

COMMERCIAL BUSINESS LICENSE REVIEW

Business Name: _____

Business Address: _____

Business Owner's Name: _____

Own _____ Lease _____ Business Space?

How many employees will be working at this business? (Including the business owner)

✓ **Full Time** (30 or more hours per week): _____

✓ **Part Time** (less than 30 hours per week): _____

**Pursuant to L&I requirements, we reserve the right to ask for verification and/or to investigate any questionable claims. This application will not be accepted if this question is incomplete. An employee count will need to be verified each year by the business in order to renew the City license.*

Describe business products sold or services provided: _____

Existing zoning for this business (see zoning map): _____

Area of business space (length X width): _____ Sq. Ft.

Submit a *Site Plan* showing the basic dimensions of the lot, buildings, leased space, and parking areas. The site plan must be to scale of one inch to twenty feet (1 in. =20 ft.) SEE ATTACHED SITE PLAN SHEET FOR EXAMPLE. THIS APPLICATION WILL NOT BE ACCEPTED WITHOUT THE SITE PLAN. (NEWLY CONSTRUCTED BUILDINGS MUST SUBMIT A COPY OF THEIR SITE DEVELOPMENT & PARKING PLAN ON EITHER AN 8 ½" X 11" OR 11" X 17" SHEET OF PAPER)

- Number of parking spaces for this business On-Site: _____ Number of ♿ Spaces: _____

→On the site plan, include the location and dimensions of existing/new parking spaces for this business, including ♿ spaces.

- Will the business affect on-site traffic circulation? Yes _____ No _____

→On the site plan, show width of traffic aisles on the site plan for cars to backup without using public right-of-way.

- Are there any proposed or existing, outside uses at this location (flower stand, espresso stand, etc.)? Yes _____ No _____

If yes, please identify: _____

(Building Division)

- Will there be any construction activity to prepare the space for this business?
Yes _____ No _____
If yes, please describe: _____
- What types of businesses are adjoining this space? _____

- Will any hazardous or flammable material be used or stored in this space?
Yes _____ No _____
If yes, please describe: _____
- Is the street address of the business posted on the outside of the building with 2 to 4 inch numbers (or larger) of a contrasting color to the background, which are plainly visible from the street?
Yes _____ No _____

(Engineering Department)

- Will there be a change in the physical layout of the property? Yes _____ No _____
If yes, please describe: _____
- Will the proposed use generate soapy water, oily water, or pesticide residue that will be discharged into the City Storm Drainage System? Yes _____ No _____
If yes, please describe: _____
- Will there be any work in the street? Yes _____ No _____
If yes, please describe: _____

I CERTIFY THAT THE INFORMATION CONTAINED IN THIS QUESTIONNAIRE IS TRUE TO THE BEST OF MY KNOWLEDGE. I ALSO UNDERSTAND THAT MY BUSINESS LICENSE APPLICATION, AS STATED ABOVE, DOES NOT AUTHORIZE OCCUPANCY OF THE SPACE AND/OR OPERATION OF THE BUSINESS AT THE ABOVE ADDRESS UNTIL:

- 1) All necessary permits, if required, are finalized by the appropriate city departments, and*
- 2) A city business license is issued and posted at the business site.*

BUSINESS OWNER/APPLICANT

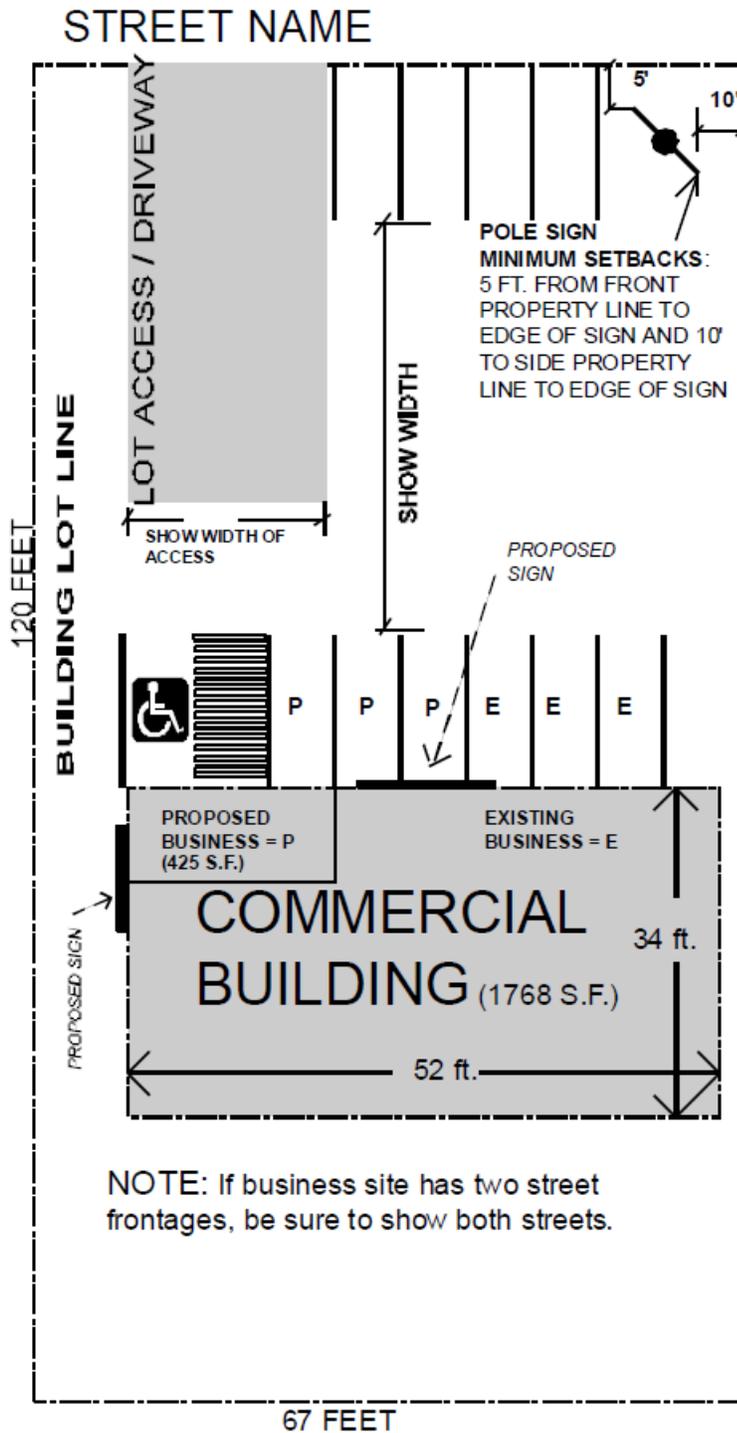
DATE

PRINT NAME

TITLE



COMMERICAL SITE PLAN EXAMPLE



Show all of the following information on the attached site plan:
Use 1"=20' Scale

Use 1"=20' Scale

- * Show dimensions of lot
- * Show dimensions of building
- * Show location and dimensions of your business space- (if tenant)
- * Show location of parking area
- * Show ALL parking stall spaces
- * Mark parking spaces available to your business only
- * Show location of accessible stalls 
- * Show width of driveway and parking lot aisles
- * Show location of all freestanding pole signs
- * Show location of all wall signs on building facade elevation and on site plan
- * Show North arrow for property
- * Use attached sheet for site plan

1 INCH = 20 FEET

