



Special Event Planning **Business License**

A business license is required for all vendors, businesses, and non-profit organizations that will be selling tangible goods or services to consumers, or soliciting future business at an approved special event.

Listed below are sample vendors that may participate in your event that will require a one day business license. Community Service Department and City Administrative Services will review your special event vendor list and at that time it will be determined applicable vendors that will need to obtain license.

- Ice Cream Vendors
- Food Vendors
- Motorized Food Wagons
- Peddlers and Solicitors
- Professionals
- Merchandise Vendors
- Retail, Rental, and Miscellaneous
- Amusement Rides/Jumpers

Ticketed Events

A person conducting, managing or carrying on a concert/festival where entertainment tickets are given or held for pay, and for which a fee is charged, collected or received must apply for a one day business license and pay additional license tax.

To obtain a Business License:

- Complete a Business License Application
- Return the completed application to Community Services Department, , by mail or in person at:

605 North El Dorado Street, 2nd Floor

(209) 937-8119
(209) 937-8923