



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 ID #

REASON FOR APPLICATION Please check all that apply	BUSINESS LOCATION TYPE Please check one	BUSINESS STRUCTURE Please check one
<input type="checkbox"/> NEW BUSINESS WITHIN CITY <input type="checkbox"/> CHANGE OF BUSINESS NAME <input type="checkbox"/> CHANGE OF BUSINESS ADDRESS <input type="checkbox"/> CHANGE OF OWNERSHIP <input type="checkbox"/> CHANGE OF BUSINESS TYPE <input type="checkbox"/> EXISTING BUSINESS	<input type="checkbox"/> LOCATED OUTSIDE CITY <input type="checkbox"/> OFFICE/STORE/BUILDING IN CITY <input type="checkbox"/> *HOME OCCUPATION <input type="checkbox"/> *KIOSK <i>*Home Occupation & Kiosk will need Form A! completed and turned in with application.</i>	<input type="checkbox"/> SOLE PROPRIETOR /INDIVIDUAL LLC <input type="checkbox"/> CORPORATION (S-CORP, C-CORP) <input type="checkbox"/> LLC <input type="checkbox"/> PARTNERSHIP <input type="checkbox"/> TRUST <input type="checkbox"/> NON-PROFIT (Attach IRS Determination letter)
Business Name or DBA:		
Business Address:		
City: State: Zip Code:		
Mailing Address (If different from Business Address):		
City: State: Zip Code:		
Business Email:	Business Telephone:	
Business Owner Name or Parent Organization:	EIN or Social Security #:	
CA Contractors License # (If Applicable):	Sellers Permit # (If Applicable):	
Business Description (onsite activities):	Date Business Started Operating in the City:	

REGULATORY PERMITS

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

- | | | | |
|--|---|---------------------------------------|--|
| <input type="checkbox"/> MESSAGE | <input type="checkbox"/> LIVE ENTERTAINMENT | <input type="checkbox"/> SOLICITOR | <input type="checkbox"/> TOBACCO SALES |
| <input type="checkbox"/> 2 ND HAND DEALER | <input type="checkbox"/> FIREARMS | <input type="checkbox"/> 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 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. Certificates are valid through calendar year. Certificates issued October 1 through December 31 are valid through subsequent calendar year.



**CITY OF SOLANA BEACH
BUSINESS CERTIFICATE APPLICATION
2023 FEE CALCULATION**

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PART 1: BUSINESS CERTIFICATE APPLICATION FEES (<u>Select One</u>)	\$ AMOUNT	
<input type="checkbox"/> BUSINESS LOCATED WITHIN THE CITY OF SOLANA BEACH	\$243.00	
<input type="checkbox"/> HOMEBASED BUSINESS OR KIOSK WITHIN THE CITY OF SOLANA BEACH (<i>See Form A</i>)	\$109.00	
<input type="checkbox"/> BUSINESS LOCATED OUTSIDE THE CITY OF SOLANA BEACH	\$109.00	
<input type="checkbox"/> NON-PROFIT	\$ 0.00	
PART 2: SB 1186 FEE (<u>Mandatory for all applicants</u>)		
<input type="checkbox"/> SB 1186 FEE	\$ 4.00	
PART 3: FIRE INSPECTION FEE (<u>Does NOT apply to Homebased / Kiosk / Outside City Businesses</u>)		
REQUIRED - Enter the Square Footage of Your Business Located in Solana Beach:		
<input type="checkbox"/> 0 – 1,000 Square Feet	\$109.00	
<input type="checkbox"/> 1,001 – 3,500 Square Feet	\$215.00	
<input type="checkbox"/> 3,501 – 10,000 Square Feet	\$286.00	
<input type="checkbox"/> 10,001 Square Feet and above	\$856.00	
<input type="checkbox"/> Exempt from Annual Fire Inspection Fee (<i>See Form B</i>)	\$ 0.00	
TOAL BUSINESS CERTIFICATE FEES		

**RETURN COMPLETED APPLICATION AND ALL APPLICABLE FEES, INCLUDING ANY FORMS
REQUIRED 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"

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 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:** _____