



HOME OCCUPIED BUSINESS LICENSE PART I

835 East 14th Street, San Leandro, CA 94577 (510) 577-3392



MUST BE SUBMITTED IN PERSON FOR APPROVAL

- New Application
 Change of Name
 Change of Address
 Change of Ownership

Business Name		
Corporate Name <i>(If applicable)</i>		
Property Address <i>(Cannot be PO Box)</i>		Mailing Address <i>(If different from property address)</i>
Address San Leandro CA <small>City State Zip</small>		Address <small>City State Zip</small>
Phone No.	Email	
Description of Business		Business Start Date in San Leandro
Ownership <input type="checkbox"/> Corporation <input type="checkbox"/> Partnership <input type="checkbox"/> Trust <input type="checkbox"/> Ltd Liability Corp <input type="checkbox"/> Sole Proprietor		
State Sales Tax #	State ID No. (EDD)	
Federal ID No. (IRS)	State Contractor License No. Exp. Date: _____	
1st Owner Name / Corp. Officer	Title	Soc. Sec. #
Home Address	Home Phone #	Cell Phone #
2nd Owner Name / Corp. Officer	Title	Soc. Sec. #
Home Address	Home Phone #	Cell Phone #
Emergency Contact Name		
Address	Home Phone #	Cell Phone #
1. Have you filed a Fictitious Business Name Statement? <input type="checkbox"/> Yes <input type="checkbox"/> No Date of Filing: _____		2. Is business being purchased? <input type="checkbox"/> Yes <input type="checkbox"/> No Seller's Business Name: _____ Seller's Business License #: _____

OFFICIAL USE ONLY

Business License #	
# of Owners	
# of Employees	
<input type="checkbox"/> Other <i>(specify)</i>	
TOTAL # OF EMPLOYEES	

BUSINESS LICENSE FEES

Base Fee	
Unit Fee \$ _____ x _____	
Zoning Fee	
BID Fee (if applicable)	
State CASp Fee	\$1.00
TOTAL AMOUNT DUE	

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.

PLEASE COMPLETE BACK SIDE!



HOME OCCUPIED BUSINESS LICENSE PART II



MUST BE SUBMITTED IN PERSON FOR APPROVAL

Business Name

Property Address (Cannot be PO Box)

Address

San Leandro CA

City State Zip

1. 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.

How many employees or assistants, incl. yourself, are residents of the premises?

How many employees or assistants will report to a job site elsewhere?

2. There shall be no interior or exterior activity related to the home occupation inconsistent with or interfering with residential use of the property or detrimental to property in the vicinity.

3. A home occupation shall be conducted entirely within a building and shall occupy no more than the lesser of 500 square feet or 25 percent of the floor area. No outdoor storage of materials or supplies shall be permitted in conjunction with the home occupation.

Room(s) of the house used for the home occupation

Total square footage of the above room(s)

4. The existence of a home occupation shall not be apparent beyond the boundaries of the site, and no home occupation shall involve the use of a sign.

5. No advertising of the home occupation (including business cards) shall include the applicant's address.

Methods of advertising or soliciting of your business:

6. A home occupation shall comply with the performance standards prescribed by Section 4-1670, provided that no noise shall be perceptible at or beyond the property line.

7. A home occupation shall not create pedestrian, automobile, or truck traffic detrimental to property in the vicinity. All deliveries of materials related to a home occupation shall be by the U.S. Postal Service or similar carrier, or by means of vehicles customarily kept on the site by the permit holder or family members.

8. A home occupation shall not result in a reduction or elimination of any required parking space.

9. Any vehicle or vehicles used by the applicant in conjunction with the home occupation or with any related business activity shall be parked in a manner so as not to be visible from a public street. This limitation shall not apply to standard passenger vehicles or trucks and vans of 3/4-ton or less in size, so long as no advertising of the home occupation or any related business activity (except as required by law) is displayed in or upon such vehicles.

