



# BUSINESS LICENSE APPLICATION

SAN JUAN CAPISTRANO  
 32400 PASEO ADELANTO  
 SAN JUAN CAPISTRANO, CA 92675

[WWW.SANJUANCAPISTRANO.ORG/BUSINESSLICENSE](http://WWW.SANJUANCAPISTRANO.ORG/BUSINESSLICENSE)

APPLICATIONS ARE ACCEPTED IN PERSON, BY MAIL OR EMAIL  
**MON-THUR: 7:30AM - 5:30PM**  
**FRI: 7:30AM - 4:30PM**  
**(949) 487-4300**  
[BUSINESSLICENSES@SANJUANCAPISTRANO.ORG](mailto:BUSINESSLICENSES@SANJUANCAPISTRANO.ORG)

## SECTION A – BUSINESS INFORMATION

Business Name/ D.B.A.:				Business Phone No.:			
Type of Ownership: <input type="checkbox"/> Corporation <input type="checkbox"/> Sole Ownership <input type="checkbox"/> Partnership <input type="checkbox"/> LLC <input type="checkbox"/> Nonprofit				Email Address:			
Business Location:			Unit/Suite:	City:		State:	Zip:
Mailing Address:			Unit/Suite:	City:		State:	Zip:
Application For: <input type="checkbox"/> New Business <input type="checkbox"/> Change of Address <input type="checkbox"/> Change of Ownership <input type="checkbox"/> Business Name Change							
Write Previous Address, Ownership, or Business Name:							
Date Business Activities Will Begin in San Juan:				Business Start Date:			
No. of Employees: (working in the city)				If business is located in SJC, approximate sq. footage of			
Type of Business (Be Specific):							
State Contractor's Lic. No# (for contractors only)		State License Type:			Expiration Date:		
Federal Employer I.D.:		State Employer I.D.: (EDD No.)			Seller's Permit No.:		

## SECTION B – OWNER INFORMATION

Owners Name:				Contact Phone No.:			
SSN/ITIN (If Sole Ownership Only):				Email Address:			
Home Address:			City:		State:		Zip:
<i>Please List Information Regarding Officers and Titles :</i>							
Name:		Title:		Phone No.:			
Name:		Title:		Phone No.:			

## SECTION C – PLEASE CHECK THE APPROPRIATE BOXES

<input type="checkbox"/>	Yes	<input type="checkbox"/>	No	Will business be conducted in your home? (Requires Home Occupation Permit if in City of SJC)
<input type="checkbox"/>	Yes	<input type="checkbox"/>	No	If new business, will you be displaying a sign? (Requires a Banner App. or Sign Permit)
<input type="checkbox"/>	Yes	<input type="checkbox"/>	No	Do you plan to solicit? (Requires proof of tax-exempt status, list of names, times and locations)
<input type="checkbox"/>	Yes	<input type="checkbox"/>	No	Will you be vending from a vehicle? (Requires Vendor Permit)
<input type="checkbox"/>	Yes	<input type="checkbox"/>	No	Are you participating in a special event as a concession or vendor in SJC? If yes, list the name of the event:

## SECTION D – SB 205

California Senate Bill 205 requires that every business provide the information below to receive a valid business license.

Standard Industrial Classification (SIC) Code:

A Standard Industrial Classification (SIC) Code list is available at: <https://www.osha.gov/pls/imis/sicsearch.html>

## ACKNOWLEDGMENT TO BE COMPLETED BY OWNER(S) OR PRINCIPAL OFFICER(S)

- Certain Business Activity such as Vending Machines, Residential/ Commercial Rentals, and Equestrian Facilities may have different fees. Please contact us to confirm the total due.
- New Businesses located within the City pay a prorated Base Tax when applying after March 31<sup>st</sup>.
- Changes to Business Name, Address and Ownership require a new business license application.

I understand that this business license application does not authorize me to operate until I have fulfilled requirements of all applicable City and outside agency laws, permits or licenses. I also understand that License Certificates issued pursuant to the provisions of the San Juan Capistrano Municipal Code Title 3- Business Licenses requires the City License Collector to add penalties for failure to pay a business license fee. I certify under penalty of perjury that the above information is correct, and I am an authorized representative of this business, and if subject to storm water regulation (NPDES), all applicable permit numbers have been identified above.

