

Reviewed By:

Plan _____
 Eng _____
 Bldg _____
 Fire _____

GILROY COMMERCIAL BUSINESS LICENSE SUPPLEMENTAL FORM

Page 1 of 2

All businesses with a fixed location in Gilroy shall complete this form.**Home Occupations and rental of desk or salon space are exempted from this form.****Complete, read, and sign the back page.**

If this is only a change in ownership of a business that has been in continuous operation for one or more years, and no change in operations, building, or parking are going to be undertaken as part of the change in ownership please check the following box:

☐ NO CHANGES BEING MADE TO EXISTING OPERATION.

TYPE OF BUSINESS: _____

Old Use: _____ Proposed Use: _____

1. Yes ☐ No ☐ Is this a point of sale for goods? If yes, what kind of goods? _____
 What percentages of sales are: Retail _____% Wholesale _____% Mail order _____%
2. Yes ☐ No ☐ Is there outdoor display of goods? If yes, please explain: _____
3. Yes ☐ No ☐ Is there a storeroom or warehouse? If yes, what size (square footage): _____
 What is being stored? _____
4. Yes ☐ No ☐ Will there be sales or serving of Alcohol? If yes, explain nature: _____
 An ABC license is required for all sales and serving of Alcohol, call 408-277-1200. Provide copy of license – attach to form
5. Yes ☐ No ☐ Will there be Live Bands and/or Concerts, Dancing or Other kind of entertainment?
 If yes, describe: _____ How often? _____ and what hours? _____
6. Yes ☐ No ☐ Will there be Outdoor Uses or Operations? If yes, explain: _____
7. Yes ☐ No ☐ Is there on-site parking? (Do not count street parking). If yes, how many spaces? _____
 How many are accessible spaces? _____
8. Yes ☐ No ☐ Is there signage posted for the accessible space?
9. Yes ☐ No ☐ Do you have a path of travel via sidewalks or striped path to the public way (sidewalk)?
10. Yes ☐ No ☐ Is there an existing cashier counter? If yes, is it accessible? Yes ☐ No ☐
 Yes ☐ No ☐ Will a new counter be installed?
11. Yes ☐ No ☐ Will you have racks or shelving over 5'9" (racking/shelving permit maybe required)?
 If yes, what will be in the racks? _____
12. Yes ☐ No ☐ Are you making any changes to the Exterior Building (new exterior doors, windows, façade, sign, parking, etc.)? If yes, explain: _____
13. Yes ☐ No ☐ Are you making any changes to the Interior Building (demo/relocating/adding walls, ceilings, doors, electrical, mechanical or plumbing)? If yes, explain: _____
14. Yes ☐ No ☐ Will you have any food (cooking/prep/distribution/sales). All food provided to the public is regulated by the County Environmental Health Department. Either a Health Dept. permitted kitchen, mobile vendor or a Temporary Food Facility Permit is required. Call 408-918-3400.
15. Yes ☐ No ☐ Are there toilet and washing facilities (restrooms) that are part of the space or are shared with other spaces? If shared, do you have an access hallway or is it in a separate building?
 Explain: _____
16. Yes ☐ No ☐ Do you use, store or sell any chemical products? Generate Hazardous Waste? If so, a completed Hazardous Materials Business Plan may be required for approval prior to business license issue.
17. Yes ☐ No ☐ Do you have any waste water other than from restrooms? If yes, explain: _____
18. Yes ☐ No ☐ Do you store or repair vehicles, forklifts, boats or planes? If yes, explain: _____
19. Yes ☐ No ☐ Do you store combustible materials (tires/paper/wood products) more than 6' high or more than 25 cubic yards? If yes, explain: _____
20. Yes ☐ No ☐ Is this business a training center, day care or other educational facility? If yes, what age groups are served? _____ Provide number of classrooms and square footage per room and maximum students per room.
21. Yes ☐ No ☐ Is this a recreational facility? If yes, please describe activity(s) and any related equipment: _____
 _____ What is the square footage of each area(s) used? _____

STANDARD CONDITIONS: *Read and Sign Bottom of Page.*

ALL of the Following Standard Conditions Apply to Businesses in Gilroy. See approval Sections of the application for additional specified conditions. Please note that there may be other building or regulatory requirements specific to your building or operation.

1. This license is ONLY for the uses and activities as specified on this application. Any permit required above shall be obtained prior to business license issuance. Changing owners or moving to a new location requires a new license.
2. No outdoor washing of any kind is allowed unless approved and under a wastewater permit from the Chemical Control Program. All washing operations (indoor and outdoor) require a industrial wastewater discharge permit.
3. A clearly visible address shall be posted on the building. It shall either be illuminated or outdoor lighting shall be adequate for Fire and Police responders to see from the street. Back doors shall also have the address and unit number posted. Most buildings require a KNOX box key for each tenant space. A key for the tenant space shall be provided to the Fire Inspector at the fire clearance inspection. KNOX box order forms are available at the City Hall BLES counter.
4. All fire lanes shall be maintained with no parking in them, and no storage of materials or trash shall obstruct the required width. Gates across required Fire Access shall be approved by the Fire Marshal's office and a KNOX lock be provided for both Police and Fire entry.
5. Any noise shall be operated at a sound level not to exceed applicable City standards. Applicant(s) understand that any complaints of sound disturbance may result in code enforcement actions.
6. The number of occupants and the number of exit doors in a building is dictated by fire and building codes. Any restaurant over 49 occupants is required to have an Assembly Permit from the Fire Marshal. Any store with occupant load over 49 shall have at least two exits, one of which may be the front door and the second shall have an illuminated sign and lever hardware.
7. "Handicap" vehicle parking stalls and any other access facility for the disabled shall be maintained in conformance with State and Federal Laws. Please contact the City's Building Official with accessibility questions.
8. Any modification to a building requires a building permit. This includes installation of racks, partitions or walls over 5'9" tall, changing electrical outlet locations or addition of new ones, changing plumbing fixtures locations or adding new ones, replacing water heaters, air conditioners or heating units, repaving, re-facing or modifying the exterior of the building, and in buildings over 50 years old, making any external changes to the building, including replacement of windows.
9. Do not place Signage on any public street, signpost, fence, sound-wall, pole or other public property. This includes within 10 ft from the street curb. Installation of Signage on a building requires Planning approval and in many cases requires a building permit.

I certify, under penalty of law, that I have personally examined and am familiar with the information provided and believe the information is true, accurate, and complete, I have read and understand the above conditions:

Signature: _____

Date: _____

Print Name: _____

Business Name: _____

Business Address: _____