



Business License / Site Clearance Application

City of South San Francisco
PO Box 711 South San Francisco, CA 94083
650-877-8505
www.ssf.net

Business License # <hr/>

Business Information

<input type="checkbox"/> New Business	<input type="checkbox"/> Home Based Business	<input type="checkbox"/> Location Change	<input type="checkbox"/> Ownership Change	<input type="checkbox"/> Contractor/Out of SSF
Business Name				Start Date
Business Address	City	State	Zip Code	
Mailing Address (if different from above)	City	State	Zip Code	
Business Phone	Business Email			
CA Sellers Permit #	# of Professional Employees	# Full Time Equivalent Employees		
Contractor Lic. #	Class	Date-Issued	Expiration Date	
Federal ID # or Social Security #	NAICS Code (if applicable)			

Business Owner Information

<input type="checkbox"/> Sole Proprietorship	<input type="checkbox"/> Partnership	<input type="checkbox"/> Corporation	<input type="checkbox"/> LLC	<input type="checkbox"/> Other:
Owner Name:	Phone:	Email:		
Street Address	City	State	Zip Code	

Emergency Information

In the event of a police or fire emergency, the information you provide will assist emergency services to contact you outside of business hours. The first contact person should be able to respond in a timely fashion and have the necessary means (keys, alarm codes, etc.) to enter the building. This information is confidential and will be used only in the event of an emergency.

Primary Contact	Phone:	<input type="checkbox"/> Owner <input type="checkbox"/> Manager <input type="checkbox"/> Employee
Secondary Contact	Phone:	<input type="checkbox"/> Owner <input type="checkbox"/> Manager <input type="checkbox"/> Employee
Alarm Company (if applicable)	Phone:	

Declaration

In signing this application, I, as the owner of the property located at _____, South San Francisco, CA, declare that the business owner is a party to a lease or other agreement allowing for the use of the property for the identified business. I understand that my tenants must obtain and maintain a valid Business License with the City in accordance with South San Francisco Municipal Code requirements. (Property Owner signature required if Property Owner and Business Owner are different.)

Date	Property Owner Signature	Name
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I declare under penalty of perjury that the information contained in this application is true and correct, and that all required licenses are in full force and effect. I understand that I have an obligation to ensure that I obtain and maintain a valid Business License with the City in accordance with South San Francisco Municipal Code requirements. I understand that taxes are paid annually, in advance, and are not refundable. The receipt for payment does not constitute a license to operate. After zoning, fire, police, and regulatory clearances are obtained, a Business License will be issued. I understand that the Business License must be posted in my place of business or carried. I agree to notify the City Finance Division of any change of location, ownership, business name, basis of tax, and termination of business. I agree to pay tax annually upon expiration of my license and I understand that the City is not required to issue renewal notices. Under federal and state law, compliance with the disability access laws is a serious and significant responsibility that applies to all California building owners and tenants with buildings open to the public. You may obtain information about your legal obligations and how to comply with disability access laws at the following agencies:
 -Division of State Architecture at <https://www.dgs.ca.gov/DSA>
 -Department of Rehabilitation at <https://www.dor.ca.gov>
 -California Commission on Disability Access at <http://www.ccda.ca.gov>

Date	Business Owner Signature	Name
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Business Description & Questionnaire

In the box below or on a SEPARATE sheet of paper please provide a preferably typed or hand-written description of the key operational aspects of the business, including but not limited to: a parking/circulation plan, site plan, site photos (if applicable), etc. Attach any additional documentation as needed. *Additional information may be requested by city staff.*