Will the home occupation involve any motor vehicles or equipment that occupy a parking space on the property? No Yes

Vehicle/Equipment Type:

Parking Location:

Purpose:

OFFICIAL USE ONLY

Confirmation #

APN #

Zoning District

Home Occupation #

PLANNING

Circle: APPROVED / DENIED

By:

Date:

STAFF CONDITIONS

PROPERTY OWNER / PROPERTY MANAGEMENT

Name Property Owner

Address Property Management

City

State, Zip Phone #

Signature of Property Owner or Authorized Property Manager Date

CERTIFICATION & ACKNOWLEDGMENT

I (We) have read and understand the requirements of a Home Occupation as outlined in Section 2-514 of the City of San Leandro Zoning Code. I (We) understand that operating a home occupation that is not in compliance with Section 2-514 shall be grounds for revocation of the permit. I (We) also understand that this approval may not be transferred to another person or address unless a new application is filed and approved. I declare under penalty of perjury that the statements made in this application are true. I further agree that business shall be conducted in accordance with the San Leandro Municipal Code. I understand that the filing of this application and payment of fees does not entitle me to commence or carry on any business in the City of San Leandro until said Business License is approved and issued. Upon issuance of a Business License, it shall be my responsibility to renew the license annually by January 31st.

Signature of Business Owner or Authorized Representative Date

Print Name Phone #



2016-2017 BUSINESS LICENSE FEE COMPUTATION SCHEDULE

FINANCE DEPARTMENT (510) 577-3392 or (510) 577-3468

All businesses are required to pay a Base Fee of \$128.20 plus a Unit Fee, or a Flat Annual Fee of \$128.20 or \$642.30 based on business classifications listed in the table below. Effective 1/1/2013, the State CASp (Certified Access Specialist) fee of \$1 is also required for all businesses.

To calculate the Unit Fee, multiply the number of unit(s) (e.g., each owner and each employee) by the unit fee rate for your business classification. *

The penalty for a delinquent license is 50% of the business license fee or \$50, whichever is greater, for the first 30 - 90 days overdue. Delinquencies of 90 days or more will be 100% or \$100, whichever is greater.

All business licenses expire on December 31st each year and must be renewed annually.

Business Classification	Base Fee	Unit Fee Rate	Unit Fee Basis	State CASp Fee
Automobile Wrecking	\$642.30	N/A	Flat/Annual	\$1.00
Bingo	\$128.20	N/A	Flat/Annual	\$1.00
Carnival	\$128.20	\$231.10	x Flat/Daily	\$1.00
Christmas Tree/Pumpkin Patch	\$642.30	N/A	Flat/Annual	\$1.00
Coin Operated Devices	\$128.20	\$1.20	x Per \$1,000 of Gross Receipts	\$1.00
Commercial Advertising	\$642.30	N/A	Flat/Annual	\$1.00
* Contractor	\$128.20	\$77.10	x Per Each Owner & Each Employee	\$1.00
Dance Hall	\$642.30	N/A	Flat/Annual	\$1.00
Firearms Dealer	\$128.20	\$3.90	x Per \$100 of Gross Receipts attributable to the sales of firearms capable of being concealed upon the person and ammunition for such firearms, excluding sales to public agencies	\$1.00
Fortune Telling	\$642.30	N/A	Flat/Annual	\$1.00
Itinerant Merchant	\$128.20	\$39.80	x Flat/Weekly	\$1.00
* Manufacturing	\$128.20	\$38.50	x Per Each Owner & Each Employee	\$1.00
* Miscellaneous	\$128.20	\$38.50	x Per Each Owner & Each Employee	\$1.00
Mobile Food Vendor	\$128.20	N/A	Flat/Annual	\$1.00
Non-Residential Property Rental	\$128.20	\$19.20	x Per 1,000 Square Feet	\$1.00
Residential Property Rental	\$128.20	\$11.60	x Per Each Unit or Space	\$1.00
Parking Lot	\$128.20	\$100.00	x Per \$1,000 of Gross Receipts	\$1.00
Pawnbroker	\$642.30	N/A	Flat/Annual	\$1.00
* Peddler/Solicitor	\$128.20	\$38.50	x Per Each Owner & Each Employee	\$1.00
* Professional	\$128.20	\$96.40	x Per Each Owner & Each Employee	\$1.00
* Public Utilities	\$128.20	\$38.50	x Per Each Owner & Each Employee	\$1.00
* Recreation/Entertainment	\$128.20	\$77.10	x Per Each Owner & Each Employee	\$1.00
* Retail	\$128.20	\$38.50	x Per Each Owner & Each Employee	\$1.00
Second Hand Dealer/Junk Collector	\$642.30	N/A	Flat/Annual	\$1.00
* Service	\$128.20	\$77.10	x Per Each Owner & Each Employee	\$1.00
Towing	\$128.20	\$1.20	x Per \$1,000 of Gross Receipts	\$1.00
Warehouse/Storage	\$128.20	\$100.00	x Per 1,000 square feet	\$1.00
Waste Disposal Site	\$128.20	\$1.73	x Per Ton	\$1.00
Wholesale/Distribution - General	\$128.20	\$100.00	x Per 1,000 square feet	\$1.00
* Wholesale/Distribution - Large Local Seller	\$128.20	\$38.50	x Per Each Owner & Each Employee if sales tax revenues to City of San Leandro is > = \$50,000 based on prior fiscal year.	\$1.00

