

TO: SUNSET MARKET VENDORS WHO ATTEND 7 OR MORE MARKET DATES A YEAR

OCEANSIDE BUSINESS LICENSE APPLICATION INSTRUCTIONS

IN- CITY HOME BASED BUSINESS

As we informed you last week, all regularly attending Vendors are required to hold a City of Oceanside Business License. We have prepared this information to assist you with your application process with the City of Oceanside.

If you RESIDE IN Oceanside and DO NOT have a store front or commercial business location, you are considered an **IN-CITY HOME BASED BUSINESS**.

To assist you, we have attached a SAMPLE COPY of the Business License application you will use when you apply for your License. We have highlighted <u>ALL</u> the areas you are to complete in <u>YELLOW</u>. <u>Do not complete any section not highlighted.</u>

You must complete the sections that we have labeled on our sample application as "A", "B", "C" and "D".

We are also attaching a blank application for you to complete. The cost for the Business License for your first year is \$54.00 (just over \$1.03 per market date)

Please complete your application and payment and deliver it to the City of Oceanside offices located at 300 N. Coast Highway. If paying by check, make payable to the "City of Oceanside".

Note: The Business License Department is located on Ditmar Street, mid block between Pier View Way and Civic Center Drive – just 2 blocks from the Sunset Market Venue. They are open Monday thru Friday 8am – 5pm. You can stop by their offices on the way to the Market or it is an easy walk from our venue.

To assist anyone who needs help with this process, the City will have a representative at the Sunset Market you can meet with on 5/17/18 between the hours of 3:00 – 5:00pm. Please let us know in advance if you want assistance.

Please be advised, the City has provided us a window of time to complete this process by Thursday, May 24, 2018. Vendors must have a License by this date to continue vending in the Sunset Market.

OCEANSIDE BUSINESS - NEW LICENSE



BUSINESS LICENSE APPLICATION

City of Oceanside Financial Services Department

Please make checks payable to City of Oceanside

INCOMPLETE APPLICATIONS WILL NOT BE PROCESSED

PLEASE INDICATE:

□ New Business

□Additional Location

□ Change of Owners

□Change of Address

□Change of Business Name □Add/Change Business Description

Home Occupation

■No Longer in Business

BUSINESS INFORMATION MAILING ADDRESS: **BUSINESS LOCATION: VENDOR TO FILL IN** Business Address: VENDOR'S ACTUAL ADDRESS **Business Name:** (NO PO BOX) NUMBER STREET SUITE NO. In care of: NOT REQUIRED **VENDOR'S ACTUAL ADDRESS** CITY **VENDOR TO FILL IN** Bus. Phone: VENDOR TO FILL IN Mail Address: SUITE NO. Corp. Name: FILL IN IF CORP. Phone#: NOT REQ'D VENDOR TO FILL IN CITY STATE State ID FILL IN IF YOU HAVE Health Permit NOT REQ'D City Start Date NOT REQ'D □ Sole Prop Fed IDFILL IN IF YOU HAVE ABC License #NOT REQ'D Partnership Hrs. of Operation 5:00 - 9:00PM Corporation Contractor #/Class NOT REQ'D # Of Employees VENDOR TO FILL IN FILL IN Seller's Permit LLC NOT REQUIRED Property Owner/Management Co: Address of Owner/Management Co: NOT REQUIRED Phone Number of Owner/Management Co: NOT REQUIRED Business activity must be described in detail: BUSINESS LOCATION AT OCEANSIDE SUNSET MARKET DESCRIBE ITEMS YOU SELL: (EXAMPLES - HOT FOOD, PRE-PACKAGED FOODS, JEWELRY, APPERAL, HATS SUNGLASSES, REPAIR SERVICES, ETC.) SIZE OF FACILITY (sq. ft.) NOT REQUIRED **OWNERSHIP INFORMATION** Owner/Pres: NOT REQUIRED Owner/Pres: VENDOR TO FILL IN Home Address: NOT REQUIRED VENDOR TO FILL IN - NO PO BOXES!! Home Address: NUMBER SUITE NO. VENDOR TO FILL IN NOT REQUIRED CITY STATE CITY STATE Email: VENDOR TO FILL IN Email: NOT REQUIRED NOT REQUIRED VENDOR TO FILL IN Home/Cell Phone: (Home/Cell Phone: (Birth Date: VENDOR FILL IN Birth Date: NOT REQ'D SSN: VENDOR FILL IN SSN: NOT REQUIRED Issuing State NOT REQ'D DI # NOT REQUIRED DL# VENDOR FILL IN Issuing State FILL IN **Bid Amount: NOT REQUIRED** Fees: \$ 54.00

