEREAS, the City of Napa's Municipal Code provisions for business licenses application procedures were last updated in 1984; and

WHEREAS, since that time, the City has experienced changes in operational practices, service delivery methods, and other requirements related to the administration of business licenses; and

WHEREAS, it is necessary and appropriate to amend the Municipal Code to reflect current administrative practices and to reference the City's Master Fee Schedule to ensure business license application fees are updated as needed and aligned with the cost of providing services; and

WHEREAS, the City Council has considered all information related to this matter, as presented at the public meeting of the City Council identified herein, including any supporting reports by City Staff, and any information provided during public meetings.

NOW, THEREFORE, BE IT ORDAINED, by the City Council of the City of Napa as follows:

**SECTION 1: Amendment.** Napa Municipal Code section 5.04.210 is hereby amended to read as follows:

**5.04.210 Application procedures**

Every person conducting, carrying on or managing in this city any business shall register such business with the City Collector. The fee for such application shall be as set forth in the City's Master Fee Schedule, due and payable to this city at the time of application and shall be payable only once, so long as said person maintains continuous operation of the same business. In the event that any person is conducting, carrying on or managing in this city more than one type of business, such person shall register each type of business with said City Collector and shall pay the application fee for each and every type of business so registered. In the event that any person who has registered a business and paid such fee shall commence to conduct, carry on or manage in this city any business other than the one which such person has registered, such person shall register said new business and pay a new registration fee.

Upon a person making application for the first license to be issued hereunder, or for a newly established business, such person shall furnish to the City Collector a sworn statement, upon a form provided by the City Collector, setting forth the following

information:

**A.**

The exact nature or kind of business for which a license is requested;

**B.**

The place where such business is to be carried on, and if the same is not to be carried on at any permanent place of business the places of residences of the owners of same;

**C.**

In the event that application is made for the issuance of a license to a person doing business under a fictitious name, the application shall set forth the names and places of residences of those owning said business;

**D.**

In the event that the application is made for the issuance of a license to a corporation or a partnership, the application shall set forth the names and places of residences of the officers or partners thereof;

**E.**

In all cases where the amount of license tax to be paid is measured by gross receipts, the application shall set forth such information as may be therein required and as may be necessary to determine the amount of the license tax to be paid by the applicant;

**F.**

Any further information which the City Collector may require to enable him or her to issue the type of license applied for. The City Collector shall not issue to any such person another license for the same or any other business, until such person shall have furnished to him or her the sworn statement and paid the license fees as herein required;

**G.**

All home occupations shall, in addition to any other approvals, also require the signature of the property owner.

**SECTION 2: Severability.** If any section, sub-section, subdivision, paragraph, clause or phrase in this Ordinance, or any part thereof, is for any reason held to be invalid or unconstitutional, such decision shall not affect the validity of the remaining sections or portions of this Ordinance or any part thereof. The City Council hereby declares that it would have passed each section, sub-section, subdivision, paragraph, sentence, clause or phrase of this Ordinance, irrespective of the fact that any one or more sections, sub-sections, subdivisions, paragraphs, sentences, clauses or phrases may be declared invalid or unconstitutional.

**SECTION 3: Effective Date.** This Ordinance shall become effective thirty (30) days following adoption.

# ATTACHMENT 1

City of Napa, a municipal corporation

MAYOR: \_\_\_\_\_

ATTEST: \_\_\_\_\_  
CITY CLERK OF THE CITY OF NAPA

STATE OF CALIFORNIA }  
COUNTY OF NAPA } SS:  
CITY OF NAPA }

I, Tiffany Carranza, City Clerk of the City of Napa, do hereby certify that the foregoing Ordinance had its first reading and was introduced during the public meeting of the City Council on the \_\_\_\_ day of \_\_\_\_, 20\_\_, and had its second reading and was adopted and passed during the public meeting of the City Council on the \_\_\_\_ day of \_\_\_\_, 20\_\_, by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

ATTEST: \_\_\_\_\_  
Tiffany Carranza  
City Clerk

Approved as to Form:

\_\_\_\_\_  
Christopher Diaz  
Interim City Attorney