



**CITY OF SOLANA BEACH
BUSINESS CERTIFICATE APPLICATION**

635 S. HIGHWAY 101
SOLANA BEACH, CA 92075
(858) 720-2440
www.cityofsolanabeach.org

FOR CITY USE ONLY
BUSINESS CERTIFICATE ID #

BUSINESS LOCATION AND INFORMATION

Business Name or DBA: _____
Physical Business Address: _____
City: _____ State: _____ Zip: _____
Contact Person Name: _____
Business Phone #: _____ Business E-mail: _____
Business Mailing Address: _____
City: _____ State: _____ Zip: _____
Business Owner Name/Parent Organization: _____

REASON FOR APPLICATION

(Check all that apply)

- ☐ NEW BUSINESS TO THE CITY
☐ CHANGE OF OWNERSHIP
☐ CHANGE OF TYPE OF BUSINESS
☐ CHANGE OF BUSINESS ADDRESS
☐ CHANGE OF BUSINESS NAME
☐ EXISTING BUSINESS /MISSED RENEWAL

TYPE OF BUSINESS (Check one)

- ☐ SOLE PROPRIETOR /INDIVIDUAL LLC
☐ CORPORATION (S-CORP/C-CORP)
☐ LLC
☐ PARTNERSHIP
☐ TRUST
☐ NON-PROFIT (Must submit IRS Determination Letter w/application)
☐ VETERAN OWNED BUSINESS (Must submit Veteran Small Business Certification (VetCert))

BUSINESS LOCATION TYPE (Check one)

- ☐ BUSINESS LOCATED OUTSIDE CITY
☐ OFFICE/STORE FRONT IN CITY
☐ HOME OCCUPATION (see Form A)
☐ KIOSK (see Form A)

**Home Occupation & Kiosk will need Form A completed and turned in with application.*

BUSINESS INFORMATION

Business Description (onsite activities): _____
EIN or Social Security #: _____ Sellers Permit # (if applicable): _____
Business Start Date in Solana Beach: _____

REGULATORY PERMITS

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

- ☐ MESSAGE ☐ LIVE ENTERTAINMENT ☐ SOLICITOR ☐ TOBACCO SALES ☐ 2nd HAND DEALER
☐ FIREARMS ☐ TAXI SERVICE ☐ TATTOOING

**If your business includes any of the categories listed above, 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 FOR INSIDE CITY BUSINESSES

1. Does your business serve/sell alcohol? ☐ Yes ☐ No
2. Will hazardous materials or chemicals be stored at the business address? ☐ Yes ☐ No
(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. The SBMC can be found on the City website at www.cityofsolanabeach.org. Certificates are valid through calendar year. Certificates issued October 1 through December 31 are valid through subsequent calendar year.

As set forth in SBMC section 4.02.080, the business State Board of Equalization resale license number, and Federal Employee Identification Number (FEIN) or Tax I.D. Number shall be considered confidential and shall not be disclosed to the public. All other information submitted may be subject to disclosure unless the City determines that a specific exemption in the California Public Records Act applies.



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FEE CALCULATION

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| PART 1: BUSINESS CERTIFICATE APPLICATION FEES (Select One) | 2024 FEES | FEE AMOUNT |
|--|------------------|-------------------|
| <input type="checkbox"/> BUSINESS LOCATED WITHIN THE CITY OF SOLANA BEACH (Complete <u>Part 2 & Part 3</u>) | \$249.00 | |
| <input type="checkbox"/> HOMEBASED BUSINESS / KIOSK WITHIN THE CITY OF SOLANA BEACH (Complete <u>Part 2</u>) | \$112.00 | |
| <input type="checkbox"/> BUSINESS LOCATED OUTSIDE THE CITY OF SOLANA BEACH (Complete <u>Part 2</u>) | \$112.00 | |
| <input type="checkbox"/> NON-PROFIT / VETERAN OWNED (Outside City – Complete <u>Part 2</u> / Inside City Business – <u>Part 2 & Part 3</u>) | \$ 0.00 | |
| PART 2: SB 1186 FEE (Mandatory for all applicants) | | |
| <input type="checkbox"/> SB 1186 FEE | \$ 4.00 | |
| PART 3: FIRE INSPECTION FEE – INSIDE CITY ONLY (Does NOT apply to Homebased / Kiosk) | | |
| <div style="display: flex; align-items: center;"><div style="border: 1px solid black; padding: 2px 10px; margin-right: 10px;">sq ft.</div><div>*REQUIRED* - Enter the Square Footage of Your Business Located in Solana Beach</div></div> | | |
| <input type="checkbox"/> 0 – 1,000 Square Feet | \$112.00 | |
| <input type="checkbox"/> 1,001 – 3,500 Square Feet | \$220.00 | |
| <input type="checkbox"/> 3,501 – 10,000 Square Feet | \$293.00 | |
| <input type="checkbox"/> 10,001 Square Feet and above | \$877.00 | |
| <input type="checkbox"/> Exempt from Annual Fire Inspection Fee (See Form B) | \$ 0.00 | |
| TOTAL BUSINESS CERTIFICATE FEES: | | |

SB 1186 Fee

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.

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 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:** _____