



BUSINESS LICENSE APPLICATION

SAN JUAN CAPISTRANO

32400 PASEO ADELANTO

SAN JUAN CAPISTRANO, CA 92675

WWW.SANJUANCAPISTRANO.GOV/BUSINESSLICENSE

APPLICATIONS ARE ACCEPTED IN
PERSON, BY MAIL OR EMAIL

MON-THUR: 7:30AM - 5:30PM

FRI: 7:30AM - 4:30PM

(949) 487-4300

BUSINESSLICENSES@SANJUANCAPISTRANO.GOV

SECTION A – BUSINESS INFORMATION

Legal Name of Business				Business Phone No.:	
D.B.A.:					
Type of Ownership: Corporation Sole Ownership Partnership LLC Nonprofit				Email Address:	
Business Location:			Unit/Suite:	City:	State: Zip:
Mailing Address:			Unit/Suite:	City:	State: Zip:
Application For: ☐ New Business ☐ Change of Address ☐ Change of Ownership ☐ Business Name Change					
Write Previous Address, Ownership, or Business Name:					
Date Business Activities will begin in San Juan:			Date Business Established:		
No. of Employees: (working in the City, owners excluded)			If business is located in SJC, gross sq. footage of lease area:		
Type of Business (Be Specific):					
State Contractor's Lic. #: REQUIRED PURSUANT TO AB2823		State License Type:		Expiration Date:	
Federal Employer I.D.:		State Employer I.D.:		Seller's Permit No.:	

SECTION B – BUSINESS OWNER INFORMATION

Owners Name:			Contact Phone No.:		
SSN/ITIN (If Sole Ownership Only):		Email Address:			
Home Address:		City:		State:	Zip:
Please List All Other Owners					
Name:		Title:		Phone No.:	
Name:		Title:		Phone No.:	

SECTION C – FOR BUSINESSES LOCATED IN-CITY (IF YOUR BUSINESS IS LOCATED OUT-OF-CITY, PLEASE SKIP TO SECTION D)

Yes	No	REQUIRED - Have you received written confirmation from the City's Planning Division that your proposed business is permitted by the zoning of your proposed business location?
CONTACT: planning@sanjuancapistrano.gov or 949-443-6331		
Yes	No	REQUIRED - Have you received written confirmation from the City's Building Division that the Certificate of Occupancy on file for your proposed business location permits you proposed business or have you obtained a new Certificate of Occupancy that allows your business?
CONTACT: building@sanjuancapistrano.gov or 949-443-6347		

SECTION C – FOR BUSINESSES LOCATED IN-CITY (IF YOUR BUSINESS IS LOCATED OUT-OF-CITY, PLEASE SKIP TO SECTION D)

Yes	No	Will business be conducted in your home?	(Requires Home Occupation Permit)
Yes	No	If new business, will you be displaying a sign?	(Requires a Banner Application or Sign Permit)
Yes	No	Do you plan to engage in door-to-door solicitation?	(Requires proof of tax-exempt status, list of names, times and locations)
Yes	No	Will you be vending from a vehicle or push cart on the street?	(Requires Vendor Permit)
Yes	No	Will you be vending on the sidewalk?	(Requires Sidewalk Vending Permit)
Yes	No	Will you be providing service to customers in private rooms?	
Yes	No	Are you participating in a special event as a concession or vendor in SJC? If yes, list the name of the event:	

SECTION D – SB 205

California Senate Bill 205 requires that every business provide the information below to receive a valid business license. Please visit <https://www.osha.gov/pls/imis/sicsearch.html> to determine your Standard Industrial Classification (S.I.C.) Code and enter in the box below.

Standard Industrial Classification (SIC) Code(s) (REQUIRED):

ENTER 4 DIGIT CODE(S) —→

ACKNOWLEDGMENT TO BE COMPLETED BY OWNER(S) OR PRINCIPAL OFFICER(S)

I understand that this business license application does not authorize me to commence business in San Juan Capistrano until I have fulfilled requirements of all applicable City and outside agency laws, permits or licenses. I also understand that the provisions of the San Juan Capistrano Municipal Code Title 3 - Business Licenses require the City License Collector to add penalties for failure to pay a business license fee. I certify under penalty of perjury that the above information is correct, and I am an authorized representative of this business, and if subject to storm water regulation (NPDES), all applicable permit numbers have been identified above.