DECLARATIONS

I certify that in the performance of any business activities for which this license is issued, I shall not employ a person in any manner so to become subject to the Worker's Compensation laws of California. If I should become subject to the Worker's Compensation laws I shall forthwith comply with the provision of section 3700 of the labor code. I further declare under penalty of perjury under the laws of California that the above information is true and correct to the best of my knowledge.

VENDOR FILL IN			VEN	OOR I	FILL I	N		
TITLE	SIGNATURE	-		DA	TE		_	
	License No. BL-							
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On October 11, 2017, Governor Brown signed AB-1379. This bill raised the SB-1186 fee to \$4.00 for six years, effective January 1, 2018. The fee returns to \$1.00 after the six year period.

On September 19, 2012, Governor Brown signed into law SB-1186 which adds a state fee of \$1 on any applicant for a local business license or similar instrument or permit, or renewal thereof. The purpose is to increase disability access and compliance with construction-related accessibility requirements and to develop educational resources for businesses in order to facilitate compliance with federal and state disability laws, as specified.

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 <u>www.rehab.cahwnet.gov</u>
- The California Commission on Disability Access at www.ccda.ca.gov



URBAN RUNOFF INFORMATION

B

City of Oceanside Water Utilities Department

The City of Oceanside is required, under new 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 Oceanside's Urban Runoff Management and Discharge Control Regulations (City Code Chapter 40), 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 discharged to the nearest water body, without treatment. Typical urban runoff pollutants include oils, chemicals, building materials, dirt, vegetative waste, and trash. All businesses must complete and submit this form with their business license application, as well as implement the appropriate Best Management Practices to prevent such discharges. This form must be completed to receive your business license. Contact the Water Utilities Department at 760-435-5800 or log on to our website at www.oceansidecleanwaterprogram.org for further information.

	K	eason for Subn	nittal	
\boxtimes	New Business		Change of Information	า
	Site a	and General Info	ormation	
Date: FILL IN	Standard	Industrial Classifi	cation (SIC) Code: NOT R	EQ'D
Business Name: VE	ENDOR TO FILL IN		Phone: NOT REQ'D	
Business Address:	VENDOR'S ACTUAL	ADDRESS		
Contact Person: VE	ENDOR FILL IN	Title:	OWNER	
Size of Facility (sq.	ft.): NOT REQ'D	Type of Bu	_{siness:}	R FOOD
Materials used in In	dustrial Process (Indus	trial Businesses	Only): NOT REQUIRED	
Potential Urban run	off pollutants generated	_{I:} NOT REQUI	RED	
Expected non-rain v		conditioners condensat	ion, excess irrigation, filter backwa	sh, etc.):
LICT DETAIL OR		tion of Busines	s Activity	
LIST KETAIL OR	FOOD SALES		-	
	R FOOD SALES ies is your business cor	nducting? Check a	any that apply	
		nducting? Check a	any that apply □ Showroom	□Retail
What type of activiti	ies is your business cor □Distribution	_		□Retail
What type of activiti ☐ Manufacturing	ies is your business cor □Distribution alty of perjury under the la	☐ Office Work Declaration		
What type of activition Manufacturing I declare under penal correct to the best of	ies is your business cor □Distribution alty of perjury under the la f my knowledge.	☐ Office Work Declaration ws of California th	☐ Showroom at the above information is t	
What type of activition Manufacturing I declare under penal correct to the best of	ies is your business cor □Distribution alty of perjury under the la	☐ Office Work Declaration ws of California th	☐ Showroom at the above information is t	rue and
What type of activition Manufacturing I declare under penal correct to the best of	ies is your business cor □Distribution alty of perjury under the laft my knowledge.	☐ Office Work Declaration ws of California th	☐ Showroom at the above information is t	rue and
What type of activities Manufacturing I declare under penal correct to the best of Signature	ies is your business cor □Distribution alty of perjury under the laf my knowledge.	☐ Office Work Declaration ws of California th Title OWNER or City Use Only	☐ Showroom at the above information is t	rue and <mark>FILL IN</mark>



