



# 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

PLANNING DIVISION  
32400 PASEO ADELANTO  
SAN JUAN CAPISTRANO, CA 92675  
[PLANNING@SANJUANCAPISTRANO.ORG](mailto:PLANNING@SANJUANCAPISTRANO.ORG)  
(949) 443-6331

OFFICE USE ONLY	
HOME OCC. PERMIT:	_____
RECEIVED BY:	_____
DATE RECEIVED:	_____

## HOME OCCUPATION PERMIT APPLICATION

PROPERTY OWNER				
PROPERTY OWNER NAME			PHONE	
MAILING ADDRESS	UNIT/SUITE	CITY	STATE	ZIP
APPLICANT (If different from Property Owner listed above)				
APPLICANT NAME			PHONE	
MAILING ADDRESS	UNIT/SUITE	CITY	STATE	ZIP

PROPOSED USE
DESCRIBE

PROPERTY DESCRIPTION				
LOCATION				
STREET ADDRESS	UNIT/SUITE	CITY	STATE	ZIP

### CODE STANDARDS (per Section 9-3.523)

No person shall conduct any home occupation use without first securing a home occupation permit. A home occupation use is permitted as an accessory use to a residential use provided the use is conducted in compliance with the regulations set forth below and a business license, as required under Title 3 of the Municipal Code, has been obtained:

1. There shall be no signs or devices identifying or advertising the home occupation use.
2. Sales activity of merchandise shall not be distributed at the residence.
3. There shall be no storage of equipment, material, or display outside of any fully enclosed structures, except that maintained on a vehicle permitted by this section.
4. Nothing associated with the home occupation use shall alter the residential character of the subject property or nearby residential properties.

5. There shall be no activity which involves business related meetings or gathering of any kind such as may generate increased pedestrian or vehicular traffic, parking congestion, noise or disturbances beyond that which is normal to residential uses.
6. There shall be no use of any mechanical equipment, appliance, or motor outside of an enclosed building or which generates noise detectable from outside the building in which it is located.
7. Only one home occupation permit will be issued per residential property. Several individual business licenses for separate activities may be issued, provided each licensed use complies with all other restrictions of this section.
8. There shall be no employee workers other than resident family members conducting business at the residence, except for one employee providing service support to the business, including but not limited to, services such as accounting and clerical.
9. There shall be no dispatching of persons or equipment originating from the subject property.
10. Not more than one commercial vehicle identifying the business use conducted as a home occupation and used or maintained in connection with the home occupation for the transportation of persons for hire, compensation, or profit or designed, used, or maintained primarily for the transportation of property, except as provided in Section 260 of the California Vehicle Code, may be parked overnight outside of an enclosed garage at the residence. No vehicle with a gross weight of six thousand pounds or greater or exceeding the following size dimensions: a wheelbase of 168 inches, height not to exceed nine (9) feet, and an overall width of seven (7) feet, including side view mirrors and an overall length with accessory trailer of twenty-five feet shall be parked overnight at the residence.
11. Home occupation activities shall not involve the use of more than one room, or 400 square feet of a dwelling, whichever is more restrictive, and no garage space shall be used for the conduct of any home occupation which interferes with the use of such space necessary to satisfy for parking of vehicles, if such use for parking of vehicles is necessary to satisfy the off-street parking requirements of this Municipal Code.

**SIGNATURE/ACKNOWLEDGMENT:**

I hereby acknowledge that this permit application will not be considered complete until I have submitted all required plans, documents, and fees. I hereby certify that all information contained in this application, including all plans and documents, is, to the best of my knowledge, true and correct. I hereby grant the City authority to enter onto the property to conduct site inspections (sign below). Finally, I hereby certify that I have read and fully understand the standards established by Section 9-3.523 and will comply with the same:

\_\_\_\_\_  
PROPERTY OWNER

\_\_\_\_\_  
APPLICANT

HOMEOWNERS ASSOCIATION ACTION:       APPROVED       DENIED

**\*\*\*WRITTEN DOCUMENTATION OF ASSOCIATION ACTION IS REQUIRED TO BE SUBMITTED WITH THIS APPLICATION\*\*\***

<b>OFFICE USE ONLY</b>	
<b><u>FINAL ACTION</u></b>	
1. ZONING DISTRICT _____ PRINCIPAL RESIDENTIAL USE ESTABLISHED:	<input type="checkbox"/> YES <input type="checkbox"/> NO
2. PROPOSED HOME OCCUPATION COMPLIES WITH THE PURPOSE AND INTENT OF §9-3.523:	<input type="checkbox"/> YES <input type="checkbox"/> NO
<input type="checkbox"/> APPROVED <input type="checkbox"/> DENIED	
<b>PLANNER:</b> _____	<b>DATE:</b> _____

## 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