



New Business Information Checklist

Welcome to the City of Madera. We value your choice in doing business in the City of Madera!

To assist you in getting your business up and running, we have put together the following checklist of items that should be addressed prior to opening your business. Taking the time now to address each of the items below is very important and may potentially save you time and money in the future.

This checklist represents only those items regulated by the City of Madera. Please be advised, there may be county, state, and/or federal requirements that also apply to your business' operation.

The following items will be required prior to issuance of a business tax license and commencement of business operations and activities:

- Obtain zoning clearance:** All new businesses and/or new business locations for either new or existing business are required to obtain a completed and approved Zone Conformance (or final entitlement approval) letter from the City of Madera Planning Department **prior to submitting an application for a business (tax) license** to conduct business in the Madera city limits. (Please NOTE: applications for a business [tax] license will not be accepted by the City of Madera unless an approved Zone Conformance (or a final entitlement approval) letter which authorizes the proposed use at the proposed location are included within the business (tax) license application package at the time of submittal.)

Your specific location must be zoned properly for the business you choose to conduct. Prior to purchasing property or entering into lease agreements, be sure to contact the City of Madera Planning Department to obtain a Zone Conformance letter to ensure the business use is permissible at your specific location.

- ❖ NOTE: In accordance with City Municipal Code regulations, please be advised you may need an additional planning permit or entitlement prior to opening your business. If an entitlement is required to authorize a proposed use of property, the final entitlement approval letter may be submitted in-lieu of a Zoning Conformance letter.

For information on zoning and the approval process, you may contact the Planning Department staff to begin the approval process at (559) 661-5430; or, by email at planning@madera.gov.

- Ensure your business site is in compliance with local ordinances, City**

standards and requirements and there are no outstanding or pending code violations: For information, contact the Code Enforcement Division at (559) 675-4203. You can also visit their customer service desk at the Madera Police Department, 330 South C Street, Madera, CA 93638.

Customers should be advised that compliance with local ordinances includes but is not limited to ensuring the following prior to issuance of a business license:

The building does not contribute to and is not likely to contribute to blight because the owner is actively maintaining and monitoring the building so that it does not contribute to blight. Active maintenance and monitoring shall include:

- Maintenance of landscaping and plant materials in good condition (this includes street trees);
- Maintenance of the exterior of the building including, but not limited to, paint, finishes, windows, doors, and signage in good condition and in compliance with this code;
- All signage shall be maintained in compliance with the City Municipal Code;
 - Every existing sign displayed within the city, including exempt signs, shall be maintained in good physical condition and shall comply with adopted regulations. All defective or broken parts shall be replaced. Exposed surfaces shall be kept clean, in good repair, and painted where paint is required.
 - ❖ No sign shall be constructed, maintained, displayed, or altered within the City except pursuant to a sign permit obtained from the Planning and Building Departments unless the sign is specifically exempted from the permit requirements. Signs may be erected and maintained only where such structures are permitted after having secured the approval of the location, size, and design of such structure from the Planning Department and Building Department subject to the regulations of City Municipal Code.
- Regular removal of all exterior trash, debris and graffiti;
- Maintenance of the building in continuing compliance with all applicable codes and regulations;
- Prevention of criminal activity on the premises including, but not limited to, use and sale of controlled substances, prostitution and criminal street gang activity;
- Securing the property in a manner so as not to be accessible to unauthorized persons. Secure manner includes, but is not limited to, closing and locking of windows, doors, gates and any other opening that may allow access to the interior of the property and or structure(s). In the case of broken windows, securing includes the replacement of the broken window.

City inspection of your business location will be required prior to issuance of a

business tax license and/or commencement of business operations or activities.

- Ensure your business is in compliance with state and municipal fire and building safety requirements:** For information, contact the Building Department at (559) 661-5446. You can also visit their customer service desk at Madera City Hall, 205 West 4th Street, Madera, CA 93637.

City inspection of your business location will be required prior to issuance of a business tax license and/or commencement of business operations or activities. The attached Business License Pre-Inspection and Fire Department Checklists are meant to assist customers in preparing for inspections and to help customers identify and address common violations prior to inspections and includes helpful links to additional information on the City of Madera Building Department webpage.

