



CITY OF SAN LEANDRO

Finance Department
835 East 14th Street, San Leandro, California 94577
(510) 577-3468 or 577-3392

HOME OCCUPATION

Business License Fee

See Fee Schedule

BUSINESS LICENSE APPLICATION

PLEASE TYPE OR PRINT WITH PEN		OFFICIAL USE ONLY													
Business Name _____ Corporate Name _____ <small>(if applicable)</small> Business Location _____ <small>(Cannot be P.O. Box per State of California Business & Professions Code-Section 17538.5)</small> Mailing Address _____ Phone No. _____ Alt. No. _____ Email Address _____ Description of Business _____ Ownership <input type="checkbox"/> Corporation <input type="checkbox"/> Corp-Ltd Liability <input type="checkbox"/> Partnership <input type="checkbox"/> Sole Proprietor <input type="checkbox"/> Trust		Business License No. _____ APN# _____ <input type="checkbox"/> New Application <input type="checkbox"/> Change Bus. Start Date in San Leandro _____ State Sales Tax No. _____ Federal ID No. (IRS) _____ State ID No. (EDD) _____ State Contractor Lic. No. _____ Expire Date _____													
Enter below names of Owners, Partners, or Corporate Officers (attach additional sheet, if necessary)															
1st Owner Name _____ Title _____ Soc. Sec. No. _____ Home Address _____ Home Phone No. _____ <small>(Cannot be P.O. Box)</small> Cell / Pager No. _____															
2nd Owner Name _____ Title _____ Soc. Sec. No. _____ Home Address _____ Home Phone No. _____ <small>(Cannot be P.O. Box)</small> Cell / Pager No. _____															
In case of emergency, please contact (attach additional sheet, if necessary)															
Contact Name _____ Phone No. _____ Address _____ Cell/Pager No. _____															
<ul style="list-style-type: none"> • Have you filed a Fictitious Business Name Statement? <input type="checkbox"/> Yes <input type="checkbox"/> No Date of Filing: _____ • If business is being purchased, please complete the following: Seller's Business Name: _____ Seller's Bus. Lic. #: _____ 		Property Management													
		Name _____ Address _____ City, State, Zip _____ Phone No. _____													
Property Owner		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 www.rehab.cahwnet.gov - The California Commission on Disability Access at www.cdda.ca.gov .													
Name _____ Address _____ Phone No. _____ Property Owner Signature _____ Date _____															
CERTIFICATION AND ACKNOWLEDGEMENT I declare under penalty of perjury that the statements made in this application are true. I further agree that business shall be conducted in accordance with the San Leandro Municipal Code. I understand that the filing of this application and payment of fees does not entitle me to commence or carry on any business in the City of San Leandro until said Business License is approved and issued. Upon issuance of a Business License, it shall be my responsibility to renew the license annually by January 31st.		<input type="checkbox"/> Other <input type="checkbox"/> # of Owners _____ PLUS # of Employees _____ = # 													
SIGN HERE → _____ Signature of Owner or Representative Title _____ Date _____		<table border="1" style="width: 100%; border-collapse: collapse;"> <tr><td style="width: 60%;">Base Fee <small>(required for each license)</small></td><td style="width: 40%; text-align: right;">\$ _____</td></tr> <tr><td>Unit Fee \$ _____ x _____</td><td style="text-align: right;">\$ _____</td></tr> <tr><td>Zoning Fee</td><td style="text-align: right;">\$ _____</td></tr> <tr><td>BID Fee (if Applicable)</td><td style="text-align: right;">\$ _____</td></tr> <tr><td>State CASp Fee</td><td style="text-align: right;">\$ 1.00</td></tr> <tr><td>TOTAL AMOUNT DUE</td><td style="text-align: right;">\$ _____</td></tr> </table>		Base Fee <small>(required for each license)</small>	\$ _____	Unit Fee \$ _____ x _____	\$ _____	Zoning Fee	\$ _____	BID Fee (if Applicable)	\$ _____	State CASp Fee	\$ 1.00	TOTAL AMOUNT DUE	\$ _____
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Zoning Fee	\$ _____														
BID Fee (if Applicable)	\$ _____														
State CASp Fee	\$ 1.00														
TOTAL AMOUNT DUE	\$ _____														
		RETURN APPLICATION IN PERSON TO ABOVE ADDRESS AND MAKE CHECK PAYABLE TO CITY OF SAN LEANDRO. <i>Thank you for doing business in the City of San Leandro.</i>													
• PLEASE COMPLETE REVERSE SIDE OF THIS APPLICATION •															

