



## **BUSINESS LICENSE INSTRUCTIONS**

### **BUSINESSES WITHIN SAN MARCOS CITY LIMITS**

1. **QUESTIONS:** Telephone No. (760) 744-1050  
Call Planning Division for land use info.....Ext.3204  
Call Building Division for building info.....Ext.3203  
Call Finance Department for general licensing info.....Ext.3101
2. **FEE SCHEDULE:** Review. **Only one fee code is applied to a business.**
3. **APPLICATION:** Complete thoroughly in **black or blue ink, sign and date.**
4. **APPLICANT LETTER:** Read, date and sign.
5. **HOME OCCUPATION QUESTIONNAIRE:** If business operates out of your home, complete the Home Occupation Supplemental Questionnaire.
6. **HAZARDOUS MATERIALS QUESTIONNAIRE:** Read and complete form. If you answer “**yes**” to any of the questions under Part II or III your form will be emailed to the County of San Diego Hazardous Materials Division for review and you will be contacted if there is anything further you need to do.
7. **HEALTH PERMIT:** Obtain a Health Permit for food handling purposes at 151 E. Carmel Street, in San Marcos. Telephone No. (760) 471-0730 (8am to 4pm, Monday through Friday) or <http://www.sandiegocounty.gov/content/sdc/deh/fhd/food/food.html>.
8. **SELLER’S PERMIT:** Contact the State Board of Equalization to determine **IF** you are required to obtain a Seller’s Permit (Resale #). **THE SELLER’S PERMIT MUST BE OBTAINED PRIOR TO SUBMITTING YOUR BUSINESS LICENSE APPLICATION.** A Seller’s Permit must be obtained either online at [www.boe.ca.gov](http://www.boe.ca.gov) or by calling (858) 385-4700.
9. **FICTITIOUS NAME FILING:** Contact the County Clerk at 141 E. Carmel Street, in San Marcos, Telephone No. (760) 940-6858 (8am to 5pm, Monday through Friday) or <https://arcc.sdcounty.ca.gov/Pages/fbn-info.aspx>. **THE FICTITIOUS NAME STATEMENT MUST BE FILED PRIOR TO SUBMITTING YOUR BUSINESS LICENSE APPLICATION.**
10. **SUBMIT APPLICATION:**  
**In Person** – Submit completed application to the Planning and Building Division, 1 Civic Center Drive, 1<sup>st</sup> Floor. After initial reviews are completed, fees will be paid to the Cashier, 1<sup>st</sup> Floor. A temporary license should be issued the same day.  
**By Mail** – Please mail your completed application and fee to the Finance Department, 1 Civic Center Drive, San Marcos, CA 92069. We will hold your payment until approvals are obtained from the Planning & Building Division. A temporary copy of the license will be mailed to you after approvals are obtained in approximately 2-3 weeks.

# CITY OF SAN MARCOS

## BUSINESS LICENSE

### FEE SCHEDULE

**LICENSE TERM:** Valid for one year from the last day of the month in which the license is first issued.

**DUE DATE FOR RENEWALS:** Renewals shall be due on or before the day of expiration.

**PENALTY DATE:** Assessed thirty days after due date. (25% per month, not to exceed 100%)

## ONLY ONE FEE CODE APPLIES

**EXEMPT:** See 3.08.030 of the San Marcos Municipal Code.

Fee: ----- No Fee

**\*EMPLOYEE FLAT RATE:** Each person having a fixed place of business in the City and **not covered by Code 41.**  
Include owners and part time employees.