To request and schedule an inspection, please call the Building Inspection line at (559) 661-5445.

- Arrange for new trash/garbage pick-up service with the correct trash/garbage hauler contracted with the City, Mid-Valley Disposal:** For more information, please contact Mid-Valley Disposal at (559) 567-0520.

Applicants should review the attached Community Development Implementation Policy for Organic Waste Disposal Reduction, Recycling, and Solid Waste Collection, for additional information regarding requirements and procedures pertaining to solid waste facilities. Businesses are required to provide solid waste collection facilities in compliance with these City requirements.

Contact the Planning Department staff at (559) 661-5430; or, by email at planning@madera.gov for additional information.

- Obtain a business (tax) license:** Prior to commencement of any business operations or activities, all businesses within the City of Madera must obtain a business (tax) license. For helpful information, please visit the City of Madera Finance Department webpage through the link below:

<https://www.madera.gov/home/departments/finance/business-licenses>

Customers may also contact the Finance Department at (559) 661-5408; or, visit their customer service desk at Madera City Hall, 205 West 4th Street, Madera, CA 93637.

These steps are necessary to help minimize any issues that may arise while getting your business up and running in Madera. If you have any questions, or need assistance in the process, please contact the appropriate departments referenced above.

The City of Madera is please to offer assistance to new and expanding businesses. If you have questions about operating your business in the City of Madera, you may contact the respective Departments referenced herein. We will do our best to help you get your business started in Madera.

Good luck on your business venture!



Business License Pre-Inspection Checklist

City of Madera

205 W. 4TH Street, Madera, CA 93637
(559) 661-5441 www.madera.gov

Pre-inspection Checklist for all City based Commercial/Industrial locations

The City of Madera Building/Fire Division conducts inspections for new and re-newel business licenses, in existing properties/buildings, to ensure public safety and compliance with California Building and Fire Codes.

Your application will be initiated with the Planning Department. After the Planning review, an onsite inspection shall be conducted by the Building/Fire Department. After the inspection is complete, it is your responsibility to correct any outstanding violations, return to City Hall, pay any outstanding fees, and pick up your license.

The following pre-inspection checklist is meant to assist you in preparing for the upcoming inspection and to help you identify and eliminate common violations prior to the inspection. **However, please be advised that the list does not include all code related issues that may be seen on site during the inspection and additional areas of concern may be brought to your attention.**

To facilitate a rapid turnaround for a business license issuance, we encourage you to obtain and/or correct the following items prior to the inspection.

ADDRESS:

- Your building address must be clearly visible from the street, including the suite number or letter printed on the door. In multiple tenant buildings all rear doors must also be identified.
- Business address shall be posted with minimum of 4" size numbers and visible from the street.

ELECTRICAL:

- All electrical wiring shall be free from damage, shall have no open splices, and no open connections.
- Electrical covers are installed on all light switches, electrical outlets and junction boxes.
 - all knock-outs must be covered (no tape) and no exposed wiring is permitted
- Main Service Panels shall have a front end properly installed.
- Electrical panel (breaker box) must be clear and accessible (min. 30" width, 78" height, 36" in depth) at all times. No clutter/debris or merchandise shall be blocking service panels and nothing above panels.
- All breakers in the Main Service Panel or any subpanels must be clearly and properly labeled.
- GFCI receptacles are required in all bathrooms and within 6ft of any water source.
- Extension cords are not permitted to be used. Appliances should be plugged in directly or be installed using surge protected devices or cords.
 - If one does not reach the location a new receptacle may be needed. (A permit is required for all new electrical work).
 - No spliced, cut or worn electrical cords are permitted.

