



**City of Encinitas**  
 505 S. Vulcan Avenue, Encinitas, CA 92024  
 (760) 633-2606 · [www.cityofencinitas.org](http://www.cityofencinitas.org)

Revised 6/09

## **BUSINESS REGISTRATION APPLICATION**

**\$35 Processing Fee, payable to the City of Encinitas with completed application**

**PLEASE PRINT. Complete all sections in detail to avoid delayed processing. See reverse side for more information.**

Check if Applicable:     Residential/ Home Based (\*read & sign reverse)                       Non-Profit (exempt from fees; attach proof)

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

Business Address: \_\_\_\_\_  
(Cannot be a PO Box, PMB #, or Mailbox Etc, type #)

Mailing Address: \_\_\_\_\_  
(if different from above)

Business Phone: (\_\_\_\_\_) \_\_\_\_\_                      FAX: (\_\_\_\_\_) \_\_\_\_\_

Email Address: \_\_\_\_\_ (will not be sold or used for purposes other than City business)

Business Description: \_\_\_\_\_

Ownership Type:     LLC                       Corporation                       Partnership                       Sole Proprietor                       Trust

### **OWNER OR CORPORATE OFFICER INFO (attach additional information as needed)**

Owner/Officer Name: \_\_\_\_\_ Title: \_\_\_\_\_

Home Address: \_\_\_\_\_ Phone: (\_\_\_\_\_) \_\_\_\_\_

Owner/Officer Name: \_\_\_\_\_ Title: \_\_\_\_\_

Home Address: \_\_\_\_\_ Phone: (\_\_\_\_\_) \_\_\_\_\_

### **PROPERTY OWNER OR MANAGEMENT COMPANY (of business address listed above)**

Name: \_\_\_\_\_ Phone: (\_\_\_\_\_) \_\_\_\_\_

### **If Applicable: SECURITY ALARM COMPANY INFO (contact 633-2606 for permit)**

Name: \_\_\_\_\_ Phone: (\_\_\_\_\_) \_\_\_\_\_

**I DECLARE, UNDER PENALTY OF PERJURY, THAT THE INFORMATION CONTAINED IN THIS APPLICATION IS TRUE AND CORRECT, AND THAT ALL REQUIRED LICENSES ARE IN FULL FORCE AND EFFECT.**

\*The issuance of a certificate does not serve as verification that all regulatory provisions of the City of Encinitas have been met, nor does it allow the right to operate a business which is not in conformance with the regulatory provisions of the City, County, State or other applicable agency.

**Signature of Owner or Representative** \_\_\_\_\_ **Date** \_\_\_\_\_

<b>CITY USE ONLY</b>	Credit Card #: _____	Paid Date: _____	Paid: \$ _____
	V-Code (last 3 digits on back): _____	Exp Date: _____	Chk: _____ / Cash / CC    Receipt #: _____
	Name on Credit Card: _____	BR #: _____	Entered By: _____
	Credit Card Billing Address: _____	Approved By: _____	
	City: _____	State: _____	Zip: _____

**TURN OVER**

## **BUSINESS REGISTRATION- Instructions & Information**

Pursuant to Chapter 6.60 of the City's Municipal Code, all businesses that operate within the City's limits must have an active Business Registration Certificate on file with the City.

- Please see the City's web site at [www.cityofencinitas.org](http://www.cityofencinitas.org) for more information or call (760) 633-2606.
- Fill out the form completely to ensure accurate & timely processing.
- Current processing time is two (2) weeks.
- Annual renewals are \$20 per year.
- The City of Encinitas does not have a business "license" program. The Business Registration program is used in lieu of a licensing program.

The following is provided for limited assistance with small business planning:

### **City Permits:**

Planning/ Zoning/ Land Use:	(760) 633-2710 Planning Department
Building/ Modification Permits:	(760) 633-2730 Building Department
Outside Storage Use/ Dumpster Permits:	(760) 633-2770 Engineering Department
Massage/ HHP/ Taxi/ Soliciting/ Entertainment:	(760) 633-2605 City Clerk Department
Flammable Materials/ Industrial Use:	(760) 633-2820 Fire Prevention
Business Registration:	(760) 633-2606 City Clerk Department

### **Local Agencies:**

Hazardous Materials Use:	(619) 338-2222 SD County Health Services
Ownership Entities:	(619) 525-4113 CA Secretary of State
Restaurants:	(619) 515-6583 SD County Health Department
Alcohol Beverage Permits:	(760) 471-4237 SD Dept of Alcoholic Beverage Control
Federal Tax Info:	(760) 736-7355 Internal Revenue Service
State Tax Info:	(800) 338-0505 Franchise Tax Board
Free Business Planning:	(800) 634-0245 SCORE
Chamber of Commerce- Encinitas:	(800) 953-6041 Encinitas
Chamber of Commerce- Cardiff:	(760) 436-0431 Cardiff
Downtown Encinitas MainStreet Association:	(760) 943-1950 DEMA
Sales Tax/ Seller's Permit/ Resale License:	(760) 510-5850 State Board of Equalization 334 Via Vera Cruz # 107, San Marcos
Fictitious Name Statement/ DBA:	(760) 940-6868 County Clerk 141 E. Carmel Street, San Marcos

## **HOME OCCUPATIONS**

**If your business is located in a residential area in the City of Encinitas, it is considered to be a Home Based Business and shall be permitted in compliance with the following conditions: Please read & sign below:**

1. There shall be no exterior evidence of the conduct of a home occupation out of character with the normally appropriate appearance of the dwelling.
2. A home occupation shall be conducted entirely within a dwelling or a garage.
3. Electrical or mechanical equipment, which creates visible or audible interference in radio or television receivers, or causes fluctuations in line voltage outside the dwelling shall be prohibited.
4. Only the residents of the dwelling unit may be engaged in the home occupation except by temporary minor use permits.
5. There shall be no on-premise sale of goods not produced on the premises.
6. The establishment and conduct of the home occupation shall not change the principal character or use of the dwelling unit involved.
7. There shall be no signs other than those permitted by the sign ordinance (Municipal Code 30.60).
8. The required residential off street parking shall be permitted.
9. A home occupation shall not create vehicular or pedestrian traffic in excess of that which is normal for the zone in which it is located.

I HAVE READ & UNDERSTAND THE REGULATIONS PERTAINING TO OPERATING A HOME OCCUPATION BUSINESS.

Signature of Owner or Representative \_\_\_\_\_

Date \_\_\_\_\_