City of Oceanside Financial Services Department

License #	!

- **A. Permit Required**: A home occupation in an A, O, MHP or R district shall require a business license, obtain by filing a completed application form with the Business License Office. A permit shall be issued upon determining that the proposed home occupation complies with the requirements of this section.
- B. Contents of Application: An application for a home license shall contain:
 - The name, address, and telephone number of the applicant.
 - A completed description of the proposed home occupation, including amount and location of floor space occupied, provision for storage of materials, number and type of vehicles used, and provisions for parking.

C. Required Conditions and Regulations for a Home Occupation:

- 1. A home occupation shall be conducted entirely within a building (which the exception of a Horticulture Limited use), and the combination of the office, workspace and storage space shall occupy no more than 400 square feet of floor area (with the storage space not the exceed 200 square feet of floor area). No outdoor storage, or storage in required garage parking areas, shall be permitted. The amount and type of flammable, hazardous or toxic materials stored on-site, in conjunction with a home occupation, shall not be in excess of the amount normally found in the district.
- 2. The existence of a home occupation shall not be apparent beyond the boundaries of the site. No use shall create noise, dust, vibration, smell, smoke, glare, electrical interference, fire hazard, or other hazard or nuisance to any greater or more frequent extent than that usually experienced in a district under the circumstances where no home occupation exist. All noise shall comply with the City's Noise Control Ordinance (Chapter 38 of the Code of the City of Oceanside)
- 3. No signage shall be permitted.
- 4. No one other than the 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.
- 5. No kilns exceeding 10 cubic feet in size shall be permitted, and a home occupation shall comply with the performance standard prescribed by Section 3026.



City of Oceanside Financial Services Department

- 6. No more than one truck with the maximum capacity of one ton incidental to a home occupation shall be kept on the site. No signage identifying the existence of the home occupation shall be permitted on the vehicle.
- 7. The number of parking spaces available to a dwelling unit housing a home occupation shall not be reduced to less than two. At the minimum, a two-car garage with minimum dimensions of 20 feet by 19 feet shall be provided for the parking of vehicles (two 10-foot by 19-foot parking spaces). Materials and goods shall not be stored, and no permanent work area work bench or structures shall be built, within the required garage parking area.
- 8. A home occupation shall not create pedestrian, automobile, or truck traffic in excess of the normal amount in the district.
- 9. The delivery of materials, goods, or products to and from the location of a home occupation shall be limited to the hours of 7:00 am. to 7:00 pm., with the exception of newspaper deliveries.
- 10. The size of delivery vehicles used in conjunction with the delivery of materials, goods, or products to and from the location of a home occupation shall be limited to a single unit truck with a maximum of 28-foot length and a maximum gross vehicles weight of 24,000 pounds.
- 11. No motor vehicle repair, beauty shop, barber shop, retail sales or any regulated use shall be permitted. A home occupation shall not include any space open to multiple business visitors, customers, or clients, and there shall be no advertising of the address of the home occupation that results in attracting persons to the premises.

The license for a home occupation that is not operated in compliance with these regulations shall be revoked by the Business License Inspector, with the concurrence of the Building Director and the City Manager after 30 days written notice unless the home occupation is altered to comply.

I have read and understand the "Home Occupation Regulations" and agree to comply with all the regulations as stated. I understand that the Business License is subject to revocation if any of the "Home Occupation Regulations" are violated.