Fees\*:

a)	0-5	employees -	\$ 20.00	j)	401-500	employees -	\$ 300.00
b)	6-10	employees -	\$ 30.00	k)	501-600	employees -	\$ 350.00
c)	11-20	employees -	\$ 50.00	l)	601-700	employees -	\$ 400.00
d)	21-30	employees -	\$ 70.00	m)	701-800	employees -	\$ 450.00
e)	31-50	employees -	\$ 80.00	n)	801-900	employees -	\$ 500.00
f)	51-100	employees -	\$100.00	o)	901-1000	employees -	\$ 550.00
g)	101-200	employees -	\$150.00	p)	1001-2000	employees -	\$ 650.00
h)	201-300	employees -	\$200.00	q)	2001-3000	employees -	\$ 750.00
i)	301-400	employees -	\$250.00	r)	3001-5000	employees -	\$1000.00

**\*CONTRACTORS:** Inside or Outside the City limits.

Fees\*:

a)	A & B General Contractors -----	\$100.00
b)	C Subcontractors -----	\$ 50.00

**\*IN ADDITION TO THE FEES LISTED ABOVE, STARTING 1/1/2013, A STATE IMPOSED FEE OF \$1.00 WILL BE ADDED TO EVERY BUSINESS LICENSE UNLESS YOU FALL UNDER THE EXEMPT CATEGORY.**

On September 19, 2012, Governor Brown signed into law SB-1186 which adds a state fee of \$1 on any applicant for a local business license or similar instrument or permit, or renewal thereof starting on January 1, 2013. The purpose is to increase disability access and compliance with construction-related accessibility requirements and to develop educational resources for businesses in order to facilitate compliance with federal and state disability laws, as specified.

Under federal and state law, compliance with 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:

The Division of the State Architect at [www.dgs.ca.gov/dsa/Home.aspx](http://www.dgs.ca.gov/dsa/Home.aspx)

The Department of Rehabilitation at [www.rehab.cahwnet.gov](http://www.rehab.cahwnet.gov)

The California Commission on Disability Access at [www.cdda.ca.gov](http://www.cdda.ca.gov)



# BUSINESS LICENSE APPLICATION CITY OF SAN MARCOS

1 Civic Center Drive, San Marcos, CA 92069

Tel. 760-744-1050 EXT. 3101

**PLEASE PRINT**

New Business  
Change of Address  
Change of Owners  
Home Occupation

## BUSINESS INFORMATION

NAME OF BUSINESS: \_\_\_\_\_

BUSINESS ADDRESS: \_\_\_\_\_

**(Not P.O. Box OR Mailbox Location)**

NUMBER

STREET NAME

SUITE NO.

CITY

STATE

ZIP CODE

MAILING ADDRESS: \_\_\_\_\_

**(If Different)**

NUMBER

STREET NAME

SUITE NO.

CITY

STATE

ZIP CODE

BUSINESS PHONE: \_\_\_\_\_ FAX: \_\_\_\_\_ EMERGENCY PHONE: \_\_\_\_\_

EMAIL ADDRESS: \_\_\_\_\_ BUSINESS START DATE: \_\_\_\_\_ # OF EMPLOYEES \_\_\_\_\_

STATE CONTRACTOR LICENSE NUMBER

CLASS

FEDERAL TAX ID NUMBER

SELLER'S PERMIT (RESALE #)

CHECK ALL THAT APPLY: MANUFACTURING RETAIL WHOLESALE SERVICE REPAIR CONTRACTOR OTHER

WILL YOUR BUSINESS INVOLVE CULTIVATION, DISTRIBUTION, POSSESSION &/OR SALE OF MEDICAL OR ANY OTHER FORM OF MARIJUANA? YES NO

**DESCRIBE IN DETAIL THE EXACT NATURE OF THE PROPOSED BUSINESS AND LIST ANY AND ALL PRODUCTS THAT MAY BE MANUFACTURED, CREATED, PACKAGED, SOLD AND/OR DISTRIBUTED BY THE BUSINESS (ATTACH ADDITIONAL SHEET IF NECESSARY):**

## OWNERSHIP INFORMATION

OWNERSHIP TYPE: SOLE PROPRIETORSHIP PARTNERSHIP CORPORATION LLC LLP EXEMPT NON-PROFIT (501c)

