



Business Registration Application For San Carlos Businesses

City of San Carlos
Business Registrations
(650) 802-4213
Email: businessreg@cityofsancarlos.org

Please fill out form completely. All fields are required. All new San Carlos businesses are subject to zoning review & approval. Incomplete information will delay the zoning approval process. Average processing time is 2-4 weeks or longer, based on the type of business and approvals required.

⇒ Type of Business & Detailed Description of Services Provided ⇒ # of Employees/Owners
To avoid delays in the Zoning review, please be **VERY specific** in describing the type of business and all of the services you will provide

⇒ Legal Name of Business DBA (If any) ⇒ Phone

⇒ Business Address (include Zip – PO Boxes are not permitted) ⇒ E-mail Address

⇒ Mailing Address (include Zip)

Ownership Type: Corporation LLC Partnership Sole Owner Other _____

⇒ Federal Tax ID# (FEIN) Social Security # State Contractor # State Tax ID #
For Corporations, Partnerships, LLC's For Sole Proprietors If Applicable (State of CA)

⇒ Business Owners/ Partners Title Home Address (include Zip) SSN Phone

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⇒ Is this a Home Based Business? Yes No If No, Are you Purchasing the Building? Yes No
Sq ft of business _____ # of Parking Spaces _____ Length of Vacancy _____ Prior Use of Space _____

⇒ Are you planning on doing any of the following (please select all that apply)
 Welding High Pile Storage Cooking Spray Painting Woodworking Fabricate Semi-Conductors
 Store or Use Chemicals of Flammable or Combustible Liquids

I declare under penalty of perjury that all information contained on this application is true and correct to the best of my knowledge.

Signature _____ Title _____ Date _____

Options for Payment: Cash, Check or VISA, MASTERCARD

Processing of Business Registrations for San Carlos Businesses takes approximately 2-4 weeks, depending on type of business and completeness of application.
⇒ = required information

This business registration charge is a local tax for revenue purposes only. **It is the owner's sole responsibility to renew it annually.** The certificate must be posted in a conspicuous place. Appropriate permits & approvals from the planning, building, fire, police and/ or other City departments may be required before the start of your business.

Questions about Fees? Email Finance at businessreg@cityofsancarlos.org
Questions about Zoning and permitted uses? Email Planning at planning@cityofsancarlos.org
Finance (650) 802-4213 **Planning** (650) 802-4263 **Finance Fax** (650) 595-6707

To be completed by City of San Carlos Staff

FINANCE DEPARTMENT
Date Paid _____ Amount Paid _____
By _____ Account ID _____

PLANNING DEPARTMENT NOTES:
 Approved Denied By: _____ Date: _____
Bus # _____ Notes: _____

Business Registrations
600 Elm Street
San Carlos, CA 94070

MINIMUM base fee is \$204* - MAXIMUM base fee is \$2,573* (including AB1379** state fee)

Business Categories:

MANUFACTURING, WHOLESALE & RETAIL: Antique & Consignment, Donut Shop, Liquor Stores, Bakery and Coffee Shops, Drug Stores, Manufacture and Manufacturing Rep., Book Stores, Flower Shops, Printing, Copying, & Publishing, Candy Stores, Furniture Stores, Restaurants, Delis, Cafes, Car Dealers, Commercial Cannabis Businesses, Gardening Supplies, Shoe Stores, Clothes Stores, Gas Station & Car Wash, Sporting Goods, Computer Stores, Grocery Stores, Stationary & Office Supplies, Department Stores, Hardware, Cabinets & Paint, Wholesalers, Distributors, Jewelers, Other Similar Business Not Specified.

SERVICES: Agents with no fixed location, Contractors (in San Carlos), Photography, Aircraft Leasing, Delivery Services (in San Carlos), Property Management/Rental, Athletic Club & Gyms, Dry Cleaners, Laundry & Tailor, Real Estate Offices and Agents/Broker Auto Repair, Paint & Body Shops, Gardening/Landscaping Services, Rental (Car and Equipment, Beauty, Barber, Nail & Hair, Hotels & Motels, Repair, Child/Adult Care (7 or more), Internet Services, Schools & Instruction (for profit), Computer Services & Programming, Locksmiths & Security, Travel Agents, Mailing Services, Other Similar Business Not Specified

PROFESSIONS: Accountant/Bookkeeping Services, Artist, Geologist, Advertising, Attorney at Law, Health Care Services & Labs, Appraiser, Doctors/Dentist, Massage Therapists, Architects, Engineers, Medical Practitioner, Consultants, Research & Development
Other Similar Business Not Specified

SEASONAL AND SPECIALIZED: Solicitors, Street/Temporary Vendors, Christmas Tree/Pumpkin lots, Auction Houses, and Similar Business not Specified.

Categories and Calculations:

CATEGORY OF BUSINESS	CALCULATION OF FEES DUE FOR NEW SAN CARLOS BUSINESSES
Manufacturer/Wholesale Retail	____ # of Employee/Owners X \$32 + \$106 = base fee + \$91.62 zoning/tech fee + \$4* state mandated fee = ____
Services	____ # of Employee/Owners X \$38 + \$106 = base fee + \$91.62 zoning/tech fee + \$4* state mandated fee = ____
Professions	____ # of Employee/Owners X \$51 + \$106 = base fee + \$91.62 zoning/tech fee + \$4* state mandated fee = ____
Massage	____ # of Employee/Owners X \$51 + \$106 = base fee + \$575.17 zoning/tech fee + \$4* state mandated fee - ____ - Please use Massage Business Registration Application & submit all required documentation upon application - New applicant owners & employees required to apply for Livescan criminal history background check through SM County Sheriff's office - Annual renewals require new application and additional documents for review by SM County Sheriff's office
Apartments, 3 or more units	3 or more units ____ # of units X \$32 + \$106 = base fee + \$4* state mandated fee = ____ (1-2 Units = no charge)
Seasonal and Specialized (solicitors, pumpkin/xmas tree lots)	\$886* Fee Solicitors are required to apply for a solicitor's permit & Livescan criminal history background check through San Mateo County Sheriff's office
Amusement Devices	\$268* for first 2 machines; Additional = \$401 each arcade/video machine
Billiard/Pool Room/Bowling Alley	\$204* for the first lane or table, \$51 for each additional
Amusement Place (Theater, Bingo)	\$268*
Out of Town Contractors/Mobile Food Facilities	\$204* for 12 months or \$122 for 6 months (including \$4 SB1186 state fee) - Please use "Out of Town Contractor/Mobile Food Facilities Business Registration" application

Miscellaneous Fees

Change of Ownership	<u>Ownership is NOT TRANSFERABLE.</u> New owner requires new business registration application, possible planning review and applicable fees
Change of Address	\$91.62 zoning / tech fee and planning approval per change of business address within San Carlos - Please use Business Registration Change Form

NOTICE: 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 - The Department of Rehabilitation at www.rehab.cahwnet.gov - The California Commission on Disability Access at www.cdda.ca.gov.