



CITY OF SOLANA BEACH
BUSINESS CERTIFICATE APPLICATION

635 S. HIGHWAY 101
SOLANA BEACH, CA 92075
(858) 720-2440
www.cityofsolanabeach.org

FOR CITY USE ONLY

BUSINESS #
AMOUNT PAID
CASH or CHECK #
RECEIPT #
DATE

BUSINESS LOCATION AND OWNER INFORMATION (Type or print clearly.)

TYPE OF APPLICATION (Check all that apply)

- NEW BUSINESS, HOME OCCUPATION, KIOSK, BUSINESS LOCATED OUTSIDE CITY, EXISTING BUSINESS, CHANGE OF BUSINESS NAME, CHANGE OF BUSINESS ADDRESS, CHANGE OF OWNERSHIP, CHANGE OF TYPE OF BUSINESS

BUSINESS STRUCTURE (Check one)

- CORPORATION, SOLE PROPRIETOR, PARTNERSHIP, LLC, TRUST, NON-PROFIT

Business Name
Business Address
City State Zip
Business Phone # Business e-mail
Mailing Address:
City State Zip
Business Owner Name:
Home Address:
City State Zip
Home Phone # Mobile Phone #

BUSINESS INFORMATION (Type or print clearly.)

Business Description (onsite activities)
Business Start Date in the City of Solana Beach
Federal Tax I.D. or Social Security #
State Board of Equalization Resale #
CA Contractors License # (if applicable)
Square Footage of Business if located in Solana Beach (excluding home based businesses)

ADDITIONAL PERMITS/REQUIREMENTS (Check all that apply.)

Does your business include any of the following categories? No Yes

ADDITIONAL PERMITS (Check all that apply)

- ALCOHOL SALES, TOBACCO SALES, FIREARMS, MESSAGE TECHNICIAN or HHP, MESSAGE ESTABLISHMENT, LIVE ENTERTAINMENT, 2nd HAND DEALER, TAXI SERVICE, SOLICITOR

If your business includes any of the categories listed, you must contact the Code Compliance/Enforcement Dept. at (858) 720-2403 and/or Community Development Dept. at (858) 720-2440 to obtain additional permits prior to approval of your Business Certificate Application.

Will hazardous materials or chemicals be stored at the business address? No Yes
If yes, please supply a copy of your current County of San Diego Hazardous Materials Business Plan forms.

ALARM COMPANY (If applicable)

Name Phone
Address

BUSINESS CERTIFICATE INFORMATION

Please see Chapter 4.02 of The Solana Beach Municipal Code (SBMC) for regulations regarding Business Certificates. The SBMC can be found on the City website at www.cityofsolanabeach.org.

RETURN COMPLETED APPLICATION
AND ALL APPLICABLE FEES (SEE PAGE 2) TO:
CITY OF SOLANA BEACH, Attn: Planning Dept.,
635 S. Highway 101, Solana Beach, CA. 92075

Please make checks payable to
"City of Solana Beach".



**CITY OF SOLANA BEACH  
BUSINESS CERTIFICATE APPLICATION**

**FOR CITY USE ONLY**  
BUSINESS # \_\_\_\_\_

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

**BUSINESS CERTIFICATE FEE RATES**

Please check applicable box below. If Business is located within Solana Beach (excluding home occupations), specify square footage of business.

|  |   |                      |
|--|---|----------------------|
| <input type="checkbox"/> <b>Business located outside city:</b>   | ⇒ | <b>FEE: \$110.00</b> |
| <input type="checkbox"/> <b>Home Occupation:</b>   | ⇒ | <b>FEE: \$110.00</b> |
| <input type="checkbox"/> <b>Located within Solana Beach: 0 – 1,000 Square Feet</b><br>Please specify square footage. <input type="text"/>        | ⇒ | <b>FEE: \$150.00</b> |
| <input type="checkbox"/> <b>Located within Solana Beach: 1,001 – 3,500 Square Feet</b><br>Please specify square footage. <input type="text"/>    | ⇒ | <b>FEE: \$170.00</b> |
| <input type="checkbox"/> <b>Located within Solana Beach: 3,501 – 10,000 Square Feet</b><br>Please specify square footage. <input type="text"/>   | ⇒ | <b>FEE: \$265.00</b> |
| <input type="checkbox"/> <b>Located within Solana Beach: 10,001 Square Feet and above</b><br>Please specify square footage. <input type="text"/> | ⇒ | <b>FEE: \$570.00</b> |

The issuance of a business certificate shall not be deemed as evidence that a person, association, organization, institution, firm or corporation operating a business in the City is in fact in compliance with all ordinance, rules or regulations of the City or that they have applied for, or have been issued all permits or licenses which otherwise may be required. Contact the Community Development Department at 858-720-2440 for information on zoning use restrictions, planning permits, and building permits which may be applicable and also required prior to operation of the business.

