



# City of San Marino

2200 Huntington Drive City Hall San Marino, CA 91108-2639

Attn: Planning and Building Department (626) 300-0700

Monday - Thursday 7:00am - 4:00pm; Friday 7:00am - 11:00am

City of San Marino

## BUSINESS LICENSE APPLICATION

Please Check One

- New Application
- Change of Owner
- Change of Address
- Change of Business Name
- Home Occupation



### OFFICE USE ONLY

#### Zoning

Business Lic. No. \_\_\_\_\_

Expiration Date \_\_\_\_\_

License Fee \$ \_\_\_\_\_

Total AMT. Paid \$ \_\_\_\_\_

Date Paid \_\_\_\_\_

Cash  Check

Check No. \_\_\_\_\_

Occ Permit \_\_\_\_\_

Notes \_\_\_\_\_

Business Name: \_\_\_\_\_

Business Location: \_\_\_\_\_  
(No P.O. Box)

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Same as above

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Business Phone: ( ) \_\_\_\_\_ Business Fax: ( ) \_\_\_\_\_

Email: \_\_\_\_\_

Description of Business/Scope of Work: \_\_\_\_\_

Ownership:  Corporation  Limited Liability Corp.  Partnership  Sole Proprietor  Trust

Resale No.: \_\_\_\_\_

Contractor License No.: \_\_\_\_\_ License Type(s): \_\_\_\_\_

Expiration Date: \_\_\_\_\_

State Tax I.D. No.: \_\_\_\_\_ Social Security/Federal I.D. No./TIN No.: \_\_\_\_\_

Enter below names of Owners, Partners, or Corporate Office - Use additional sheets as necessary

Owner Name: \_\_\_\_\_ Title: \_\_\_\_\_ Phone: ( ) \_\_\_\_\_  
 Home Address: \_\_\_\_\_ Cell: ( ) \_\_\_\_\_  
 Drivers License No.: \_\_\_\_\_  
 City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Owner Name: \_\_\_\_\_ Title: \_\_\_\_\_ Phone: ( ) \_\_\_\_\_  
 Home Address: \_\_\_\_\_ Cell: ( ) \_\_\_\_\_  
 Drivers License No.: \_\_\_\_\_  
 City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

#### In case of emergency, please contact

Name: \_\_\_\_\_ Title: \_\_\_\_\_ Phone: ( ) \_\_\_\_\_  
 Address: \_\_\_\_\_ Cell: ( ) \_\_\_\_\_

#### Alarm Company (If applicable)

Name: \_\_\_\_\_ Title: \_\_\_\_\_ Phone: ( ) \_\_\_\_\_  
 Address: \_\_\_\_\_ Lic. No. ( ) \_\_\_\_\_

I declare under penalty of perjury that the vehicles listed herein are owned or operated only by me or my employees as defined in SMCC 11.01.01.

	Vehicle License No. (s)	Make/Color
No. of Employees	1	
	2	
No. of Days	3	
	4	
No. of Vending Machines	5	
	6	
No. of Wheeled Vehicles	7	

Thank you for doing business in the City of San Marino

Base Fee	\$
Additional Fees	\$
Employee Fee	\$
Vending Machine Fee	\$
Vehicle Fee	\$
Fee	\$
Penalty	\$
Casp Fee	\$4
Other	\$
	\$
Total Amount Due	\$

I declare under penalties of perjury that this application has been examined by me and to the best of my knowledge and belief is a true, correct and complete statement of facts

Signature of the Owner or Officer: \_\_\_\_\_ Title: \_\_\_\_\_ Date: \_\_\_\_\_

Return entire application form to above address and make check payable to the City of San Marino

# SAN MARINO BUSINESS LICENSE FEE SUMMARY

THIS CHART SHOULD BE USED FOR DETERMINATING THE BUSINESS LICENSE FEE FOR ALL BUSINESSES OR INDIVIDUALS DOING BUSINESS IN SAN MARINO, EXCLUDING REAL ESTATE BROKERS AND AGENTS.

