



HOME OCCUPATION BUSINESS LICENSE APPLICATION PACKET

Anyone doing business in the City of La Mesa must have a business license. You will need your business address, type of business, and a completed application. An application can be obtained by visiting the City of La Mesa's Finance Department's web page at www.cityoflamesa.us or in person at City Hall. We accept check, cash, money order or Visa/MasterCard/Discover credit cards during regular business hours.

Please read this packet and complete the included forms. If you should have any questions about this paperwork, call the Business License Officer at 619.667.1118. All home occupation business license applications **must be submitted in person and have approval from the Planning Department.** For zoning information, please call 619.667.1348. After approval, the business license will be mailed within 1-2 weeks..

SUGGESTED-Create a Business Plan-Research how to create a business plan at your local library. Additional resources are available at The Small Business Administration (619.557.7250) and/or SCORE Business Counseling (619.557.7272). **Determine the Legal Structure of Your Business**-You can contact your own accountant or attorney for assistance in this matter. For additional information, contact the office of California's Secretary of State at 916.653-7715.

SUGGESTED-Fictitious Business Name-Obtain information on how to establish a fictitious business name from the San Diego County Clerk's office by calling 619.237-0502.

MANDATORY-Sellers Permit-Obtain a seller's permit and resale certificate if you will be selling taxable items or will provide a taxable service. For the appropriate forms, please visit the California Dept of Tax & Fee Administration at <http://www.cdtfa.ca.gov/> or call 858-385-4700.

SUGGESTED-Tax Numbers-Obtain employer ID numbers, if you intend on employing staff. These numbers are not necessary until employees are hired and can be obtained by completing form SS-4 from the Internal Revenue Service, call 800.829.3676. Businesses are also required to obtain a state identification number to report employee taxes to the State. For more information contact the Employment Development Department at 800-480-3287. Contact the Internal Revenue Service to receive the Tax Guide for Small Business which is an invaluable tool to help business owners understand the basics. Call the IRS at 800.829.1040.

BUSINESS LICENSE DIVISION

The Business License Division of the City of La Mesa addresses business tax and sales tax issues; it does not regulate business activities. Per the La Mesa Municipal Code section 6.04, anyone doing business in the City of La Mesa must have a business license issued by the City of La Mesa. "Doing business in the City" is defined as having an office or work site within the geographic boundaries of the City, or entering the City to conduct business with the intent of being paid, including: all businesses with La Mesa addresses, all professionals, home-based businesses, contractors, subcontractors and delivery businesses based in other cities. Almost every city and county in California has some form of business licensing or business tax certificate program. Because it is a local tax, licensing is not transferable between cities or counties.

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 (AB 3002) at the following agencies: The Division of the State Architect at www.dgs.ca.gov/dsa. The Department of Rehabilitation at <http://www.dor.ca.gov/>. The California Commission on Disability Access at www.cdda.ca.gov. City of La Mesa <https://www.cityoflamesa.us/111/Building-Division>.



8130 Allison Avenue
 P.O. Box 937
 La Mesa, CA 91944
 619-667-1118

Business License Application

Please Check One:	
<input type="checkbox"/>	New Business
<input type="checkbox"/>	Change of Owner
<input type="checkbox"/>	Change of Location
<input type="checkbox"/>	Change of Business Name
<input type="checkbox"/>	Home Occupation

PLEASE TYPE OR PRINT CLEARLY

Business Name (DBA) _____				
Business Location (Cannot be a P.O. Box or Mail Box No. Include Suite No.) Address _____			Business Phone _____	
City _____ State _____ Zip Code _____			Business Fax _____	
Mailing Address <input type="checkbox"/> (Check if Same As Business Address) Address _____			E-Mail: _____	
City _____ State _____ Zip Code _____			Web Page: _____	
Business Start Date _____	Description of Business – Please be specific _____			
No. of Employees _____	No. of Amusement Devices (If Applicable) _____	No. of Pool Tables (If Applicable) _____	No. of Units/Spaces (Rentals/Mobile Homes Only) _____	No. of Vending Machines _____
Contractors State License Board and Classification No. _____ Classification _____		Sellers Permit No. _____		
Federal EIN No. _____	State ID No. (EDD) _____	State License No./Type _____		

Ownership Information

Check one of the following:
 Sole Proprietor Partnership Limited Partnership Corporation Limited Liability Company Trust

Enter Information for Owners, Individuals, Officers, Partners, Managers, Trustees - Attach additional page if necessary

Name _____ Title _____
 Address _____ Phone No _____
 City _____ State _____ Zip _____ Social Security _____ Driver's License _____

Name _____ Title _____
 Address _____ Phone No _____
 City _____ State _____ Zip _____ Social Security _____ Driver's License _____

Emergency Notification (For City of La Mesa Businesses Only)

Name _____	Phone _____
Alarm Company _____	Phone _____

I declare, under penalty of perjury, that the above application is true and correct to the best of my knowledge. I certify that I will operate my business in accordance with all applicable federal, state and city laws and regulations. I further understand that any false statements made above are grounds for denial or revocation of the business license.