Print Name:

Signature:

Date:

**INCOMPLETE APPLICATIONS WILL NOT BE REVIEWED AND MAY BE RETURNED TO THE APPLICANT. ONCE RECEIVED, THE APPLICATION WILL BE REVIEWED AND A CITY REPRESENTATIVE WILL CONTACT THE APPLICANT WITH THE TOTAL DUE. CREDIT CARDS AND CHECKS ARE AN ACCEPTABLE FORM OF PAYMENT. MAKE CHECKS PAYABLE TO: THE CITY OF SAN JUAN CAPISTRANO.**



# CITY OF SAN JUAN CAPISTRANO

## Public Works Department Urban Runoff Business Information

The City of San Juan Capistrano is required, under State regulations, to identify the potential effect that each business may have on water quality. All businesses are also required to comply with the City of San Juan Capistrano's Urban Runoff Management and Discharge Control Regulations (SJC Ordinance 891), which prohibit the discharge of pollutants and non-storm water to City streets and storm drains. Water that flows on streets and into storm drains is discharged to the nearest water body, without treatment. Typical urban runoff pollutants include oils, chemicals, building materials, dirt, vegetative waste, and trash.

**ALL BUSINESSES PHYSICALLY LOCATED IN THE CITY MUST COMPLETE AND SUBMIT THIS FORM** with the business license application, as well as implement the appropriate Best Management Practices to prevent such discharges. The business will be subject to a fee if it is determined that your business is High or Medium. **This form must be completed to receive your business license.** Contact Public Works at 949-487-4307 or visit [www.sanjuancapistrano.org](http://www.sanjuancapistrano.org) for further information.

**REASON FOR SUBMITTAL:**

- NEW BUSINESS
- CHANGE OF INFORMATION
- RENEWAL

DATE:

STANDARD INDUSTRIAL CLASSIFICATION (SIC) CODE:

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

PHONE: \_\_\_\_\_

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

CONTACT PERSON: \_\_\_\_\_

TITLE: \_\_\_\_\_

SIZE OF FACILITY (sq. ft.): \_\_\_\_\_

TYPE OF BUSINESS: \_\_\_\_\_

**MATERIALS USED IN INDUSTRIAL PROCESS (Industrial Businesses Only):**

POTENTIAL URBAN RUNOFF POLLUTANTS GENERATED (i.e. oils, chemicals, building materials, dirt, vegetative waste, and trash)

EXPECTED NON-RAIN WATER DISCHARGES: (i.e. air conditioner condensation, excess irrigation, filter backwash, etc.)

IS THE FACILITY REGULATED UNDER THE INDUSTRIAL NPDES PERMIT?  YES  NO  NOT SURE

**BRIEF DESCRIPTION OF BUSINESS ACTIVITY:**

**WHAT TYPE OF ACTIVITIES IS YOUR BUSINESS CONDUCTING? (CHECK ALL THAT APPLY)**

- MANUFACTURING *High*
- RESTAURANT
- DISTRIBUTION *Medium*
- SHOWROOM
- RETAIL *Low*
- OFFICE WORK

**DECLARATION:** I declare under penalty of perjury under the laws of California that the above information is true and correct to the best of my knowledge.

SIGNATURE \_\_\_\_\_

TITLE \_\_\_\_\_

DATE \_\_\_\_\_

**FOR CITY USE ONLY**

Business Lic. #: \_\_\_\_\_ S.I.C.: \_\_\_\_\_ Business Type: \_\_\_\_\_ Industrial Type: \_\_\_\_\_

NPDES Ranking  High (Annual Inspection)  Medium (Biennial Inspection)  Low (No Inspection)

Recorded

By: \_\_\_\_\_

**PLEASE COMPLETE FORM AND RETURN WITH YOUR BUSINESS LICENSE APPLICATION**

## DISABILITY ACCESS REQUIREMENTS AND RESOURCES

### **NOTICE TO APPLICANTS FOR BUSINESS LICENSES AND COMMERCIAL BUILDING PERMITS:**

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:

DEPARTMENT OF  
GENERALSERVICES,  
Division of the State  
Architect, CASp Program

[www.dgs.ca.gov/dsa](http://www.dgs.ca.gov/dsa)  
[www.dgs.ca.gov/casp](http://www.dgs.ca.gov/casp)

DEPARTMENT OF  
REHABILITATION  
Disability Access Services

[www.dor.ca.gov](http://www.dor.ca.gov)  
[www.rehab.cahwnet.gov/  
disabilityaccessinfo](http://www.rehab.cahwnet.gov/disabilityaccessinfo)