EXITS:

- All required exits must be available and clear of any obstructions and combustible storage. All doorways must be clear, unobstructed and accessible at all times. Additional locks and latches are not allowed— no slide bolts or other special knowledge hardware shall be installed on any exit door.
- No storage under unprotected exit stairways.
- Tactile/ Braille(Grade 2) “EXIT” sign shall be installed on the strike side of the exit door(s). They shall be installed 48” minimum & 60” maximum above finished floor.
- Door hardware on “EXIT” doors are of approved “shall have a shape that is easy to grasp with one hand and does not tight grasping, tight pinching or twisting of the wrist”
- If required, all panic hardware must be properly installed.
- Exit signs must be installed over rear doors that exit directly to the exterior of the building (illuminated signs are not required unless your type of business requires them).
- “EXIT” signs if required, shall be compliant (either lighted with battery backup or UL 924 approved photoluminescent or self-luminous). Shall be installed above each EXIT door.
- Exit doors and paths must be kept clear at all times. Double-keyed cylinder locks cannot be used for required exit doors.
- Exit doors unlocked during business hours. An existing sign over the front entrance door that reads: “DOOR TO REMAIN UNLOCKED DURING BUSINESS HOURS” is required. If a new sign is needed it should read: “THIS DOOR TO REMAIN UNLOCKED WHEN BUILDING IS OCCUPIED” in letters 1 inch high on a contrasting background.
- Exit signs present at required exits (6" letters). If your business has exit signs, they must be operating properly, lit and unobstructed at all times.
- Means of egress must be continuous and cannot be blocked.
- Sufficient egress to meet occupant load is required.
- Occupant load sign(s) are posted for any room used for an assembly, dining, drinking or similar purpose: examples include, but are not limited to: restaurants, churches, bingo hall, meeting rooms, etc. 2 Exits at Occupancy Load are required for 50 or more.

EXTINGUISHERS:

- A 2A:10B-C rated fire extinguisher is required for every 3,000 square feet of floor area, and 75’ of travel distance. The inspector will check for the proper size and placement. *Some uses may require additional fire extinguishers. Make sure to provide the correct number, type and size for the use or occupancy.*
- Fire extinguishers must be located in an accessible location, mounted to the wall, with the handle being located between 3’ to 5’ from the ground. Fire extinguishers shall not protrude more than 4” into an accessible route.
- There should be a certified portable fire extinguisher(s) located in conspicuous locations, readily accessible and immediately available for use and shall not be obstructed or obscured from view. The max. travel distance from cooking equipment is 30 feet or as prescribed by the city fire code officials.
- Fire extinguishers serviced within the past year; if newly purchased, a copy of the receipt may be attached to the bottom rear of the extinguisher. Current State Fire Marshal approved inspection tag.

ALARM & SPRINKLER SYSTEM (WHERE REQUIRED):

- All fire protection systems (extinguishers, sprinklers, alarm, hood, etc.) must be maintained in an operable condition and shall be inspected and tagged annually.
- Sprinkler shut off readily accessible.
- the main valve or P.I.V. is locked in the open position, spare heads and wrench provided in the spare head box.
- All storage 18" below sprinkler head level. All sprinklers shall be unblocked (18" clearance below head) and positive condition of sprinklers is verified.
- Sprinkler systems shall be inspected and tagged annually.
- All buildings with an automatic fire sprinkler system are provided with a Knox Box and the proper key.
- Commercial cooking establishments: Hood and duct systems with a fixed fire extinguishing system are serviced every six months.
- Dry and wet chemical suppression systems must be inspected every 6 months.

MECHANICAL:

- All equipment or appliances, such as Mechanical Units, Electrical panels, must have all the required clearances.
- Plumbing or ventilation vents must be unobstructed.
- Water Heaters and other Mechanical Equipment must be properly anchored and vented as applicable. Water heaters shall be provided with two seismic metal straps (to prevent movement during earthquake)
- gas lines are in good shape, sink drain lines/water lines are installed correctly and without leaks.
- Compressed gas cylinders are chained to prevent tipping over (those used for soda machines, balloons, etc.)

HOUSEKEEPING:

- Remove any debris, trash or other combustibles that might contribute to a fire (including store rooms, basements and behind washers and dryers).
- All flammable and combustible liquids shall be stored appropriately.
- No combustibles shall be stored in furnace or boiler room.
- No combustible shall be stored in unprotected attics or crawl spaces.
- Storage maintained 2' below the ceiling in non-sprinkler protected areas.