CITY OF SAN LEANDRO

Planning Services Division, Community Development Department
(510) 577-3325

Home Occupation Fee
see fee schedule

HOME OCCUPATION SUPPLEMENTAL INFORMATION

MUST BE SUBMITTED IN PERSON FOR APPROVAL

1. How many people, including yourself, will be employed or assist with the home occupation, either on-site or off-site? _____
2. How many employees or assistants are residents of the premises? _____
3. How many employees or assistants will report to a job site elsewhere? _____
4. What days of the week and hours of the day will you devote to the home occupations? (check all that apply):
 Sun Mon Tue Wed Thu Fri Sat Hours: _____
5. What equipment and/or materials will be used at home in connection with the home occupation? (please, specifically list all tools, products, chemicals and inventory): _____

6. What equipment and/or materials will be used on a job site elsewhere? (please, specifically list all tools, products, chemicals and inventory): _____

7. Where will you store the equipment and/or materials when they are not being used? _____

8. Will the use of equipment at home result in any noise, vibration, odor or other nuisance? Yes No
 If "Yes", please describe: _____

9. Will the home occupation involve the use of any motor vehicles? Yes No
 If "Yes", please describe: _____
10. What kind of traffic (vehicular or pedestrian) will result from the home occupation? Please describe in detail, including vehicles to be used, by whom and for what purpose: _____

11. Approximately how many round-trips per week will the home occupation generate? _____
12. What hours of the day will the round-trips occur? _____
13. Approximately how many deliveries and/or pick-ups per week will occur at your home? _____
14. Please describe all methods of advertising or soliciting business you plan to employ: _____
15. Please explain why you propose to use your home for this activity rather than a non-residential site?

16. What room(s) of the house will be used for the home occupation? _____
17. What are the dimensions of the space(s) that will be used? _____ Feet by _____ Feet
18. What is the overall square footage of the residence? _____
19. Will the home occupation activity or equipment occupy a parking space on the property? Yes No
 If "Yes", how many spaces? _____

Please describe the proposed home occupation below:

OFFICIAL USE ONLY

Staff Comments _____

Zoning District _____
Home Occupation # _____
 Approved Date: _____
 Denied Date: _____
By: _____



CITY OF SAN LEANDRO

Community Development Department • Planning Services
835 East 14th Street • San Leandro, CA 94577
(510) 577-3325 • www.sanleandro.org

**HOME OCCUPATION
PERMIT AGREEMENT**

Applicants – Please sign this form and return it with your completed application.

With the granting of this Home Occupation Permit from the City of San Leandro, I hereby agree to the following required conditions:

1. No one other than a 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.
2. There shall be no interior or exterior activity related to the home occupation inconsistent with or interfering with residential use of the property or detrimental to property in the vicinity.
3. A home occupation shall be conducted entirely within a building and shall occupy no more than the lesser of 500 square feet or 25 percent of the floor area. No outdoor storage of materials or supplies shall be permitted in conjunction with the home occupation.
4. The existence of a home occupation shall not be apparent beyond the boundaries of the site, and no home occupation shall involve the use of a sign.
5. A home occupation shall comply with the performance standards prescribed by Section 4-1670, provided that no noise shall be perceptible at or beyond the property line.
6. A home occupation shall not create pedestrian, automobile, or truck traffic detrimental to property in the vicinity. All deliveries of materials related to a home occupation shall be by the U.S. Postal Service or similar carrier, or by means of vehicles customarily kept on the site by the permit holder or family members.
7. A home occupation shall not result in a reduction or elimination of any required parking space.
8. Any vehicle or vehicles used by the applicant in conjunction with the home occupation or with any related business activity shall be parked in a manner so as not to be visible from a public street. This limitation shall not apply to standard passenger vehicles or trucks and vans of 3/4-ton or less in size, so long as no advertising of the home occupation or any related business activity (except that required by law) is displayed in or upon such vehicles.
9. No advertising of the home occupation (including business cards) shall include the applicant's address.