Business N	lame: _	VENDOR FILL IN	<u> </u>
Signature:	VENDOR FILL IN		
· ·		FILL IN	



D

City of Oceanside Financial Services Department

Compete all of the following information. Please Print:

If you do not have a permit from the San Diego County Department of Environmental Health, Hazardous Materials Division, please answer the following questions:

1.	Yes 🔲	No 🔀	Is your business type listed on the reverse side of this form?
2.	Yes 🔲	No 🔀	Will your business dispose of Hazardous Substances* in any amount?
3.	Yes 🔲	No 🔀	Will your business dispose of Medical Wastes in any amount?
4.	Yes 🗌	No 🔀	Will your business store or handle Hazardous Substances in quantities equal to or greater than 55 gallons, 500 pounds, or 200 cubic feet of compressed gas?
5.	Yes 🔲	No 🔀	Will your business use an existing, or install an underground storage tank?
6.	Yes 🗌	No 🔀	Will your business use or install Hazardous Waste Tank System? (Title 22, Article 10)
7.	Yes 🔲	No 🔀	Will your business store petroleum in tanks or containers at our facility with storage capacity equal to or greater than 1.320 gallons?

* The definition of a hazardous substance and acutely hazardous material can be obtained by contacting the Duty Specialist for the San Diego Hazardous Materials Division. If you have any questions regarding hazardous materials, permits, etc., you may contact the Duty Specialist at 858-505-6661.

If you answered "Yes" to any of the questions above, you will need a permit from the Hazardous Materials Division.

Please return this form along with your Business License Application.



City of Oceanside Financial Services Department

List of Businesses Which Require Review and Approval From the County Hazardous Materials Division

AEROSPACE

Aerospace Industry Aircraft Maintenance Aircraft Manufacturing

AUTOMOTIVE

Battery Manufacturing/Recycling

Boat Yard Car Wash

Dealership Maintenance/Paint

Machine Stop Painting Radiator Shop

Rental Yard Equipment

Repair Preventive Maintenance

Repair, Major Overhaul Transportation Services Wrecking and Recycling

CHEMICAL HANDLING

Agricultural Supplier/Distributor

Chemical Manufacturer

Chemical Supplier/Distributor

Coating/Adhesives

Compresses Gas Supplier/Distributor

Dry Cleaning

Fiberglass/Resin Application

Gas Station

Industrial Laundry

Laboratory

Laboratory Supplier/Distributor

Oil and Fuel Bulk Supply Pesticide Operator/Distributor

Photographic Processing Pool Supplies/Maintenance

Printing/Blue Printing

Road Coatings Swimming Pool

Toxic Gas Handlers

Toxic Gas Manufacturing

ELECTRONICS

Electronic Assembly and Sub-Assembly Electronic Components Manufacturing Printed Circuit Board Manufacturing

METAL WORKING

Anodizing

Chemical Milling/Etching

Finish Coating/Painting

Flame Spraying

Foundry

Lathes, Mills

Machine Shop-Drilling/Lathes/Mills

Metal Plating

Metal Prepping/Chemical Coating

Precious Metal Recovery

Sand Blasting/Grinding

Steel Fabricator

Wrought Iron Manufacturing

OTHERS AND MISCELLANEOUS

Asphalt Plant

Acupuncture Office

Biotechnology/Research

Chiropractic Office

Co-Generation Plan

Dental Clinic/Office

Dialysis Centers

Emergency Generator Tank System Frozen Food Processing Facility

Government Agency using Hazardous Materials

Hazardous Waste Hauler

Hospital/Convalescent Home

Laboratory/Biological Lab

Medical Clinic/Office

Nitrous Oxide (NOx) Control System

Pharmaceuticals

Public Utility

Refrigeration System

Rock Quarry

Ship Repair/Construction Telecommunication Cell Site Veterinary Clinic/Hospital

Wood Furniture Manufacturing/Refinishing

The above list includes businesses which typically use, store, handle and dispose of hazardous substances. Any business not included on this list which stores, handles, uses, or disposes of hazardous substances may still require a permit from the Hazardous Materials Division. If you have any questions, contact the Duty Specialist at 858-505-6661.