PRIMARY OWNER/OFFICER \_\_\_\_\_ TITLE \_\_\_\_\_

LAST

FIRST

MI

ADDRESS: \_\_\_\_\_

STREET ADDRESS

CITY

STATE

ZIP

DRIVER'S LIC # \_\_\_\_\_ STATE \_\_\_\_\_ SOC. SEC. # \_\_\_\_\_ PHONE # \_\_\_\_\_

(If no TAX ID, must provide Social)

OTHER OWNER/CONTACT/MGR \_\_\_\_\_ TITLE \_\_\_\_\_

LAST

FIRST

MI

ADDRESS: \_\_\_\_\_

STREET ADDRESS

CITY

STATE

ZIP

DRIVER'S LIC # \_\_\_\_\_ STATE \_\_\_\_\_ SOC. SEC. # \_\_\_\_\_ PHONE # \_\_\_\_\_

I declare under penalty of perjury, under the laws of the State of California, that the above application is true and correct to the best of my knowledge. I certify that I will operate my business in accordance with all applicable federal, state and local laws and regulations. I further understand that any false statements made above are grounds for denial or revocation of the business license.

Signature: \_\_\_\_\_

OWNER OR AUTHORIZED AGENT

TITLE

DATE

## FOR OFFICE USE ONLY

## LICENSE #

FEES PAID \_\_\_\_\_ CASH/CHECK/CREDIT \_\_\_\_\_ DATE PAID \_\_\_\_\_ RECEIPT NO. \_\_\_\_\_



Dear Applicant,

In an effort to stem the increasing incidence of businesses operating in violation of Planning, Building, Fire, Water or Health Department regulations, the City has adopted a policy of forwarding its Business License applications to those agencies for their evaluation. Those agencies will then take appropriate action toward your business as it relates to their regulations.

If you are currently operating a business or contemplate opening a business in San Marcos, we would urge that you check with each agency as to their specific requirements for your type, location, etc., of business before you obtain a building lease, a business license, or open for operation.

The issuance of a San Marcos City Business License in no way assures you a continuing right to operate a business not in conformance with the regulatory provisions of the above mentioned agencies or any other State or County ordinance that may apply to the operation of your type of business.

By checking with these agencies prior to any irrevocable decision on your part, you may very well save a considerable amount of money, time and trouble in getting your business into a productive stage of operation.

We would like to thank you for your anticipated cooperation in this effort and wish you a happy, healthful business climate and much success in your venture.

CITY COUNCIL  
City of San Marcos

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**THIS LETTER IS REQUIRED TO BE SIGNED BY ALL BUSINESS LICENSE APPLICANTS LOCATED IN THE CITY.  
THIS IS PART OF THE PACKET TO BE FILED WITH THE FINANCE DEPARTMENT:**

DATE: \_\_\_\_\_

\_\_\_\_\_  
**Signature of Applicant**

\_\_\_\_\_  
**Name of Business**



**HOME OCCUPATION SUPPLEMENTAL QUESTIONNAIRE**

**BUSINESS NAME:** \_\_\_\_\_ **PHONE:** \_\_\_\_\_

**OWNER NAME(S):** \_\_\_\_\_

**ADDRESS:** \_\_\_\_\_

(Street Address) (City) (State) (Zip)

1. Is the home occupation (business use) clearly incidental and secondary to dwelling purposes? Yes \_\_\_\_\_ No \_\_\_\_\_
2. Will the home occupation create any appreciable increase in traffic? Yes \_\_\_\_\_ No \_\_\_\_\_
3. Will there be any sales on the premises? Yes \_\_\_\_\_ No \_\_\_\_\_
4. Will the home occupation require additional parking spaces? Yes \_\_\_\_\_ No \_\_\_\_\_
5. Will the home occupation require the employment of persons other than domestic help? Yes \_\_\_\_\_ No \_\_\_\_\_
6. Will there be any mechanical equipment used in connection with the home occupation, other than that necessary for domestic purposes? Yes \_\_\_\_\_ No \_\_\_\_\_
7. Will there be any indoor or outdoor storage of materials, equipment or supplies? Yes \_\_\_\_\_ No \_\_\_\_\_  
If the answer is "Yes", please list approximate area in square feet: \_\_\_\_\_ ft.
8. Will the home occupation create a nuisance by reason of noise, dust, odor, vibration, fumes, smoke, electrical interference or other causes? Yes \_\_\_\_\_ No \_\_\_\_\_