Other conditions imposed by staff: _____

I (We) have read and understand the requirements of a Home Occupation as outlined in Section 2-514 of the City of San Leandro Zoning Code. I (We) understand that operating a home occupation that is not in compliance with Section 2-514 shall be grounds for revocation of the permit. I (We) also understand that this approval may not be transferred to another person or address unless a new application therefore is filed and approved.

The permit for a home occupation that is not operated in compliance with these regulations shall be revoked by the Zoning Enforcement Official after 30 days' written notice, unless the home occupation is altered to comply.

Signature of Applicant _____ Date _____

Property Address and Zone: _____

Proposed Home Occupation: _____



2014-2015 BUSINESS LICENSE FEE COMPUTATION SCHEDULE

FINANCE DEPARTMENT (510) 577-3392 or 577-3468

All businesses are required to pay a Base Fee of \$121.60 plus a Unit Fee, or a Flat Annual Fee of \$121.60 or \$609.00 based on business classifications listed in the table below. Effective 1/1/2013, the State CASp (Certified Access Specialist) fee of \$1 is also required for all businesses.

To calculate the Unit Fee, multiply the number of unit(s) (e.g., each owner and each employee) by the unit fee rate for your business classification. **No business shall be deemed as having less than one unit unless specified flat fee.**

The penalty for a delinquent license is 50% of the business license fee or \$50, whichever is greater, for the first 30 - 90 days overdue. Delinquencies of 90 days or more will be 100% or \$100, whichever is greater.

All business licenses expire on December 31st each year and must be renewed annually.

Business Classification		Base Fee	Unit Fee Rate	Unit Fee Basis	State CASp Fee
01	Retail	\$121.60	\$36.50	x Per Each Owner & Each Employee	\$1.00
02	Wholesale	\$121.60	\$36.50	x Per Each Owner & Each Employee	\$1.00
03	Manufacturing	\$121.60	\$36.50	x Per Each Owner & Each Employee	\$1.00
04	Peddler/Solicitor	\$121.60	\$36.50	x Per Each Owner & Each Employee	\$1.00
05	Service	\$121.60	\$73.10	x Per Each Owner & Each Employee	\$1.00
06	Professional	\$121.60	\$91.40	x Per Each Owner & Each Employee	\$1.00
07	Contractor	\$121.60	\$73.10	x Per Each Owner & Each Employee	\$1.00
08	Recreation/Entertainment	\$121.60	\$73.10	x Per Each Owner & Each Employee	\$1.00
09	Residential Property Rental	\$121.60	\$11.00	x Per Each Unit or Space	\$1.00
10	Non-Residential Property Rental	\$121.60	\$18.20	x Per 1,000 Square Feet	\$1.00
11	Dance Hall	\$609.00	N/A	Flat/Annual	\$1.00
12	Automobile Wrecking	\$609.00	N/A	Flat/Annual	\$1.00
13	Christmas Tree/Pumpkin Patch	\$609.00	N/A	Flat/Annual	\$1.00
14	Commercial Advertising	\$609.00	N/A	Flat/Annual	\$1.00
15	Fortune Telling	\$609.00	N/A	Flat/Annual	\$1.00
16	Second Hand Dealer/Junk Collector	\$609.00	N/A	Flat/Annual	\$1.00
17	Pawnbroker	\$609.00	N/A	Flat/Annual	\$1.00
18	Itinerant Merchant	\$121.60	\$37.70	Flat/Weekly	\$1.00
19	Carnival	\$121.60	\$219.10	Flat/Daily	\$1.00
20	Coin Operated Devices	\$121.60	\$1.10	x Per \$1,000 of Gross Receipts	\$1.00
21	Public Utilities	\$121.60	\$36.50	x Per Each Owner & Each Employee	\$1.00
22	Miscellaneous	\$121.60	\$36.50	x Per Each Owner & Each Employee	\$1.00
23	Bingo	\$121.60	N/A	Flat/Annual	\$1.00
24	Waste Disposal Site	\$121.60	\$1.64	x Per Ton	\$1.00
25	Towing	\$121.60	\$1.10	x Per \$1,000 of Gross Receipts	\$1.00
26	Firearms Dealer	\$121.60	\$3.70	x Per \$ 100 Gross Receipts Of Concealable Weapons And Ammunition	\$1.00
27	Parking Lot	\$121.60	\$36.50	x Per Parking Space	\$1.00