WHOLESALE or RETAIL SALES - EATING ESTABLISHMENTS - PROFESSIONAL SERVICES	CONTRACTORS																																								
<p>Total Number of Employees (2 part-time employees equal 1 full-time employee). Requires Certificate of Occupancy for all businesses and San Marino relocated businesses.</p> <table style="width: 100%;"> <tr><td>4 or fewer employees</td><td style="text-align: right;">\$50.00</td></tr> <tr><td>5-10 employees</td><td style="text-align: right;">\$75.00</td></tr> <tr><td>11-20 employees</td><td style="text-align: right;">\$100.00</td></tr> <tr><td>21-30 employees</td><td style="text-align: right;">\$150.00</td></tr> <tr><td>31 or more employees</td><td style="text-align: right;">\$200.00</td></tr> </table>	4 or fewer employees	\$50.00	5-10 employees	\$75.00	11-20 employees	\$100.00	21-30 employees	\$150.00	31 or more employees	\$200.00	<table style="width: 100%;"> <tr><td>Building -- "A" or "B"</td><td style="text-align: right;">\$200.00</td></tr> <tr><td>Electrical -- "C-10"</td><td style="text-align: right;">\$200.00</td></tr> <tr><td>Landscape -- "C-27"</td><td style="text-align: right;">\$100.00</td></tr> <tr><td>Painting -- "C-33"</td><td style="text-align: right;">\$100.00</td></tr> <tr><td>Plumbing -- "C-36"</td><td style="text-align: right;">\$200.00</td></tr> <tr><td>Classifications -- "C15, 17, 55, 61"</td><td style="text-align: right;">\$100.00</td></tr> <tr><td>All other classifications</td><td style="text-align: right;">\$200.00</td></tr> </table> <p>Vehicle Fees: Required for any vehicle used in the conduct of business in San Marino. 2 Vehicles (up to 4 with proof of Worker's Compensation Policy) No Extra Charge</p> <p>Additional Vehicles \$25.00 each</p>	Building -- "A" or "B"	\$200.00	Electrical -- "C-10"	\$200.00	Landscape -- "C-27"	\$100.00	Painting -- "C-33"	\$100.00	Plumbing -- "C-36"	\$200.00	Classifications -- "C15, 17, 55, 61"	\$100.00	All other classifications	\$200.00																
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<table style="width: 100%;"> <tr><td>Gardener (Includes yourself, 1 vehicle)</td><td style="text-align: right;">\$35.00</td></tr> <tr><td>Each additional employee/vehicle is</td><td style="text-align: right;">\$25.00</td></tr> <tr><td>Estate Sales/Auction Companies</td><td style="text-align: right;">\$100.00/day</td></tr> <tr><td>Pest Control (4 Vehicles)</td><td style="text-align: right;">\$100.00</td></tr> <tr><td>Transport for Hire (excluding cab service)</td><td style="text-align: right;">\$100.00</td></tr> <tr><td>Taxicab Service</td><td style="text-align: right;">\$12.00 per car operating at a city taxi stand</td></tr> <tr><td>Refuse Collection</td><td style="text-align: right;">\$250.00 plus Wheeled Vehicle Fee</td></tr> <tr><td>Theater</td><td style="text-align: right;">\$250.00</td></tr> <tr><td>Video/Vending Machine</td><td style="text-align: right;">\$5.00 per machine</td></tr> <tr><td>Fortune Teller</td><td style="text-align: right;">\$50.00</td></tr> <tr><td>Home Occupations</td><td style="text-align: right;">\$50.00</td></tr> <tr><td>Handyman (less than \$500/job) (1 Vehicle)</td><td style="text-align: right;">\$50.00</td></tr> <tr><td>Pawn Broker</td><td style="text-align: right;">\$400.00</td></tr> <tr><td>Pool Cleaning (1 Vehicle)</td><td style="text-align: right;">\$50.00</td></tr> <tr><td>Special Advertising</td><td style="text-align: right;">\$50.00</td></tr> </table>	Gardener (Includes yourself, 1 vehicle)	\$35.00	Each additional employee/vehicle is	\$25.00	Estate Sales/Auction Companies	\$100.00/day	Pest Control (4 Vehicles)	\$100.00	Transport for Hire (excluding cab service)	\$100.00	Taxicab Service	\$12.00 per car operating at a city taxi stand	Refuse Collection	\$250.00 plus Wheeled Vehicle Fee	Theater	\$250.00	Video/Vending Machine	\$5.00 per machine	Fortune Teller	\$50.00	Home Occupations	\$50.00	Handyman (less than \$500/job) (1 Vehicle)	\$50.00	Pawn Broker	\$400.00	Pool Cleaning (1 Vehicle)	\$50.00	Special Advertising	\$50.00	<table style="width: 100%;"> <tr><td>1 Vehicle</td><td style="text-align: right;">\$50.00</td></tr> <tr><td>2-3 Vehicles</td><td style="text-align: right;">\$100.00</td></tr> <tr><td>4-6 Vehicles</td><td style="text-align: right;">\$150.00</td></tr> <tr><td>7-10 Vehicles</td><td style="text-align: right;">\$200.00</td></tr> <tr><td>More than 10 Vehicles</td><td style="text-align: right;">\$250.00</td></tr> </table> <p>Vehicle stickers are required for each vehicle to be used in the City of San Marino. Provide vehicle license plate information on other side of this form.</p>	1 Vehicle	\$50.00	2-3 Vehicles	\$100.00	4-6 Vehicles	\$150.00	7-10 Vehicles	\$200.00	More than 10 Vehicles	\$250.00
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## PROOF OF WORKERS' COMPENSATION INSURANCE

(State law requires that this section must be completed before a business license can be issued)

- o The certificate of workers compensation insurance for the above named business is on file at the address listed on the reverse side.
- o The certificate of workers compensation insurance for the named business is attached.
- o I certify that in the performance for work for which this license is issued I shall not employ any person in any manner so as to become subject to the workers compensation laws of California.

**NOTE:** If after signing the certificate, you hire any employee, you become subject to the workers' compensation provisions of the California Labor Code, and you must immediately comply with the provisions of Section 3700 or your license immediately becomes revoked.

Signature of Owner or Officer \_\_\_\_\_ Date \_\_\_\_\_

## HOME OCCUPATIONS

Individuals residing in the City may undertake business activities within the residential dwelling unit, provided all of the following provisions are complied with:

- A. The street address of the residential unit shall not be advertised as the location of the business activity.
- B. With the expectation of tutoring of no more than two (2) individuals at a time or giving of music lessons to more than two (2) individuals at one time, no clientele shall be permitted at the residential unit.
- C. No goods or materials shall be delivered to the residential unit in conjunction with the business activity.
- D. No warehousing or storing of any materials or goods in connection with the business activity shall be allowed at the residential unit.
- E. No manufacturing of goods shall take place at the residential unit.
- F. The use is permitted in the R-1 Use Zone.

Every individual conducting a home occupation and complying with the requirements herein shall pay an annual fee of fifty dollars (\$50.00). (Ord. 948, 11-16-88)