

South San Francisco Business License Checklist

General Requirements

1. Completed application (Signed by Property Owner & Business Owner)
2. Proof of Business Name Registration
 - Fictitious Business Name Statement (Sole Proprietorship)
 - Articles of Organization (Corporation or LLC)
 - Statement of Partnership (General, Limited, or Limited Liability)
3. Payment (Please see City of SSF Business License Tax Rates and Fees)

Additional Requirements (if applicable)

4. Signed Disability Access Requirements and Resources Notice (Commercial)
5. Home Occupation License Application
6. Proof of State License
 - *Contractors, Care Facilities (Child/Senior),
 - Cosmetologists, Estheticians, Massage Therapists
7. San Mateo County Environmental Health Inspection Report
 - *Food Service Business, Body Art Services

Submit completed applications via email, mail, or in person.

Email – buslic@ssf.net

Main Office – 650.877.8505

www.ssf.net

Mail – City of South San Francisco
Finance Department | Business License
PO Box 711
South San Francisco, CA 94083

Office – South San Francisco City Hall
400 Grand Ave.
Lower Level
South San Francisco, CA 94080
Hours: 8AM to 4PM; M-F