**Note:**Section 20.400.100 - Home Occupations states: "Home occupations" shall mean an occupation customarily conducted as a secondary use entirely within a dwelling by the occupant of the dwelling in connection with which there is no display, no stock in trade, or commodity sold on the premises, and no persons employed; and which is conducted in such a manner that the outward appearance of the premise gives no indication of other than by residential use, and which is not detrimental to the residential character of the neighborhood by virtue of traffic flow, noise, odor, or other adverse conditions.

**I declare under penalty of perjury that the foregoing information is true and correct.**

\_\_\_\_\_  
DATE / Applicant Signature



SAN DIEGO REGIONAL HAZARDOUS MATERIALS QUESTIONNAIRE

OFFICE USE ONLY
RECORD ID #
HHMBP #
BP DATE

Business Name, Business Contact, Telephone #, Project Address, City, State, Zip Code, APN#, Mailing Address, City, State, Zip Code, Plan File#, Project Contact, Telephone #

The following questions represent the facility's activities, NOT the specific project description.

PART I: FIRE DEPARTMENT - HAZARDOUS MATERIALS DIVISION: OCCUPANCY CLASSIFICATION: (not required for projects within the City of San Diego): Indicate by circling the item, whether your business will use, process, or store any of the following hazardous materials.

Occupancy Rating:

Facility's Square Footage (including proposed project):

- 1. Explosive or Blasting Agents, 2. Compressed Gases, 3. Flammable/Combustible Liquids, 4. Flammable Solids, 5. Organic Peroxides, 6. Oxidizers, 7. Pyrophorics, 8. Unstable Reactives, 9. Water Reactives, 10. Cryogenics, 11. Highly Toxic or Toxic Materials, 12. Radioactives, 13. Corrosives, 14. Other Health Hazards, 15. None of These.

PART II: SAN DIEGO COUNTY DEPARTMENT OF ENVIRONMENTAL HEALTH - HAZARDOUS MATERIALS DIVISION (HMD): If the answer to any of the questions is yes, applicant must contact the County of San Diego Hazardous Materials Division, 5500 Overland Avenue, Suite 170, San Diego, CA 92123.

FEES ARE REQUIRED.

Project Completion Date:

Expected Date of Occupancy:

(for new construction or remodeling projects)

YES NO

- 1. Is your business listed on the reverse side of this form? (check all that apply).
2. Will your business dispose of Hazardous Substances or Medical Waste in any amount?
3. Will your business store or handle Hazardous Substances in quantities greater than or equal to 55 gallons, 500 pounds and/or 200 cubic feet?
4. Will your business store or handle carcinogens/reproductive toxins in any quantity?
5. Will your business use an existing or install an underground storage tank?
6. Will your business store or handle Regulated Substances (CalARP)?
7. Will your business use or install a Hazardous Waste Tank System (Title 22, Article 10)?
8. Will your business store petroleum in tanks or containers at your facility with a total facility storage capacity equal to or greater than 1,320 gallons? (California's Aboveground Petroleum Storage Act).

CalARP Exempt, CalARP Required, CalARP Complete
Date Initials

PART III: SAN DIEGO COUNTY AIR POLLUTION CONTROL DISTRICT (APCD): If the answer to Question #1 below is no or the answer to any of the Questions #2-5 is yes, applicant must contact the APCD at 10124 Old Grove Road, San Diego, CA 92131-1649 or telephone (858) 586-2600 prior to the issuance of a building or demolition permit.

YES NO

- 1. Has a survey been performed to determine the presence of Asbestos Containing Materials?
2. Will the subject facility or construction activities include operations or equipment that emit or are capable of emitting an air contaminant?
3. (ANSWER ONLY IF QUESTION 1 IS YES) Will the subject facility be located within 1,000 feet of the outer boundary of a school (K through 12)?
4. Will there be renovation that involves handling of any friable asbestos materials, or disturbing any material that contains non-friable asbestos?
5. Will there be demolition involving the removal of a load supporting structural member?

