CITY OF HUNTINGTON BEACH

CITY TREASURER'S OFFICE – BUSINESS LICENSE

Phone: (714) 536-5267 Email: businesslicense@surfcity-hb.org
P. O. Box 190 - 2000 Main Street, Huntington Beach, CA 92648-2702
www.huntingtonbeachca.gov

APPLICATION FOR HOME BASED BUSINESS LICENSE

PLEASE COMPLETE ALL SECTIONS: **Applications must be typed, or legibly hand printed in blue or black ink**			
Business Name (DBA)			
Name of Sole Business Owner or Legal Entity(Corporation/LLC/Partnership)			
Owner(s) or Principal(s)			
Business Address			
Service of Process Address (Address where business has consented to receive official U.S. Mail)			
Business Mailing Address: ☐ Check if same as above			
Public Business E-mail Address	Web Site	Public Business Phone	Public Business Fax
Type of Ownership (Check One): ☐ Sole Proprietor ☐ LLC ☐ Partnership ☐ Corporation	**Applicable Identification Number (Check One):** ☐ Social Security ☐ Drivers License ☐ Federal Tax ID ☐ Municipal ID	_____ ID Number	
Date Business Started in Huntington Beach	**# Employees (include self)**	NAICS	
Detailed Description of Business Activity			
Products Sold (If Applicable)	**Do you collect sales tax? ☐ Yes ☐ No**	**Seller's Permit (Resale #)**	
Where/How will Products be Sold?			

Business Vehicles Used in the City? ☐ Yes ☐ No How Many?	Under 1 ton	1-3 tons	Over 3 tons	License Plate #	License Plate #
Amount of Floor Space Occupied:					
Address Where Any Food Preparation Will Be Done:			Health Permit Number:		
Burglar Alarm System? ☐ Yes ☐ No If yes, permit is required. Call (714) 960-8805	**State License** (# / Type / Exp. Date)				

In order to obtain a business license, the applicant must present all appropriate zoning permits. Business License applications will not be accepted or processed by the Business License Office until proof of all appropriate zoning permits have been provided.

I have read and agree to comply with the home occupation regulations outlined on **Page 2** (HBZ and SO 230.12).

I hereby declare under penalty of perjury that the information and statements on this application are true and correct.

Signature: _____ **Title:** _____

Printed Name: _____ **Date:** _____

OFFICE USE ONLY:		
Bus. License #	Entered By: Reviewed By:	**TOTAL DUE: $155.32** **(Includes non-refundable processing fee, Home Occupation Permit fee and AB 1379 fee)**

SUPPLEMENTARY INFORMATION REQUIRED: (NON-PUBLIC INFORMATION)
Applications must be typed, or legibly hand printed in blue or black ink

Owner or Principal		Title
Residence Address		
City, State, Zip	Email	Phone
Date of Birth	Social Security # / ID #	Drivers License
Signature	Date	

Partner's Name or Secondary Principal (If applicable)		Title
Residence Address		
City, State, Zip	Email	Phone
Date of Birth	Social Security # / ID #	Drivers License
Signature	Date	

ALTERNATIVE CONTACT IN CASE OF EMERGENCY:

Name	Relationship	Phone

IMPORTANT INFORMATION:

Please notify the Business License Office of any changes to the business, including business name, location, owners, partners, business type or activity. If at any time the business moves from the home to a commercial location, a Certificate of Occupancy must be obtained from the Department of Community Development. Call (714) 536-5271 for application and/or fee. If the business license is not updated accordingly, it may no longer be valid and the business owner may then be liable for penalties, notices of violation, and administrative citations.

As an applicant for a business license, if a Social Security number has been issued to you, then it is **required** that you provide your Social Security number as part of the application. Pursuant to Section 405(c)(2)(C)(i) of Title 42 of the United States Code, the City is permitted to require disclosure of the Social Security number for tax purposes. Disclosure of this information is mandatory. However, while disclosure is required in order for the City to properly administer the business license tax program, the Social Security number is not public record, and will not be disclosed to any members of the public.

HBZ and SO Section 230.12 - Home occupations shall comply with the following conditions:

1. A home occupation shall be conducted entirely within one room in a dwelling. No outdoor storage shall be permitted. Garages shall not be used in connection with such businesses except to park business vehicles.
2. No one other than a resident of the dwelling shall be employed on-site or report to work at the site in the conduct of a home occupation. This prohibition also applies to independent contractors.
3. There shall be no display of merchandise, projects, operations, signs or name plates of any kind visible from the outside of the dwelling. The appearance of the dwelling shall not be altered, nor shall the business be conducted in a manner to indicate that the dwelling or its premises is used for a non-residential purpose, whether by colors, materials, construction, lighting, windows, signs, sounds or any other means whatsoever.
4. A home occupation shall not increase pedestrian or vehicle traffic in the neighborhood.
5. No commercial vehicle or equipment used in conjunction with the home occupation shall be parked overnight on an adjacent street or in any yard visible from the street.
6. No motor vehicle repair for commercial purposes shall be permitted.
7. A home occupation shall not include an office or sales room open to visitors, and there shall be no advertising of the address of the home occupation.
8. Neighborhood Notification shall be in compliance with Chapter 241 when a home occupation involves instruction and/or service, e.g. music lessons, beauty shop, swimming lessons. Where a home occupation involves swimming instruction in an outdoor swimming pool, each swimming class shall be limited to 4 students, and no more than 2 vehicles shall be used to transport students to such classes. (3710-6/05)
9. Any authorized City employee may inspect the premises of a home occupation upon 48 hours notice to ascertain compliance with these conditions and any requirements of this code. The permit for a home occupation that is not operated in compliance with these provisions shall be revoked by the Director after 30 days written notice unless the home occupation is altered to comply.