

The City of South San Francisco is prepared to help you establish your business properly. Please take the following steps:

1. Complete and sign the Business License/Site Clearance Application. **Each business location and classification require a separate business license and a separate application.**
2. Submit the completed application along with any additional documentation to the Finance Department located in the lower level of City Hall at 400 Grand Ave., South San Francisco, CA 94080 - (650)877-8505.
3. Once Finance has processed the application, payment can be made via in-person, mail, or online.
4. Finance will forward the completed application to Planning for their review and approval.
5. Once planning approves your license, they will tag various other departments as necessary including but not limited to building, fire, police and/or water quality.

****NOTE: THE FIRE INSPECTION FEE IS IN ADDITION TO YOUR LICENSE.** Contact the Fire Prevention Division at (650) 829-6645 to learn about fees and to schedule an inspection AFTER the Planning Department approves and tags your account. All other departments have received a notification that your license is up for approval.

6. It is your responsibility to follow up with any of the various departments and maintain communication, see “**Checking the Business License Status**” below.

Each city division will process your application separately. Upon approval by all divisions, the Finance Department will issue a Business License Certificate. **Payment of the license tax and issuance of a receipt or business license does not constitute a permit to carry on the business in violation of other city ordinances.**

Checking the Business License Status

You can check the status of your business license application by visiting our website at <https://permits.ssf.net/search/license.aspx>. Search using the “Search By” feature and click on your business. Click on the “Reviews” tab to see the status of each division. If nothing is displayed next to a particular reviewer, then that review is not complete. If “more info needed” is displayed you should first check the email you provided on your application and correspond appropriately; otherwise, contact the department requesting the additional information. To see any existing inspections or scheduled inspections, click the “Inspections” tab.

Sales or use tax may apply to your business activities. You may seek written advice regarding the application of tax to your business by contacting the nearest State Board of Equalization Office.