Briefly describe business activities:

Briefly describe proposed project:

I declare under penalty of perjury that to the best of my knowledge and belief the responses made herein are true and correct.

Name of Owner or Authorized Agent

Signature of Owner or Authorized Agent

Date

FOR OFFICIAL USE ONLY:

FIRE DEPARTMENT OCCUPANCY CLASSIFICATION:

BY:

DATE:

Table with 6 columns: EXEMPT OR NO FURTHER INFORMATION REQUIRED (COUNTY-HMD\*, APCD), RELEASED FOR BUILDING PERMIT BUT NOT FOR OCCUPANCY (COUNTY-HMD, APCD), RELEASED FOR OCCUPANCY (COUNTY-HMD, APCD)

\*A stamp in this box only exempts businesses from completing or updating a Hazardous Materials Business Plan. Other permitting requirements may still apply.

**LIST OF BUSINESSES WHICH REQUIRE REVIEW AND APPROVAL FROM THE COUNTY OF SAN DIEGO  
DEPARTMENT OF ENVIRONMENTAL HEALTH – HAZARDOUS MATERIALS DIVISION**

**Check all that apply:**

**AUTOMOTIVE**

- Battery Manufacturing/Recycling
- Boat Yard
- Car Wash
- Dealership Maintenance/Painting
- Machine Shop
- Painting
- Radiator Shop
- Rental Yard Equipment
- Repair/Preventive Maintenance
- Spray Booth
- Transportation Services
- Wrecking/Recycling

**CHEMICAL HANDLING**

- Agricultural supplier/distributor
- Chemical Manufacturer
- Chemical Supplier/Distributor
- Coatings/Adhesive
- Compressed Gas Supplier/Distributor
- Dry Cleaning
- Fiberglass/Resin Application
- Gas Station
- Industrial Laundry
- Laboratory
- Laboratory Supplier/Distributor
- Oil and Fuel Bulk Supply
- Pesticide Operator/Distributor

**CHEMICAL HANDLING**

- Photographic Processing
- Pool Supplies/Maintenance
- Printing/Blue Printing
- Road Coatings
- Swimming Pool
- Toxic Gas Handler
- Toxic Gas Manufacturer

**METAL WORKING**

- Anodizing
- Chemical Milling/Etching
- Finish-Coating/Painting
- Flame Spraying
- Foundry
- Machine Shop-Drilling/Lathes/Mills
- Metal Plating
- Metal Prepping/Chemical Coating
- Precious Metal Recovery
- Sand Blasting/Grinding
- Steel Fabricator
- Wrought Iron Manufacturing

**AEROSPACE**

- Aerospace Industry
- Aircraft Maintenance
- Aircraft Manufacturing

**OTHERS AND MISCELLANEOUS**

- Asphalt Plant
- Biotechnology/Research
- Chiropractic Office
- Co-Generation Plant
- Dental Clinic/Office
- Dialysis Center
- Emergency Generator
- Frozen Food Processing Facility
- Hazardous Waste Hauler
- Hospital/Convalescent Home
- Laboratory/Biological Lab
- Medical Clinic/Office
- Nitrous Oxide (NO<sub>x</sub>) Control System
- Pharmaceuticals
- Public Utility
- Refrigeration System
- Rock Quarry
- Ship Repair/Construction
- Telecommunications Cell Site
- Veterinary Clinic/Hospital
- Wood/Furniture Manufacturing/Refinishing

**ELECTRONICS**

- Electronic Assembly/Sub-Assembly
- Electronic Components Manufacturing
- Printed Circuit Board Manufacturing

NOTE: THE ABOVE LIST INCLUDES BUSINESSES, WHICH TYPICALLY USE, STORE, HANDLE, AND DISPOSE OF HAZARDOUS SUBSTANCES. ANY BUSINESS NOT INCLUDED ON THIS LIST, WHICH HANDLES, USES OR DISPOSES OF HAZARDOUS SUBSTANCES MAY STILL REQUIRE HAZARDOUS MATERIALS DIVISION (HMD) REVIEW OF BUSINESS PLANS. FOR MORE INFORMATION CALL (858) 505-6880.