STRUCTURE:

- The exterior of the building shall be free of litter and weeds.
- Required fire separation intact. There shall be no holes or open areas in walls, ceilings, floors, or ceiling tiles.
- All suspended ceiling panels in place as designed.
- Furnace, boiler, water heater, etc. are vented to prevent a fire hazard.
- Gas meter protected and accessible.
- Verify that no structural issues are present within the proposed business or main building.

MISCELLANEOUS:

- There may be additional requirements if your business is considered a place of assembly (50 or more person occupancy). In such cases, the building department will determine these requirements.
- Aisles width minimum 36" (50 or less occupancy load) 44" (50+ occupancy load).
- Sales counters shall be accessible at no more than 38" in height, and check writing surfaces, where provided shall be accessible at no more than 38" in height.
- Restrooms should be made accessible with all the proper required signage.
- Public parking area(s) should have the proper amount of accessible parking stalls, also State approved signage and stalls with compliant striping and markings also in place.
- Additions or alterations done without the proper building permits must be brought into compliance.
- ANY NEW CONSTRUCTION OR REMODELING MAY REQUIRE A SEPARATE BUILDING PERMIT. CONTACT THE BUILDING DEPARTMENT REGARDING A PERMIT AT (559)-661-5440.
- A BUILDING PERMIT IS REQUIRED FOR ANY NEW PLUMBING, MECHANICAL OR ELECTRICAL TO BE INSTALLED.

HEALT DEPARTMENT INSPECTIONS:

- If your business (restaurants, food trucks, food preparation establishments, etc.) requires an inspection from the Health Department you will need to contact them directly for an inspection.

ACCESSIBILITY AND ADA:

- It is the Property Owner’s and business owner’s responsibility to ensure all the ADA (Federal Law) and Accessibility (State Law – 2022 CBC, CH11B) requirements are complied with.
- Under federal and state law, places of businesses are considered public accommodations and commercial buildings and compliance with disability access laws is a serious and significant responsibility that applies to all California building **owners** and **tenants** with buildings open to the public. The building owner and or tenant is hereby advised to consult with a California licensed architect or a California Certified Access Specialist (CASp) for an evaluation and application of accessibility regulations to any project under consideration.
- You may obtain information about your legal obligations and how to comply with disability access laws at the following agencies:

DEPARTMENT OF GENERAL SERVICES	DEPARTMENT OF REHABILITATION	DEPARTMENT OF GENERAL SERVICES
Division of the State Architect, CASp Program	Disability Access Services	California Commission on Disability Access
www.dgs.ca.gov/dsa	www.dor.ca.gov	www.cdda.ca.gov
www.dgs.ca.gov/casp	www.rehab.cahwnet.gov/disabilityaccessinfo	www.cdda.ca.gov/resources-menu/

- You may also visit the Building Division webpage to review the <https://www.madera.gov/wp-content/uploads/2025/02/Accessibility-Guidelines-for-Small-Businesses.pdf> document for accessibility and ADA guidelines for small businesses.

BUSINESS LICENSE INSPECTONS ARE CONDUCTED FROM MONDAY TO FRIDAY

To schedule a business license inspection, call our Inspection Request Line at (559) 661-5445

Please contact your City of Madera Building Division with any questions or concerns at: 1(559) 661-5440

Or by email at buildingpermits@madera.gov

MADERA CITY FIRE DEPARTMENT

IN COOPERATION WITH CALIFORNIA DEPARTMENT OF FORESTRY AND FIRE PROTECTION

TO: Prospective Business License Applicant

SUBJECT: Pre-inspection Check List for all city based Commercial/Industrial locations.

The following list is intended to assist you with expediting your business license application. This list is not intended to cover every situation, but to be used as a general guideline.