Signature: _____

Date: _____

Print Name: _____

NOTE:

- INCOMPLETE APPLICATIONS WILL BE RETURNED TO THE APPLICANT.
- COMPLETE APPLICATIONS WILL BE REVIEWED AND UPON APPROVAL, A CUSTOMER SERVICE REPRESENTATIVE WILL CONTACT THE APPLICANT WITH THE TOTAL DUE.
- **ALL BUSINESS LICENSES EXPIRE ANNUALLY ON DECEMBER 31st.**
- **THE BUSINESS LICENSE MUST BE RENEWED BY JANUARY 31st TO AVOID PENALTY FEES.**
- IF YOU HAVE NOT RECEIVED A RENEWAL FORM BY DECEMBER 31st, PLEASE CONTACT US AT BUSINESSLICENSES@SANJUANCAPISTRANO.GOV.
- ACCEPTABLE FORMS OF PAYMENT: **CREDIT CARD OR CHECK**
- CHECK PAYMENTS SHOULD BE MADE PAYABLE TO: **CITY OF SAN JUAN CAPISTRANO**



CITY OF SAN JUAN CAPISTRANO

Public Works Department Urban Runoff Business Information

The City of San Juan Capistrano is required, under State regulations, to identify the potential effect that each business may have on water quality. All businesses are also required to comply with the City of San Juan Capistrano's Urban Runoff Management and Discharge Control Regulations (SJC Ordinance 891), which prohibit the discharge of pollutants and non-storm water to City streets and storm drains. Water that flows on streets and into storm drains is discharged to the nearest water body, without treatment. Typical urban runoff pollutants include oils, chemicals, building materials, dirt, vegetative waste, and trash.

ALL BUSINESSES PHYSICALLY LOCATED IN THE CITY MUST COMPLETE AND SUBMIT THIS FORM with the business license application, as well as implement the appropriate Best Management Practices to prevent such discharges. The business will be subject to a fee if it is determined that your business is High or Medium.

THIS FORM MUST BE COMPLETED IN ORDER TO RECEIVE YOUR BUSINESS LICENSE.

Contact Public Works at 949-443-6353 or visit www.sanjuancapistrano.gov/publicworks for further information.

REASON FOR SUBMITTAL:

NEW BUSINESS

CHANGE OF INFORMATION

RENEWAL

DATE: _____

STANDARD INDUSTRIAL
CLASSIFICATION (SIC) CODE(S): _____

BUSINESS NAME: _____

PHONE: _____

BUSINESS ADDRESS: _____ SJC, CA 92675

CONTACT PERSON: _____ TITLE: _____

SIZE OF FACILITY (sq. ft.): _____ TYPE OF BUSINESS: _____

MATERIALS USED IN INDUSTRIAL PROCESS (Industrial Businesses Only):

POTENTIAL URBAN RUNOFF POLLUTANTS GENERATED (i.e. oils, chemicals, building materials, dirt, vegetative waste, and trash)

EXPECTED NON-RAIN WATER DISCHARGES: (i.e. air conditioner condensation, excess irrigation, filter backwash, etc.)

IS THE FACILITY REGULATED UNDER THE
INDUSTRIAL NPDES PERMIT? YES NO NOT SURE

BRIEF DESCRIPTION OF BUSINESS ACTIVITY:

WHAT TYPE OF ACTIVITIES IS YOUR BUSINESS CONDUCTING? (CHECK ALL THAT APPLY)

MANUFACTURING
High

RESTAURANT

DISTRIBUTION
Medium

SHOWROOM

RETAIL
Low

OFFICE WORK

DECLARATION: I declare under penalty of perjury under the laws of California that the above information is true and correct to the best of my knowledge.