DEPARTMENT OF  
GENERALSERVICES,  
California Commission on  
Disability Access

[www.cdda.ca.gov](http://www.cdda.ca.gov)  
[www.cdda.ca.gov/resour  
ces-menu/](http://www.cdda.ca.gov/resources-menu/)

### **CERTIFIED ACCESS SPECIALIST INSPECTION SERVICES**

Compliance with state and federal construction-related accessibility standards ensures that public places are accessible and available to individuals with disabilities. Whether your business is moving into a newly constructed facility or you are planning an alteration to your current facility, by engaging the services of a Certified Access Specialist (CASp) early in this process you will benefit from the advantages of compliance and under the Construction-Related Accessibility Standards Compliance Act (CRASCA, Civil Code 55.51-55.545), also benefit from legal protections.

Although your new facility may have already been permitted and approved by the building department, it is important to obtain CASp inspection services after your move-in because unintended access barriers and violations can be created, for example, placing your furniture and equipment in areas required to be maintained clear of obstructions. For planned alterations, a CASp can provide plan review of your improvement plans and an access compliance evaluation of the public accommodation areas of your facility that may not be part of the alteration.

A CASp is a professional who has been certified by the State of California to have specialized knowledge regarding the applicability of accessibility standards. CASp inspection reports prepared according to CRASCA entitle business and facility owners to specific legal benefits, in the event that a construction-related accessibility claim is filed against them.

To find a CASp, visit [www.apps2.dgs.ca.gov/DSA/casp/casp\\_certified\\_list.aspx](http://www.apps2.dgs.ca.gov/DSA/casp/casp_certified_list.aspx).

## DISABILITY ACCESS REQUIREMENTS AND RESOURCES

### GOVERNMENT TAX CREDITS, TAX DEDUCTIONS AND FINANCING

State and federal programs to assist businesses with access compliance and access expenditures are available:

#### Disabled Access Credit for Eligible Small Businesses

FEDERAL TAX CREDIT—Internal Revenue Code Section 44 provides a federal tax credit for small businesses that incur expenditures for the purpose of providing access to persons with disabilities. For more information, refer to Internal Revenue Service (IRS) Form 8826: Disabled Access Credit at [www.irs.gov](http://www.irs.gov).

STATE TAX CREDIT—Revenue and Taxation Code Sections 17053.42 and 23642 provide a state tax credit similar to the federal Disabled Access Credit, with exceptions. For more information, refer to Franchise Tax Board (FTB) Form 3548: Disabled Access Credit for Eligible Small Businesses at [www.ftb.ca.gov](http://www.ftb.ca.gov).

#### Architectural and Transportation Barrier Removal Deduction

FEDERAL TAX DEDUCTION—Internal Revenue Code Section 190 allows businesses of all sizes to claim an annual deduction for qualified expenses incurred to remove physical, structural and transportation barriers for persons with disabilities. For more information, refer to IRS Publication 535: Business Expenses at [www.irs.gov](http://www.irs.gov).

#### California Capital Access Financing Program

STATE FINANCE OPTION—The California Capital Access Program (CalCAP) Americans with Disabilities Act (CalCAP/ADA) financing program assists small businesses with financing the costs to alter or retrofit existing small business facilities to comply with the requirements of the federal ADA. Learn more at [www.treasurer.ca.gov/cpcfca/calcap/](http://www.treasurer.ca.gov/cpcfca/calcap/).

### FEDERAL AND STATE LEGAL REQUIREMENTS ON ACCESSIBILITY FOR INDIVIDUALS WITH DISABILITIES

AMERICANS WITH DISABILITIES ACT OF 1990 (ADA) —The ADA is a federal civil rights law that prohibits discrimination against individuals with disabilities, and requires all public accommodations and commercial facilities to be accessible to individuals with disabilities. Learn more at [www.ada.gov](http://www.ada.gov).

CALIFORNIA BUILDING CODE (CBC)—The CBC contains the construction-related accessibility provisions that are the standards for compliant construction. A facility's compliance is based on the version of the CBC in place at the time of construction or alteration. Learn more at [www.bsc.ca.gov](http://www.bsc.ca.gov).

#### SIGNAGE FOR SINGLE-USER RESTROOMS

Assembly Bill No. 783 requires that cities notify business license applicants that all single-user toilet facilities in any business establishment or place of public accommodation be identified as all-gender toilet facilities using signage that complies with Title 24 of the California Code of Regulations and be designated for use by no more than one occupant at a time, except to allow for family use or assisted use