Nature of Business (ex. Retail, Manufacturing, Office, Restaurant)					
Former Use (of tenant space)		Tenant Space (Total sq. ft.)		# of tenant parking spaces*	
<i>*If on-site parking spaces are shared with other tenants please provide a shared parking agreement.</i>					
Hours of Operation (ex. 9a-5p)		Shift Hours (ex. 8:30a-1p, 1p-5:30p)		# of Work Shifts	
Employees per Shift		Delivery Frequency (ex. daily, weekly, Mon/Weds/Fri)			
Delivery Times (ex. 8:30a-9a, 4p-5:30p)			Size of Delivery Trucks (ex. commercial, freight)		
		Yes	No		
Selling/serving alcoholic beverages?	<input type="checkbox"/>	<input type="checkbox"/>	If yes, ABC License type?		
Is a state license required?	<input type="checkbox"/>	<input type="checkbox"/>	If yes, what type?		
Will there be subleasing of the tenant space?	<input type="checkbox"/>	<input type="checkbox"/>	If yes, briefly explain.		
Will you be utilizing any outdoor storage space?	<input type="checkbox"/>	<input type="checkbox"/>	If yes, briefly explain.		
Will you be operating at any time between 12:00am – 6:00am?	<input type="checkbox"/>	<input type="checkbox"/>	If yes, briefly explain.		
Will live entertainment be present?	<input type="checkbox"/>	<input type="checkbox"/>	If yes, briefly explain.		
Any on-site motor vehicle repair or maintenance?	<input type="checkbox"/>	<input type="checkbox"/>	If yes, briefly explain.		
Will vehicles be washed on-site?	<input type="checkbox"/>	<input type="checkbox"/>	If yes, briefly explain.		
Does your business involve food preparation?	<input type="checkbox"/>	<input type="checkbox"/>	If yes, briefly explain.		
Will there be any tenant improvements?	<input type="checkbox"/>	<input type="checkbox"/>	If yes, briefly explain.		
Any hazardous materials present?	<input type="checkbox"/>	<input type="checkbox"/>	If yes, briefly explain.		
Is there an existing fire sprinkler system?	<input type="checkbox"/>	<input type="checkbox"/>	If yes, briefly explain.		
Do you have an NPDES Industrial General Stormwater Permit?	<input type="checkbox"/>	<input type="checkbox"/>	If yes, list code. (ex. SIC, WDID, NONA, NEC)		

Business Description

Address



BUSINESS LICENSE FOR HOME OCCUPATION

Please be advised that your request for a business license requires Planning Division approval because it is an occupation conducted from your home.

Finance Department
Business License Division
(650)877-8505 (phone)/(650)829-6614(fax)

1. Briefly describe the business: _____
2. The number of square feet in the home to be devoted to the proposed business: _____
3. The number of employees working on the premises, other than yourself (do not include members of your family): _____
4. Where shall the proposed business be located?
 - a. Garage
 - b. Bedroom
 - c. Other, specify _____
5. Will merchandise be sold at your home? _____
6. Will this business activity require storage of merchandise or materials? _____ If so, state the types of materials and the proposed place of storage. _____
7. Are you a small contractor? _____ If yes, be advised that your business shall be limited to an office and no more than one three-quarter ton truck (See section 20.350.021(G), attached) on which all tools and equipment shall be contained and the garage shall not be used.

Please submit this application along with your Business License/Site Clearance Application to the City of South San Francisco –Finance Department, P.O. Box 711, South San Francisco, California 94083.

If there are any questions with regard to this matter, please feel free to contact this office.

I declare that the foregoing is true and correct and that non-compliance with any provision of Section 20.350.021 of the South San Francisco Municipal Code (attached) is cause for revocation of my Home Occupation Permit.

Signature _____

Print Name _____

Date _____

South San Francisco Zoning Ordinance
20.350.022 Home Occupations

A resident of a dwelling unit may conduct a home occupation that is incidental to the residential use of the structure and within the habitable area of the dwelling in compliance with the following standards.