* Businesses with locations in the City of San Leandro with three (3) or fewer owners and/or employees that are in these business classifications must pay the annual base fee and the mandatory CASp fee of \$1.00.

BID (Business Improvement District) fees may apply based on geographic location.

FEE CALCULATION WORKSHEET

1. Base Fee of \$128.20, or a Flat Annual Fee of \$128.20 or \$642.30 - based on business classification	\$	128.20 or \$642.30
2. Number of Unit (s) _____ X \$ _____	+	_____
(Enter \$0 if a flat annual fee)		
** 3. Total Business License Fee	=	_____
4. State CASp (Certified Access Specialist) fee - effective 1/1/13	+	\$ 1.00
5. Penalty (if applicable)	+	_____
6. Zoning Fee (required if located in San Leandro)	+	_____
7. Total Fees	\$	_____

1. Enter your **Base Fee** or **Annual Fee** based on your business classification:
 - \$128.20 (flat/annual) for Bingo and Mobile Food Vendors
 - \$642.30 (flat/annual) for Dance Hall, Automobile Wrecking, Christmas Tree/Pumpkin Patch, Commercial Advertising, Fortune Telling Second-Hand Dealers and Pawnbrokers
 - \$128.20 (base fee) for all other classifications

2. Multiply the number of units (e.g., each owner and each employee) by the unit fee rate for your business classification to get your **Unit Fee**.

* Businesses with locations in the City of San Leandro with three (3) or fewer owners and/or employees that are in these business classifications (see reverse) must pay the annual base fee and the mandatory CASP fee of \$1.00 only.

BID (Business Improvement District) fees may apply based on geographic location.

Number of Employees: Shall mean and include the total number of full time and part time employees engaged or to be engaged within this City in the applicant's business during the license period, whether as owner, partner, spouse or employee, and any others who may work without compensation.

Gross Receipts: Shall include the total of amounts actually received or receivable from all sales and services in San Leandro.

Square Feet: Shall mean all of the space within the exterior walls of the building leased or owned by the business regardless of use.

- ** ***For Businesses commencing after June 30,*** except for business categories Coin-Operated Devices, Towing, and Waste Disposal Site, the license fee shall be reduced by one-half.

3. Add lines 1 and 2 for **Total Business License Fee**.
5. Calculate **Penalty** (if applicable): The penalty for a delinquent license is 50% of the business license fee for the first 30 – 90 days overdue. Delinquencies of 90 days or more will be 100% of the business license fee.
6. Include **Zoning Fee** (if applicable): A zoning application and fee are required if the business is located in San Leandro. Commercial zoning application fee is **\$115** and Home Occupation Permit fee is **\$81**. Change of ownership fees are **\$35**. You are required to submit property owner's signature *or* a copy of the first page showing the address and the signed signature page from the commercial rental agreement. **Zoning application must be submitted in person for approval.** Zoning questions please call (510) 577-3325.

7. Add lines 3, 4, 5 and 6 for **Total Fees**. Please make your check payable to the City of San Leandro.

If you have any questions regarding your business license fee, please contact the City's Finance Department at (510) 577-3468 or (510) 577-3392.

THANK YOU FOR DOING BUSINESS IN SAN LEANDRO