

City of South San Francisco Business License Site Clearance Process

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 requires a separate business license and a separate application.**
2. Submit the completed application along with payment and 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. Finance will forward the completed application to Planning for their review and approval.
4. 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 OF \$351 IS COLLECTED BY FIRE PREVENTION AND IS A FEE IN ADDITION TO YOUR LICENSE. You must contact the Fire Prevention Division at (650) 829-6645 to schedule your review AFTER planning approves and tags your account. All other departments receive notification that your license is up for approval.

5. 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 review 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 particular business by contacting the nearest State Board of Equalization Office.