



**CITY OF CARMEL-BY-THE-SEA**  
**DEPARTMENT OF COMMUNITY PLANNING AND BUILDING**  
 PO Box CC, Carmel-by-the-Sea, California 93921  
 Phone: (831) 620-2010 FAX: (831) 620-2014  
**APPLICATION FOR HOME OCCUPATION BUSINESS LICENSE**  
 (TYPE OR PRINT CLEARLY)

**BUSINESS LOCATION AND OWNER(S) INFORMATION**

BUSINESS NAME (DBA)					(AREA CODE) PHONE
BUSINESS LOCATION (NO P.O. BOX)	STREET & ADDRESS	STE/APT #	BLOCK	LOT(S)	APN#
MAILING ADDRESS					
APPLICATION IS FOR A	<input type="checkbox"/> SOLE PROPRIETORSHIP	<input type="checkbox"/> PARTNERSHIP	<input type="checkbox"/> LLC/CORPORATION	GIVE LEGAL NAME OF LLC OR CORPORATION BELOW	
NAME (Sole proprietor, Partner 1, or LLC/Corporation)		TITLE	SOCIAL SECURITY OR FEDERAL ID #		(AREA CODE) PHONE
# OF PARKING SPACES AVAILABLE	FREQUENCY OF DELIVERIES	HOW WILL DELIVERIES BE MADE			
EMAIL ADDRESS			REQUIRED: FEDERAL ID#		

**BUSINESS INFORMATION** (\*START DATE is the date you plan to open your business in Carmel-by-the-Sea)

FULL DESCRIPTION OF BUSINESS ACTIVITY				
APPLICATION DATE	BUSINESS START DATE*	CA STATE RESALE LICE#	LIC# (CONTRACTORS)	TYPE OF STATE LICENSE
TYPE OF BUSINESS	<input type="checkbox"/> RETAIL <input type="checkbox"/> RESTAURANT	<input type="checkbox"/> PROFESSIONAL SERVICES <input type="checkbox"/> CONTRACTOR	<input type="checkbox"/> BUILDING/YARD MAINTENANCE <input type="checkbox"/> MANUFACTURING	<input type="checkbox"/> FESTIVAL/OTHER DESCRIBE: _____

**HOME OCCUPATION INFORMATION** (Will your home occupation: )

<input type="checkbox"/> YES <input type="checkbox"/> NO	Involve art instruction? *
<input type="checkbox"/> YES <input type="checkbox"/> NO	Be fully contained within one or two rooms in a single-family dwelling?
<input type="checkbox"/> YES <input type="checkbox"/> NO	Be located in a garage?
<input type="checkbox"/> YES <input type="checkbox"/> NO	Involve any equipment, tools, or machinery other than office machines such as telephone answering and/or computer use?
<input type="checkbox"/> YES <input type="checkbox"/> NO	Involve visits by customers, vendors, attendees, salespeople or employees of the business?
<input type="checkbox"/> YES <input type="checkbox"/> NO	Involve parking, use or storage of any commercial vehicle?
<input type="checkbox"/> YES <input type="checkbox"/> NO	Involve deliveries more frequently than once per week?

\* The CMC defines arts as painting, graphics, computer graphics, music, dance, drama, sculpture, writing, photography, weaving, ceramics, needlecraft, jewelry, glass, and metal crafts. If your home occupation involves arts instruction, classes are limited to no more than two pupils.

**PROOF OF EMPLOYERS' WORKERS' COMPENSATION INSURANCE**

<input type="checkbox"/>	I have and will provide a Certificate of Self-Insurance issued by the State Director of Industrial Relations.
<input type="checkbox"/>	I have and will provide a Certificate of Workers' Compensation Insurance.
<input type="checkbox"/>	I certify that, in the performance of work for which this license is issued, I shall not employ any person in any manner that is or will become subject to the Workers' Compensation laws of the State of California.

**SIGNATURE OF APPLICANT**

PRINT FULL NAME BELOW		
PRINT NAME HERE		
Signature	Title	Date
I, THE UNDERSIGNED, UNDER PENALTY OF PERJURY, STATE THAT I AM THE APPLICANT FOR THIS BUSINESS LICENSE. THAT THE INFORMATION FURNISHED BY ME ON THIS APPLICATION IS TRUE AND CORRECT. I UNDERSTAND THAT THE ADMINISTRATIVE FEE IS NON-REFUNDABLE AND THAT I AM RESPONSIBLE TO PAY ANY BUSINESS LICENSE TAXES ON ALL REVENUES COLLECTED WITHIN THE CITY LIMITS. I WILL ALSO NOTIFY THE CITY OF ANY CHANGES IN OWNERSHIP OR ADDRESS.		

FOR OFFICE USE ONLY				
BUSINESS LICENSE NUMBER	ID	NAICS	SIC	MUNICIPAL CODE SECTION <b>05.04.140</b>
PAID BY		RECEIPT #	RECEIVED BY	AMOUNT RECEIVED <b>\$</b>
NOTES:				
APPROVED BY	PLANNING DEPT		SIGNATURE	
DATE	NOTES:			

**THIS DOCUMENT CONTAINS INFORMATION EXEMPT FROM MANDATORY DISCLOSURE UNDER THE CALIFORNIA PUBLIC RECORDS ACT**

FOR OFFICE USE ONLY		
ZONING DISTRICT	USE CLASSIFICATION (PRIMARY)	USE CLASSIFICATION (SECONDARY)
USE PERMIT NOT REQUIRED	USE PERMIT (PERMITTED)	USE PERMIT (NONCONFORMING)
USE PERMIT REQUIRED	USE PERMIT #	USE PERMIT DATE
REVIEWED BY/DATE	NOTES	

NOTICE AND AFFIDAVIT	<input type="checkbox"/> RECEIVED	DATE	NOTES
SIGNED CONDITIONS OF APPROVAL	<input type="checkbox"/> RECEIVED	DATE	NOTES

**IT IS YOUR RESPONSIBILITY TO NOTIFY THIS OFFICE IF YOU MOVE, SELL, OR MAKE ANY SUBSTANTIAL CHANGE TO YOUR BUSINESS.**

**THERE ARE NO REFUNDS ON BUSINESS LICENSE APPLICATIONS**

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New License Fees:

Application Fee:	\$115.00
Administrative Fee:	\$27.00
Disability & Access Education Funding Fee	\$4.00
<b>TOTAL:</b>	<b>\$146.00</b>

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