



CITY OF SOLANA BEACH BUSINESS CERTIFICATE APPLICATION

635 S. HIGHWAY 101
SOLANA BEACH, CA 92075
(858) 720-2460
www.cityofsolanabeach.org

FOR CITY USE ONLY

Business
Certificate #:

REASON FOR APPLICATION	BUSINESS LOCATION TYPE	BUSINESS STRUCTURE
NEW BUSINESS WITHIN CITY CHANGE OF BUSINESS NAME CHANGE OF ADDRESS CHANGE OF OWNERSHIP CHANGE OF TYPE OF BUSINESS	OFFICE/STORE FRONT IN CITY HOME OCCUPATION (see Form A) KIOSK (see Form A) LOCATED OUTSIDE CITY	SOLE PROPRIETOR/INDIVIDUAL LLC CORPORATION (S-Corp, C-Corp) LLC PARTNERSHIP TRUST NON-PROFIT (Attach IRS determination letter)

Business Name:	EIN or SSN Number:
Business Address:	Business Telephone:
Business Email:	Date Business Started Operating in the City:
Correspondence Address (If different from above):	Correspondence Email for Business Certificate Information:
State Board of Equalization # (if applicable):	CA Contractors License # (if applicable):
Business Description (onsite activities):	Business Owner Name:

REGULATORY PERMITS

***PLEASE CHECK ANY OF THE CATEGORIES BELOW IF THEY DESCRIBE YOUR BUSINESS:**

MASSAGE	LIVE ENTERTAINMENT	SOLICITOR	TOBACCO SALES
2 nd HAND DEALER	FIREARMS	TAXI SERVICE	

**If your business includes any of the categories listed, you must contact the Code Compliance Dept. at (858) 720-2403 to obtain additional permits prior to approval of your Business Certificate Application.*

ZONING CONSIDERATIONS

- Does your business serve/sell alcohol? No Yes
- Will hazardous materials or chemicals be stored at the business address? No Yes
(If yes, please provide a copy of your County of San Diego Hazardous Materials Business Plan form).

ADDITIONAL INFORMATION

Please see Chapter 4.02 of The Solana Beach Municipal Code (SBMC) for regulations regarding Business Certificates. Certificates are valid through calendar year. Certificates issued October 1 through December 31 are valid through subsequent calendar year.

RETURN COMPLETED APPLICATION AND ALL APPLICABLE FEES (SEE PAGE 2) TO:

CITY OF SOLANA BEACH, Attn: Finance Dept.,
635 S. Highway 101, Solana Beach, CA. 92075
Please make checks payable to "City of Solana Beach"



BUSINESS CERTIFICATE APPLICATION FEE CALCULATION

FOR CITY USE ONLY

BUSINESS # _____

PART 1: BUSINESS CERTIFICATE APPLICATION FEES (only select one box) INPUT \$

BUSINESS LOCATED WITHIN CITY (\$243)	
HOMEBASED BUSINESS OR KIOSK WITHIN CITY (\$109)	
BUSINESS LOCATED OUTSIDE OF CITY (\$109)	
NON-PROFIT (\$0)	

PART 2: SB 1186 FEE (applies to all applicants)

<input checked="" type="checkbox"/> SB 1186 FEE (\$4)	
---	--

Senate Bill (SB) 1186 (Chapter 383, Statutes of 2012) created Government Code Section 4467. This statute was recently amended by Assembly Bill 1379 (Chapter 667, Statutes 2017). Among other things, this statute requires: January 1, 2018, through December 31, 2023, a four-dollar (\$4.00) additional fee is to be paid by any applicant for a local business license, permit or similar instrument when it is issued or renewed.

PART 3: FIRE INSPECTION FEES (only applies to businesses in City) (only select one box) INPUT \$

Enter the square footage of your business:

0-1,000 Square Feet (\$109)	
1,001-3,500 Square Feet (\$215)	
3,501-10,000 Square Feet (\$286)	
10,001 Square Feet and greater (\$856)	
❖ Exempt from Annual Fire Inspection Fee	\$0

- ❖ A business may be exempt from paying a fire inspection fee if the business shares space or sublets office space from an entity who has an approved business certificate AND has already paid the fire inspection fee for the shared space. Please complete **Form B** to be considered for an Annual Fire Inspection Fee exemption. After City review of Form B, if an applicant is deemed not to be exempt, the City will charge the applicant for the fire inspection fees due.

TOTAL BUSINESS CERTIFICATE FEES

RETURN COMPLETED APPLICATION AND ALL APPLICABLE FEES TO:

CITY OF SOLANA BEACH, Attn: Finance Dept.
635 S. Highway 101, Solana Beach, CA. 92075

Please make checks payable to "City of Solana Beach"

TOTAL FEES

The issuance of a business certificate shall not be deemed as evidence that a person, association, organization, institution, firm or corporation operating a business in the City is in fact in compliance with all ordinances, rules or regulations of the City or that they have applied for, or have been issued all permits or licenses which otherwise may be required. Contact the Community Development Department at 858-720-2440 for information on zoning use restrictions, planning permits, and building permits which may be applicable and also required prior to operation of the business.

I declare, under penalty of perjury, that the above is true and correct to the best of my knowledge. I understand that statement of business square footage may be subject to verification. I certify that I will operate my business in accordance with all applicable Federal, State and Local laws and regulations. I understand that any false statements made above or attached are grounds for denial or revocation of the Business Certificate and are in violation of the Solana Beach Municipal Code. I further understand that additional regulations and fees may apply to my business or location.

Owner/Authorized Agent Signature: _____ Date: _____