**LIST OF AIR POLLUTION CONTROL DISTRICT PERMIT CATEGORIES**

Businesses, which include any of the following operations or equipment, will require clearance from the Air Pollution Control District.

**CHEMICAL**

- 47 – Organic Gas Sterilizers
- 32 – Acid Chemical Milling
- 33 – Can & Coil Manufacturing
- 44 – Evaporators, Dryers & Stills Processing Organic Materials
- 24 – Dry Chemical Mixing & Detergent Spray Towers
- 35 – Bulk Dry Chemicals Storage
- 55 – Chrome Electroplating Tanks

**COATINGS & ORGANIC SOLVENTS**

- 27 – Coating & Painting
- 37 – Plasma Arc & Ceramic Deposition Spray Booths
- 38 – Paint, Stain & Ink Mfg
- 27 – Printing
- 27 – Polyester Resin/Fiberglass Operations

**METALS**

- 18 – Metal Melting Devices
- 19 – Oil Quenching & Salt Baths
- 32 – Hot Dip Galvanizing
- 39 – Precious Metals Refining

**ORGANIC COMPOUND MARKETING  
(GASOLINE, ETC)**

- 25 – Gasoline & Alcohol Bulk Plants & Terminals
- 25 – Intermediate Refuelers
- 26 – Gasoline & Alcohol Fuel Dispensing

**COMBUSTION**

- 34 – Piston Internal – Combustion Engines
- 13 – Boilers & Heaters (1 million BTU/hr or larger)
- 14 – Incinerators & Crematories
- 15 – Burn Out Ovens
- 16 – Core Ovens
- 20 – Gas Turbines, and Turbine Test Cells & Stands
- 48 – Landfill and/or Digester Gas Flares

**ELECTRONICS**

- 29 – Automated Soldering
- 42 – Electronic Component Mfg

**FOOD**

- 12 – Fish Canneries
- 10 – Smoke Houses
- 50 – Coffee Roasters
- 35 – Bulk Flour & Powered Sugar Storage

**SOLVENT USE**

- 28 – Vapor & Cold Degreasing
- 30 – Solvent & Extract Driers
- 31 – Dry Cleaning

**ROCK AND MINERAL**

- 04 – Hot Asphalt Batch Plants
- 05 – Rock Drills
- 06 – Screening Operations
- 07 – Sand Rock & Aggregate Plants
- 08 – Concrete Batch, CTB, Concrete Mixers, Mixers & Silos
- 10 – Brick Manufacturing

**OTHER**

- 01 – Abrasive Blasting Equipment
- 03 – Asphalt Roofing Kettles & Tankers
- 46 – Reverse Osmosis Membrane Mfg
- 51 – Aqueous Waste Neutralization
- 11 – Tire Buffers
- 17 – Brake Debonders
- 23 – Bulk Grain & Dry Chemical Transfer & Storage
- 45 – Rubber Mixers
- 21 – Waste Disposal & Reclamation Units
- 36 – Grinding Booths & Rooms
- 40 – Asphalt Pavement Heaters
- 43 – Ceramic Slip Casting
- 41 – Perlite Processing
- 40 – Cooling Towers – Registration Only
- 91 – Fumigation Operations
- 56 – WWTP (1 million gal/day or larger) & Pump Station

NOTE: OTHER EQUIPMENT NOT LISTED HERE THAT IS CAPABLE OF EMITTING AIR CONTAMINANTS MAY REQUIRE AN AIR POLLUTION CONTROL DISTRICT PERMIT. IF THERE ARE ANY QUESTIONS, CONTACT THE AIR POLLUTION CONTROL DISTRICT AT (858) 586-2600.