- Prospective Business License Applicant shall provide fire extinguisher(s):
Minimum size for a small business is 2A:10BC (please contact the fire department to ensure the proper size and placement).
 - Fire extinguishers serviced within the past year; if newly purchased, a copy of the receipt may be attached to the bottom rear of the extinguisher.
 - Fire extinguisher(s) is/are located in an accessible location 3-5ft above finish floor.
 - Exits are clear and unobstructed – no slide bolts or other special knowledge hardware is installed on any exit door.
 - Exit signs (if present) are illuminated at all times (when required by California Building Code).
 - Electrical covers are installed on all light switches, electrical outlets and junction boxes.
 - No extension cords or flex cords are permitted.
 - No spliced, cut or worn electrical cords are permitted.
 - Occupant load sign(s) are posted for any room used for an assembly, dining, drinking or similar purpose: examples include, but are not limited to: restaurants, churches, bingo hall, meeting rooms, etc....
2 Exits at Occupancy Load are required for 50 or more.
 - Compressed gas cylinders are chained to prevent tipping over (those used for soda machines, balloons, etc.).
 - Remove any debris, trash or other combustibles that might contribute to a fire (including store rooms, basements and behind washers and dryers).
 - Water heaters are provided with two seismic metal straps (to prevent movement during earthquake).
 - Commercial cooking establishments: Hood and duct systems with a fixed fire extinguishing system are serviced every six months.
 - Sprinkler systems (if present) are maintained operable at all times, the main valve or P.I.V. is locked in the open position, spare heads and wrench provided in the spare head box.
 - All buildings with an automatic fire sprinkler system are provided with a Knox Box and the proper key.
 - Business address shall be posted with minimum of 4" size numbers and visible from the street.
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Community Development Implementation Policy:

Organic Waste Disposal Reduction, Recycling, and Solid Waste Collection

Effective Date:
January 1, 2024

City of Madera Planning Department
Madera City Hall, 205 W. 4th Street, Madera, CA 93637
Community Development: (559) 661-5451 • www.madera.gov

Target Audience:

Planning & Building Department Staff & General Public

Purpose:

The purpose of this policy directive is to clarify & formalize procedures pertaining to the implementation of City of Madera Municipal Code (CMC) Title V, Chapter 3A: Organic Waste Disposal Reduction, Recycling, and Solid Waste Collection.

This policy excludes procedures for implementation of CMC §5-3A.12: Model Water Efficient Landscaping Ordinance Requirement (MWELO) for which a separate policy directive is provided.

This policy outlines the procedural steps and applicant requirements for review of organic, recycling and solid waste collection facilities in association with the processing of land use entitlement and building permit applications.

Regulatory Provisions & Authority:

City of Madera Municipal Code (CMC) Title V, Chapter 3A, entitled "Organic Waste Disposal Reduction, Recycling, and Solid Waste Collection (Ordinance)" includes provisions adopted for purposes of compliance with the following:

- State recycling law, Assembly Bill 939 of 1989, the California Integrated Waste Management Act of 1989;
- State recycling law, Assembly Bill 341 of 2011;
- State organics and recycling law, Assembly Bill 1826 of 2014;
- Senate Bill 1383, The Short-lived Climate Pollutant Reduction Act of 2016; and,
- California Green Buildings Standards Code, 24 CCR, Part 11, CALGreen requirements.

Applicability:

The procedures of this policy apply to:

1. Requests for discretionary permits/entitlements;
2. Requests for Special Event and/or Temporary Use Permits which qualify under the definition of a Large Event (as defined in CMC §5-3A.03);
3. Requests for Zone Conformance authorizations for a new use or a change in use when the proposed use is listed as being permissible ("by-right") in the respective zone district, pursuant to the Zoning Regulations of the CMC, and is any of the following (definitions pursuant to CMC §5-3A.03):

- a. Commercial Business (including industrial facilities)
- b. Commercial Edible Food Generator
- c. Food Distributor
- d. Food Facility
- e. Food Recovery Organization or Food Recovery Service
- f. Grocery Store or Supermarket
- g. Large Venue
- h. Organic Waste Generator
- i. Restaurants
- j. Wholesale Food Vendor

4. Requests for building permits for “New Development;”

For purposes of this policy, “New Development” includes any of the following:

- a. New or relocated solid waste collection areas and/or enclosures;
- b. Redevelopment or reconstruction of a site following either voluntary or involuntary demolition;
- c. New commercial (and industrial) construction or additions resulting in more than 30% of the floor area;
- d. Tenant improvements for new commercial businesses; and,
- e. Addition of residential unit(s) that result in five or more dwelling units.