BUSINESS LICENSE APPLICATION

City of Oceanside Financial Services Department

Please make checks payable to City of Oceanside INCOMPLETE APPLICATIONS WILL NOT BE PROCESSED

PLEASE INDICATE:

 \square New Business

□Additional Location

□Change of Owners □Change of Address

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□Add/Change Business Description

□Home Occupation

□No Longer in Business

	BUSINES	SS INFORMAT	ION		
MAILING ADDRE	SS:		BUS	INESS LOCATIO	N:
Business Name:		Business Ad	dress:		
In care of:		(NO PO BOX)	NUMBER	STREET	SUITE NO.
		Des Dhana	CITY	STATE	ZIP
Mail Address:	SUITE NO.				
CITY STA	TE ZIP	Corp. Name	:	Phone	#:
City Start Date	State ID				
Hrs. of Operation	Fed ID		ABC License #_		☐ Partnership☐ Corporation☐
# Of Employees	Seller's Permit		Contractor #/Cla	ass	LLC
Property Owner/Management Co	:				
Address of Owner/Management 0	Co:				
Phone Number of Owner/Manage	ement Co:				
Business activity must be desc	ribed in detail:				
SIZE OF FACILITY (sq. ft.)					
		P INFORMATI	ON		
Owner/Pres:		Owner/Pres:			
Home Address:	SUITE NO.	Home Addres		REET	SUITE NO.
CITY	STATE ZIP		CITY	STATE	 ZIP
Email:		Email:			
Home/Cell Phone: ()				D' (I D (
SSN: Birth Da				Birth Date: _Issuing State_	
DLπ 1330	iiig Gtate	DL#		_ issuing State_	
Bid Amount: _		Foos			
Bid Amodnt					
	DECL	ARATIONS			
I certify that in the performance of any to become subject to the Worker's Cor shall forthwith comply with the provisio California that the above information is	business activities for whi mpensation laws of Califo n of section 3700 of the I	ich this license is is ornia. If I should be abor code. I furthe	ecome subject to to receive the come subject to the come subject t	the Worker's Comp	pensation laws I
TITLE	SI	IGNATURE		DATE	
***************************************				Ditte	
	ı	_icense No. BL			

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URBAN RUNOFF INFORMATION

City of Oceanside Water Utilities Department

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		Reason for Submitta	al	
☐ Ne	w Business		Change of Information	on
	Si	te and General Inform	ation	
Date:	Stand	dard Industrial Classificatio	on (SIC) Code:	
Business Name:		P	hone:	
Business Address:				
		Title:		
Size of Facility (sq. ft.):		Type of Busine	ess:	
Materials used in Indus	strial Process (Inc	dustrial Businesses Only	/):	
Potential Urban runoff	pollutants genera	ated:		
Expected non-rain wate	er discharges (i.e.	air conditioners condensation, e	excess irrigation, filter backw	ash, etc.):
	Brief Desc	cription of Business A	ctivity	
What type of activities	is your business	conducting? Check any th	hat apply	
□Manufacturing	□Distribution	☐ Office Work	☐ Showroom	□Retail
I declare under penalty correct to the best of my		Declaration ne laws of California that th	ne above information is	true and
Signature		Title	Date	
		For City Use Only		
Business Lic#:	S.I.C	:Business Type	e: Industrial	Туре:
□Recorded By:				



City of Oceanside Financial Services Department

License	#	

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- 2. The existence of a home occupation shall not be apparent beyond the boundaries of the site. No use shall create noise, dust, vibration, smell, smoke, glare, electrical interference, fire hazard, or other hazard or nuisance to any greater or more frequent extent than that usually experienced in a district under the circumstances where no home occupation exist. All noise shall comply with the City's Noise Control Ordinance (Chapter 38 of the Code of the City of Oceanside)
- 3. No signage shall be permitted.
- 4. No one other than the 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.
- 5. No kilns exceeding 10 cubic feet in size shall be permitted, and a home occupation shall comply with the performance standard prescribed by Section 3026.