SIGNATURE _____ TITLE _____ DATE _____

FOR CITY USE ONLY

Business Lic. #: _____ S.I.C.: _____ Business Type: _____ Industrial Type: _____

NPDES Ranking High (Annual Inspection) Medium (Biennial Inspection) Low (No Inspection)

Recorded

By: _____

DISABILITY ACCESS REQUIREMENTS AND RESOURCES

NOTICE TO APPLICANTS FOR BUSINESS LICENSES AND COMMERCIAL BUILDING PERMITS:

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:

DEPARTMENT OF
GENERALESERVICES,
Division of the State
Architect, CASp Program

www.dgs.ca.gov/dsa

www.dgs.ca.gov/casp

DEPARTMENT OF
REHABILITATION
Disability Access Services

www.dor.ca.gov

www.dor.ca.gov/home/

[disabilityaccessservices](http://www.dor.ca.gov/home/disabilityaccessservices)

DEPARTMENT OF
GENERALESERVICES,
California Commission on
Disability Access

www.dgs.ca.gov/ccda

[www.ccda.ca.gov/
resources](http://www.ccda.ca.gov/resources)

CERTIFIED ACCESS SPECIALIST INSPECTION SERVICES

Compliance with state and federal construction-related accessibility standards ensures that public places are accessible and available to individuals with disabilities. Whether your business is moving into a newly constructed facility or you are planning an alteration to your current facility, by engaging the services of a Certified Access Specialist (CASp) early in this process you will benefit from the advantages of compliance and under the Construction-Related Accessibility Standards Compliance Act (CRASCA, Civil Code 55.51-55.545), also benefit from legal protections.

Although your new facility may have already been permitted and approved by the building department, it is important to obtain CASp inspection services after your move-in because unintended access barriers and violations can be created, for example, placing your furniture and equipment in areas required to be maintained clear of obstructions. For planned alterations, a CASp can provide plan review of your improvement plans and an access compliance evaluation of the public accommodation areas of your facility that may not be part of the alteration.

A CASp is a professional who has been certified by the State of California to have specialized knowledge regarding the applicability of accessibility standards. CASp inspection reports prepared according to CRASCA entitle business and facility owners to specific legal benefits, in the event that a construction-related accessibility claim is filed against them.

To find a CASp, visit www.apps2.dgs.ca.gov/DSA/casp/casp_certified_list.aspx.

(Revised 11-09-21)

DISABILITY ACCESS REQUIREMENTS AND RESOURCES

GOVERNMENT TAX CREDITS, TAX DEDUCTIONS AND FINANCING

State and federal programs to assist businesses with access compliance and access expenditures are available:

Disabled Access Credit for Eligible Small Businesses

FEDERAL TAX CREDIT—Internal Revenue Code Section 44 provides a federal tax credit for small businesses that incur expenditures for the purpose of providing access to persons with disabilities. For more information, refer to Internal Revenue Service (IRS) Form 8826: Disabled Access Credit at www.irs.gov.

STATE TAX CREDIT—Revenue and Taxation Code Sections 17053.42 and 23642 provide a state tax credit similar to the federal Disabled Access Credit, with exceptions. For more information, refer to Franchise Tax Board (FTB) Form 3548: Disabled Access Credit for Eligible Small Businesses at www.ftb.ca.gov.

Architectural and Transportation Barrier Removal Deduction

FEDERAL TAX DEDUCTION—Internal Revenue Code Section 190 allows businesses of all sizes to claim an annual deduction for qualified expenses incurred to remove physical, structural and transportation barriers for persons with disabilities. For more information, refer to IRS Publication 535: Business Expenses at www.irs.gov.

California Capital Access Financing Program

STATE FINANCE OPTION—The California Capital Access Program (CalCAP) Americans with Disabilities Act (CalCAP/ADA) financing program assists small businesses with financing the costs to alter or retrofit existing small business facilities to comply with the requirements of the federal ADA. Learn more at www.treasurer.ca.gov/cpcf/capcalcap/.

FEDERAL AND STATE LEGAL REQUIREMENTS ON ACCESSIBILITY FOR INDIVIDUALS WITH DISABILITIES

AMERICANS WITH DISABILITIES ACT OF 1990 (ADA) —The ADA is a federal civil rights law that prohibits discrimination against individuals with disabilities, and requires all public accommodations and commercial facilities to be accessible to individuals with disabilities. Learn more at www.ada.gov.

CALIFORNIA BUILDING CODE (CBC)—The CBC contains the construction-related accessibility provisions that are the standards for compliant construction. A facility's compliance is based on the version of the CBC in place at the time of construction or alteration. Learn more at www.dgs.ca.gov/bsc.

(Revised 11-09-21)