Procedures:

Applications for all requests which qualify under the applicability criteria and thresholds listed herein above shall be submitted and processed in accordance with the following procedures:

1. Applications shall be accompanied by an operational statement which, at minimum, shall include the following:
 - A description of the proposed project or business and operations in sufficient detail for the City to determine an appropriate use classification in accordance with the definitions provided at CMC §5-3A.03;
 - Number of (estimated, if not known) employees (full and/or part-time);
 - The location of site, building and/or tenant space to be occupied;
 - The total facility size to be occupied (in square feet);
 - Whether on-site food, cafeteria, kitchen facilities, or lunch/break rooms will be included;
 - Number of fixed seats for restaurant or cafeteria uses;
 - Number of rooms for hotels or beds for health facilities;
 - Number of estimated individuals per day for event permits or venues;

- Number of residential dwelling units;
 - Types of estimated waste that will be either generated or produced;
 - An acknowledgement that the operator has read, understands, and will comply with all requirements included in Title V, Chapter 3A of the CMC applicable to Generators;
 - If the applicant intends to pursue a Waiver for Generators in accordance with the provisions of CMC §5-3A.06, the intent and criteria for qualification (i.e., de minimis or physical space waiver) shall be stated in the Operational Statement; and,
 - ❖ The justification for waiver need not be included in the Operational Statement see additional procedures pertaining to Waivers included herein below).
 - The City reserves the right to require additional information in accordance with the above and/or for purposes of demonstrating compliance with the provisions of Title V, Chapter 3A of the CMC.
- a. The final Operational Statement, accepted by the City, shall be signed by the applicant prior to issuance of permits or approvals.
2. Uses, business operations, projects, sites and facilities with insufficient solid waste collection and/or enclosure areas to comply with the City's three-container collections services and the requirements for Commercial Business Generators pursuant to the provisions of CMC §5-3A.05(B), shall submit plans for site plan review (if required) and building permit plan check for permit purposes and construct all facilities required to comply prior to final inspections, occupancies and/or authorizations for commencement of operations being granted.
- a. Each enclosure shall provide a minimum interior length of 27 feet measured to accommodate, one (1) general waste bin, one (1) recycle bin and one (1) compostable bin in accordance with the City's waste hauler bin specifications; and, shall otherwise be constructed in accordance with City of Madera Typical Refuse Container Enclosure Detail (Standard) E-7.
3. Applicants seeking waivers pursuant to the provisions of CMC §5-3A.06 shall contact the City of Madera's contracted hauler (Designee), Mid Valley Disposal, at (559) 567-0520 for further information and respective forms to be completed.
- a. Upon completion, forms submitted to Mid Valley Disposal will be delivered to City of Madera Public Works staff for review and approval or denial.
- i. Following approval, a copy of the approved waiver shall be delivered by the applicant to respective Planning and/or Building Department staff for purposes of demonstrating compliance in-lieu of facility construction and satisfying respective backcheck comments and requirements.
 - ii. Alternatively, if the waiver is denied, required facilities must be provided/constructed and compliance with any additional City requirements must be demonstrated prior to final inspections/occupancies being granted by the City and/or prior to commencement of operations being authorized.

Codified Provisions Referenced in this Procedure:

CHAPTER 3A: ORGANIC WASTE DISPOSAL REDUCTION, RECYCLING, AND SOLID WASTE COLLECTION
https://codelibrary.amlegal.com/codes/madera/latest/madera_ca/0-0-0-16568

Review and Responsibility:

The Planning and Building Departments are responsible for the implementation of this procedure.

Signature:



Will Tackett, Community Development Director

Dated: 01/01/2024