I declare, under penalty of perjury, that the above is true and correct to the best of my knowledge. I understand that statement of business square footage may be subject to verification. I certify that I will operate my business in accordance with all applicable Federal, State and Local laws and regulations. I understand that any false statements made above or attached are grounds for denial or revocation of the Business Certificate and are in violation of the Solana Beach Municipal Code. I further understand that additional regulations and fees may apply to my business or location.

**Owner/Authorized Agent Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**BUSINESS CERTIFICATE YEARLY RENEWAL FEE RATES**

**YEARLY RENEWAL FEE RATES**  
Home Based Business & Business Outside City - \$17  
0-1,000 square feet- \$55.00  
1,001-3,500 square feet- \$75.00  
3,501-10,000 square feet- \$170.00  
10,001 square feet and above- \$475.00



**CITY OF SOLANA BEACH  
BUSINESS CERTIFICATE APPLICATION**

635 S. HIGHWAY 101  
SOLANA BEACH, CA 92075  
(858) 720-2440

[www.cityofsolanabeach.org](http://www.cityofsolanabeach.org)

|  |
|--|
| <b>FORM A</b>  |
| <ul style="list-style-type: none"> <li>• Home Occupation</li> <li>• Kiosk</li> </ul> |
| BUSINESS # _____   |

**HOME OCCUPATION**

**17.20.040 Specific requirements.**

A. Home Occupations. Home occupations are permitted as accessory uses incidental to a residential use in all residential zones. All home occupations, except retail nurseries, shall conform to the following standards:

1. All products produced for sale must be hand manufactured or grown on the premises using only hand tools or small mechanical equipment. Electrical or mechanical equipment that creates visible or audible interference in radio or television receivers or causes fluctuations in line voltage outside the dwelling unit or that creates noise not normally associated with residential uses shall be prohibited.
2. The on-premises sale of products which requires the presence of retail customers is prohibited. The on-premises performance of services which requires the presence of a client is permissible; provided not more than one client or client group is present on the premises at any one time.
3. There shall be no signs advertising the existence of the home occupation.
4. There shall be no exterior evidence of the conduct of a home occupation.
5. Only the residents of the dwelling unit and one additional full-time employee may engage in the home occupation.
6. The home occupation must not cause the elimination, or reduction in any manner, of required off-street parking.
7. The home occupation shall not cause vehicular or pedestrian traffic to the residence to exceed levels normally associated with the surrounding residential neighborhood.
8. Outdoor storage or display of materials, goods, supplies, or equipment related to the operation of a home occupation is prohibited.
9. The home occupation must be consistent with, and not disruptive to, the normal residential usage of the premises nor cause external effects, such as increased noise, traffic, lighting or odors which are detrimental to neighboring properties or are incompatible with the characteristics of the residential zones.

I \_\_\_\_\_ (Print Name), hereby certify by my signature below that I have read and will comply with the regulations of the Solana Beach Municipal Code for maintaining a home occupation within the City of Solana Beach, including the requirement of a business owner to establish residency at the listed business address for the entire operation of the home occupation.

**Owner/Authorized Agent Signature** \_\_\_\_\_

**Home/Business Address** \_\_\_\_\_

**Date** \_\_\_\_\_

**KIOSK**

**17.60.090 Kiosk businesses.**

- A. Purpose. The purpose of this section is to ensure that kiosk businesses are compatible with the visual quality and efficient functioning of existing or proposed commercial centers.
- B. Definition. For the purpose of this section a kiosk business shall include any business or related commercial activity located in a freestanding structure of less than 200 square feet in area. Kiosk businesses include, but are not limited to, film development services, flower stands, food stands, key shops, parcel services, automated tellers, and information booths.
- C. Regulations. All kiosk businesses shall comply with the following regulations:
  1. The kiosk shall not obstruct or impede pedestrian or vehicular circulation.
  2. No kiosk structure shall exceed a height of 15 feet.
  3. Kiosk structures shall comply with all setback requirements applicable to principal structures within the zone, unless a variance and/or encroachment permit is obtained.
  4. The kiosk business shall not result in a net loss of required on-site parking.
  5. All kiosk businesses, including drive-thru facilities, shall be consistent with the requirements Chapter [17.52](#) SBMC (Parking and Loading Regulations).
  6. Signage for kiosk businesses shall be as prescribed in Chapter [17.64](#) SBMC (Comprehensive Sign Ordinance). (Ord. 185 § 2, 1993)

I \_\_\_\_\_ (Print Name), hereby certify by my signature below that I have read and will comply with the regulations of the Solana Beach Municipal Code for operating a Kiosk within the City of Solana Beach.

**Owner/Authorized Agent Signature** \_\_\_\_\_

**Date** \_\_\_\_\_