Signature _____ Date _____

◇ FOR CITY USE ONLY ◇

Base Fee \$ _____	Employee Fee \$ _____	Device/Table/Unit Fee \$ _____	Total Paid \$ _____	Planning: _____
Penalty \$ _____	CASp Fee \$ 4.00	Receipt # _____	By _____	Fire: _____
TOTAL AMOUNT DUE \$ _____				Police Department: _____
				Comments: _____

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. The Department of Rehabilitation at www.dor.ca.gov. The California Commission of Disability Access at www.cdda.ca.gov



8130 Allison Avenue La Mesa, CA 91942
Attn: Business License Section
619-667-1118

IN-CITY BUSINESS LICENSE APPLICATION SUPPLEMENTAL

BUSINESSES LOCATED IN LA MESA MUST COMPLETE AND SUBMIT THIS FORM.
Businesses located outside of La Mesa should only submit an Out-of-City application.

Please check one or more categories that describe your business:

General Commercial

- Automotive Sales
Automotive Services
Bar/Pub/Tavern
Care Facility (Child/Adult)
Catering
Retail
Restaurant
Wholesale

Services

- Brokerage
Business Services
Computer/Internet
Contractor-Office Only
Contractor-w/Equipment
Design
Financial Services
Instructional/Training

- Laboratory
Massage Establishment
Medical/Dental Office
Personal Services
Recreation/Fitness
Salon Booth Rental
Salon/Spa

Vehicles

- Delivery- Retail
Delivery- Wholesale
Transportation

Industrial/Agr.

- Agriculture/Fishing
Assembly
Manufacturing

Vending Machines

- Other Service Mach
Vending Machines #

Cannabis

- Cannabis Dispensary
Cannabis Manufacturing
Commercial Cultivation Site

Property Rentals

- Apartments
Commercial

Please refer to the Business License Fee Schedule for fee information for your business. If your business type is not listed in the schedule, use the General Commercial fees. Businesses paying incorrect fees will be notified of a balance due by mail.

Please answer the following questions and provide details for all "Yes" answers in the space provided or attach addn'l sheets.

- 1. Will your business be based from your home?
2. Will your business have inventory? Where?
3. Will your business have outdoor usage?
4. Will there be food preparation at the location?
5. Will alcohol be served or sold at the location?
6. Will there be live entertainment or outdoor dining?
7. Will your business have vehicles and/or delivery?
7a. Where will the vehicles be stored/parked?
7b. Number of vehicles
8. Will your business make products at the location?
9. Will your business use any specialized equipment?
10. Will there be construction modifications at location?
11. Will your business store or use in any way, flammable or combustible liquids, compressed gases, or other hazardous materials?
12. Will your business have a sign?
13. Will there be building modifications to your location?
14. Does your business have any pool tables?
15. Will your business have 50 or more persons gathering together in a building, room or structure used for drinking, dining, education, entertainment or worship?

The City of La Mesa is required to apply a distance from "Minor Oriented Facilities" to proposed medical marijuana dispensaries. The City needs information from businesses regarding uses that might be described or considered one of the following types of Minor-Oriented Facilities. LMMC Section 24.23 defines "Minor Oriented Facilities" as any after school program, teen center, boys/girls club, children's theater or children's museum where the primary use is devoted to people under the age of 18. For questions, please contact Community Development Department at 619-667-1177.

Please mark all that apply to your business:

- After School Programs
Teen Center
Club for Boys and/or Girls
Children's Theater
Children's Museum
Primary use is devoted to people under the age of 18

Business:
Location:
Business Owner:
Contact Info:
Signature: Date

ANY FUTURE CHANGES TO THE ABOVE MUST BE SUBMITTED FOR RE-APPROVAL WITH THE CITY



HOME OCCUPATION LICENSE

I am applying for a Home Occupation License per Section 24.01.100 La Mesa Municipal Code.

Home Occupation is a limited business conducted within a dwelling unit by the principal occupant or members of his or her immediate family and which business is clearly incidental and secondary to the use of the dwelling for dwelling purposes and does not change the character thereof.

Examples of Home Occupations determined to change the character of a dwelling include: Repair of vehicles or automotive equipment; manufacturing, maintenance, refurbishment or repair of an commodity which involves the use of special equipment, cabinetry, fixtures, plumbing, or electrical wiring not ordinarily or customarily used in a dwelling; any use which includes the parking or storage or equipment used primarily in connection with the extension of the business off the premises; any use which involves the use of the dwelling or its premises as a meeting place.

Stipulations you must agree to in order to operate your business from your home include: (please initial in front of each stipulation)

- _____ NO deliveries made to residence
- _____ NO employees other than permanent residents of the licensed address
- _____ NO signs or advertising on property
- _____ NO storage of property or equipment other than that normally found in residence
- _____ NO sales on property or customer traffic to property
- _____ NO installation of equipment or fixtures not normally found in residence
- _____ NO vehicles weighing over 10,000 lbs. may be parked in a residential zone, either on Private property or on the street

I have read and fully understand the description of a Home Occupation as it appears in the La Mesa Zoning Ordinance and the restrictions set forth in this application. I understand that my Business License is not transferable, and that I must submit a new application for any change of name or address.

Business Owner

Date

DEPARTMENTAL APPROVAL:

Zoning Designation: _____

Planner: _____

COTTAGE FOOD OPERATION

- I am applying for a Class A (Direct Sales Only) Cottage Food Operation License per State Law.
- I am applying for a Class B (Direct and Indirect Sales) Cottage Food Operation License per State Law.

I intend to produce and sell: _____

There are no additional fees related to license applications for Cottage Food Operations.

I have read and fully understand the description of a Cottage Food Operation as it appears in the State Law. I understand that my Business License is not transferable, and that I must submit a new application for any change of name or address. I will apply for a registration/permit through the County of San Diego.

Business Owner

Date

DEPARTMENTAL APPROVAL:

Zoning Designation: _____

Planner: _____