Number of employees shall mean and include the total number of full time and part time employees engaged or to be engaged within this City during the license period whether as owner, partner, spouse or employee, and any others who may work without compensation.

Gross Receipts shall include the total of amounts actually received or receivable from all sales and services in San Leandro.

FEE CALCULATION WORKSHEET

1. Base Fee of \$121.60, or a Flat Annual Fee of \$121.60 or \$609.00 - based on business classification	\$	121.60 or \$609.00
2. Number of Unit (s) _____ X \$ _____	+	_____
(Enter \$0 if a flat annual fee)		
** 3. Total Business License Fee	=	_____
4. State CASp (Certified Access Specialist) fee - effective 1/1/13	+	\$ 1.00
5. Penalty (if applicable)	+	_____
6. Zoning Fee (required if located in San Leandro)	+	_____
7. Total Fees	\$	=====

1. Enter your **Base Fee** or **Annual Fee** based on your business classification:
 - \$121.60 (flat/annual) for Bingo
 - \$609.00(flat/annual) for Dance Hall, Automobile Wrecking, Christmas Tree/Pumpkin Patch, Commercial Advertising, Fortune Telling Second-Hand Dealers and Pawnbrokers
 - \$121.60 (base fee) for all other classifications

2. Multiply the number of units (e.g., each owner and each employee) by the unit fee rate for your business classification to get your **Unit Fee (no business shall be deemed to have less than 1 (one)-unit fee unless specified flat fee)**.

Number of Employees: Shall mean and include the total number of full time and part time employees engaged or to be engaged within this City in the applicant’s business during the license period, whether as owner, partner, spouse or employee, and any others who may work without compensation.

Gross Receipts: Shall include the total of amounts actually received or receivable from all sales and services in San Leandro.

** ***For Businesses commencing after June 30,*** except for business categories Coin-Operated Devices, Towing, and Waste Disposal Site, the license fee shall be reduced by one-half.

3. Add lines 1 and 2 for **Total Business License Fee**.

5. Calculate **Penalty** (if applicable): The penalty for a delinquent license is 50% of the business license fee for the first 30 – 90 days overdue. Delinquencies of 90 days or more will be 100% of the business license fee.

6. Include **Zoning Fee** (if applicable): A zoning application and fee are required if the business is located in San Leandro. Commercial zoning application fee is **\$109** and Home Occupation Permit fee is **\$76**. Change of ownership fees are **\$33**. You are required to submit property owner’s signature or a copy of the first page showing the address and the signed signature page from the commercial rental agreement. **Zoning application must be submitted in person for approval.** Zoning questions please call (510) 577-3325.

7. Add lines 3, 4, 5 and 6 for **Total Fees**. Please make your check payable to the City of San Leandro.

If you have any questions regarding your business license fee, please contact the City’s Finance Department at (510) 577-3468 or 577-3392.