City of Oceanside Financial Services Department

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I have read and understand the "Home Occupation Regulations" and agree to comply with all the regulations as stated. I understand that the Business License is subject to revocation if any of the "Home Occupation Regulations" are violated.

Business Name:	
Signature:	
Date:	



City of Oceanside Financial Services Department

Compete all of the following information. Please Print:

Name of Business (DBA)
Date
City of Oceanside Business License Number
If you currently have permit with the San Diego County Department of Environmental Health, Hazardous Materials Division, you do not need to complete the remainder of this form. Please indicate your "UPFP" number:
Unified Program Facility Permit (UPFP) #
If you do not have a permit from the San Diego County Department of Environmental Health, Hazardous Materials Division, please answer the following questions:
1. Yes No Is your business type listed on the reverse side of this form?
2. Yes No Will your business dispose of Hazardous Substances* in any amount?
3. Yes No Will your business dispose of Medical Wastes in any amount?
4. Yes No Will your business store or handle Hazardous Substances in quantities equal to or greater than 55 gallons, 500 pounds, or 200 cubic feet of compressed gas?
5. Yes No Will your business use an existing, or install an underground storage tank?
6. Yes No Will your business use or install Hazardous Waste Tank System? (Title 22, Article 10)
7. Yes No Will your business store petroleum in tanks or containers at our facility with storage capacity equal to or greater than 1,320 gallons?
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City of Oceanside **Financial Services Department**

List of Businesses Which Require Review and Approval From the County Hazardous Materials Division

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Aerospace Industry Aircraft Maintenance Aircraft Manufacturing

AUTOMOTIVE

Battery Manufacturing/Recycling

Boat Yard Car Wash

Dealership Maintenance/Paint

Machine Stop Painting

Radiator Shop

Rental Yard Equipment

Repair Preventive Maintenance

Repair, Major Overhaul Transportation Services Wrecking and Recycling

CHEMICAL HANDLING

Agricultural Supplier/Distributor

Chemical Manufacturer

Chemical Supplier/Distributor

Coating/Adhesives

Compresses Gas Supplier/Distributor

Dry Cleaning

Fiberglass/Resin Application

Gas Station

Industrial Laundry

Laboratory

Laboratory Supplier/Distributor

Oil and Fuel Bulk Supply Pesticide Operator/Distributor

Photographic Processing Pool Supplies/Maintenance

Printing/Blue Printing

Road Coatings

Swimming Pool Toxic Gas Handlers

Toxic Gas Manufacturing

ELECTRONICS

Electronic Assembly and Sub-Assembly **Electronic Components Manufacturing** Printed Circuit Board Manufacturing

METAL WORKING

Anodizing

Chemical Milling/Etching

Finish Coating/Painting

Flame Spraying

Foundry

Lathes, Mills

Machine Shop-Drilling/Lathes/Mills

Metal Plating

Metal Prepping/Chemical Coating

Precious Metal Recovery

Sand Blasting/Grinding

Steel Fabricator

Wrought Iron Manufacturing

OTHERS AND MISCELLANEOUS

Asphalt Plant

Acupuncture Office

Biotechnology/Research

Chiropractic Office

Co-Generation Plan

Dental Clinic/Office

Dialysis Centers

Emergency Generator Tank System Frozen Food Processing Facility

Government Agency using Hazardous Materials

Hazardous Waste Hauler

Hospital/Convalescent Home

Laboratory/Biological Lab

Medical Clinic/Office

Nitrous Oxide (NOx) Control System

Pharmaceuticals

Public Utility

Refrigeration System

Rock Quarry

Ship Repair/Construction Telecommunication Cell Site

Veterinary Clinic/Hospital

Wood Furniture Manufacturing/Refinishing

The above list includes businesses which typically use, store, handle and dispose of hazardous substances. Any business not included on this list which stores, handles, uses, or disposes of hazardous substances may still require a permit from the Hazardous Materials Division. If you have any questions, contact the Duty Specialist at 858-505-6661.