- A. The home occupation may not occupy more than 450 square feet.
- B. The home occupation must be located in the principal dwelling, attached garage and/or detached accessory buildings. An attached or detached garage may be used for storage or workspace as long as one garage parking space is maintained at all times for the dwelling and as long as the required on-site parking spaces are provided.
- C. No person not residing on the premises may be employed, either for pay or as an independent contractor or a volunteer, at the site of the home occupation.
- D. No sign or advertising shall be published or displayed on the premises, unless required by State law. If applicable, the applicant shall provide the necessary evidence that identification is required by State law.
- E. Sale of goods on the premises shall be limited to the products of the home occupations, and no other merchandise or goods shall be sold, kept or displayed for the purposes of sale on the premises. Mail order of products of home occupations are permitted.
- F. The home occupation shall not attract or generate excessive auto or foot traffic, require additional off-street parking spaces, or involve the use of commercial vehicles for delivery of materials or supplies to or from the premises in excess of that which is customary for a dwelling unit.
- G. No tractor-trailer or similar heavy-duty delivery or pickup, no other vehicle of more than three-quarter ton capacity, and no limousine or other vehicle for hire used in connection with the home-based business shall be kept on the site or parked in the public right-of-way in the vicinity of the site.
- H. Any trailer, wheeled equipment, or any vehicle displaying or advertising the home occupation shall not be visible from off the premises.
- I. No customer or client visits are permitted except for instructional services for not more than two students at a time.
- J. No stock in trade, inventory, or display of goods or materials shall be kept on the premises except for incidental storage that is confined to the dwelling or an accessory building.
- K. No dwelling shall be built, altered, finished, or decorated externally for the purposes of conducting the home occupation in such a manner as to change the residential character and appearance of the dwelling, or in such a manner as to cause the structure to be reasonably recognized as a place where a home occupation is conducted.
- L. No equipment or process shall be used which creates noise, vibration, glare, fumes, odor, or electrical interference detectable to the normal senses off the lot if the occupation is conducted in a single-unit detached residence, or outside the dwelling unit if conducted in other than a single-unit detached residence.
- M. The home occupation shall not involve the use of power equipment on the premises using motors exceeding one horsepower combined capacity.
- N. No equipment or process shall be used which creates visual or audible electrical interference in any radio or television receiver off the premises, or causes fluctuations in line voltage off the premises. There shall be no storage or use of toxic or hazardous materials other than the types and quantities customarily found in connection with a dwelling unit.
- O. If any home occupation becomes dangerous or unsafe; presents a safety hazard to the public, pedestrians on public sidewalks, or motorists on a public right-of-way; or presents a safety hazard to adjacent or nearby properties, residents, or business, the Chief Planner shall issue an order to the dwelling owner and/or tenant on the property on which the home occupation is being undertaken, directing that the home occupation immediately be made safe or be terminated.
- P. The property owner and/or tenant shall take the necessary corrective steps or measures but, in the event of a failure to do so by the owner and/or tenant, after notice and a reasonable period of time, the City may initiate any enforcement action available under this Ordinance or Municipal Code to render the home occupation and dwelling safe.
- Q. Costs incurred by the City to take enforcement actions, shall be borne by the property owner and shall be treated as a zoning violation.
- R. The following uses are not permitted as a home occupation:
 1. Adult business;
 2. Ambulance service;
 3. Automotive repair, painting, body/fender work, upholstery, detailing, washing, including motorcycles, trucks, trailers and boats;
 4. Beautician or barber services on-site for more than one client at a time;
 5. Commercial food preparation, food handling, processing or packing, other than specialized cooking or baking;
 6. Firearms manufacture, sales, or repair;
 7. Furniture refinishing or upholstery;
 8. Gymnastic facilities;
 9. Repair, reconditioning, servicing or manufacture of any internal combustion or diesel engine or of any motor vehicle, including automobiles, trucks, motorcycles, or boats;
 10. Repair, fix-it or plumbing shops;
 11. Medical services except as a secondary office that does not involve patient visits as an adjunct to a principal office located elsewhere;
 12. Restaurant;
 13. Retail sales;
 14. Spa retreat center;
 15. Tattoo studio;
 16. Tow truck service;
 17. Veterinary services and other uses that entail the harboring, training, care, breeding, raising or grooming of dogs, cats, birds, or other domestic animals on the premises, except those that are owned by the resident or otherwise permitted by this article;
 18. Welding or machine shop; and
 19. Yoga or exercise studio for more than two clients at a time. (Ord. 1646 § 2, 2022)