IMPORTANT NOTICE

City of Oceanside
Financial Services Department

Oceanside City Code requires that any business have an approved business license prior to opening for business. Submitting an application for a business license and paying the fee does not constitute a business license approval.

The approval process takes approximately fifteen (15) days after submittal of a completed application. If your business requires Fire Department inspection, special City approval such as a Conditional Use Permit or Development Plan, or if your business is proposed for public property and is subject to lease consideration, this process could be longer.

You may want to defer signing a lease agreement, or purchasing a business site until you have checked with the Planning Department about the proper zoning of your proposed property.

_____
Applicant Signature

_____
Date

BUSINESS LICENSE APPLICATION

City of Oceanside
Financial Services Department

PLEASE INDICATE:
- ☐ New Business
- ☐ Additional Location
- ☐ Change of Owners
- ☐ Change of Address
- ☐ Change of Business Name
- ☐ Add/Change Business Description
- ☐ Home Occupation
- ☐ No Longer in Business

Please make checks payable to City of Oceanside

INCOMPLETE APPLICATIONS WILL NOT BE PROCESSED

BUSINESS INFORMATION License No.

MAILING ADDRESS:

Business Name: _____

In care of: _____

Mail Address: _____
NUMBER STREET SUITE NO.

_____
CITY STATE ZIP

BUSINESS LOCATION:

Business Address: _____
NUMBER STREET SUITE NO.

_____
CITY STATE ZIP

Bus. Phone: _____

Corp. Name: _____ Phone#: _____

City Start Date _____ State ID _____ Health Permit _____

Hrs. of Operation _____ Fed ID _____ ABC License # _____

Of Employees _____ Seller's Permit _____ Contractor #/Class _____

- ☐ Sole Prop
- ☐ Partnership
- ☐ Corporation
- ☐ LLC

Property Owner/Management Co: _____

Address of Owner/Management Co: _____

Phone Number of Owner/Management Co: _____

Business activity must be described in detail: _____

_____

_____

_____

OWNERSHIP INFORMATION

Owner/Pres: _____
Home Address: _____
NUMBER STREET SUITE NO.

_____
CITY STATE ZIP

Home Phone: (___) _____ SSN: _____
Birth Date: _____ DL# _____
Issuing State _____

Owner/Pres: _____
Home Address: _____
NUMBER STREET SUITE NO.

_____
CITY STATE ZIP

Home Phone: (___) _____ SSN: _____
Birth Date: _____ DL# _____
Issuing State _____

Bid Amount: _____ **Fees:** _____ **Email:** _____

DECLARATIONS

I certify that in the performance of any business activities for which this license is issued, I shall not employ a person in any manner so to become subject to the Worker's Compensation laws of California. If I should become subject to the Worker's Compensation laws I shall forthwith comply with the provision of section 3700 of the labor code. I further declare under penalty of perjury under the laws of California that the above information is true and correct to the best of my knowledge.

_____ TITLE

_____ SIGNATURE

_____ DATE

300 N. Coast Highway, Oceanside, CA 92054 (760) 435-3878 Fax (760) 433-6893
www.ci.oceanside.ca.us

URBAN RUNOFF INFORMATION

City of Oceanside
Water Utilities Department

The City of Oceanside is required, under new state regulations, to identify the potential effect that each business may have on water quality. All businesses are also required to comply with the City of Oceanside's Urban Runoff Management and Discharge Control Regulations (City Code Chapter 40), which prohibit the discharge of pollutants and non-storm water to City streets and storm drains. Water that flows on streets and into storm drains discharged to the nearest water body, without treatment. Typical urban runoff pollutants include oils, chemicals, building materials, dirt, vegetative waste, and trash.
All businesses must complete and submit this form with their business license application, as well as implement the appropriate Best Management Practices to prevent such discharges. This form must be completed to receive your business license. Contact the Water Utilities Department at 760-435-5800 or log on to our website at www.oceansidecleanwaterprogram.org for further information.

Reason for Submittal

☐ New Business ☐ Change of Information

Site and General Information

Date: _____ Standard Industrial Classification (SIC) Code**:** _____

Business Name: _____ **Phone:** _____

Business Address: _____

Contact Person: _____ **Title:** _____

Size of Facility (sq. ft.): _____ **Type of Business:** _____

Materials used in Industrial Process (Industrial Businesses Only): _____

Potential Urban runoff pollutants generated: _____

Expected non-rain water discharges (i.e. air conditioners condensation, excess irrigation, filter backwash, etc.):

_____

Is this facility regulated under the Industrial NPDES permit (circle one)**?** Yes No Not Sure

Brief Description of Business Activity

_____

_____

What type of activities is your business conducting? Check any that apply…

☐ Manufacturing ☐ Distribution ☐ Office Work ☐ Showroom ☐ Retail

Declaration

I declare under penalty of perjury under the laws of California that the above information is true and correct to the best of my knowledge.

Signature _____ Title _____ Date _____

For City Use Only

Business Lic#:_____ S.I.C:_____ Business Type: _____ Industrial Type: _____

☐ Recorded By: _____

300 N. Coast Highway, Oceanside, CA 92054 (760) 435-3878 Fax (760) 433-6893
www.ci.oceanside.ca.us

Oceanside Fire Department

300 N. Coast Highway
Oceanside, CA 92054
760-435-4101

Business License Guide

A successful fire inspection is required in order to approve and finalize your Business License. The fee for this inspection is $152.00. You will pay this fee along with your Business License fees.

We will need to view your place of business when you have everything in place and you are ready to begin business in your facility (all tenant improvements completed, office equipment and furniture installed, stock placed on shelving/racks, etc.)
Please call for your Fire Inspection when your facility is completely ready to serve customers. Contact us at 760-435-4101.
We can typically schedule your inspection within 24-48 hours from the time you call.

We are providing the following basic guidelines to assist you in the preparation of your place of business. There may be additional requirements based on the type of business and materials being stored or sold.

1. ACCESS

- ☐ Fire lanes are unobstructed and clearly marked.
- ☐ Address numbers of the building are in a contrasting color and clearly visible from the street. Commercial buildings require numbers 6 inches in height and industrial buildings require numbers 12 inches.

2. EXITING

- ☐ Exit pathways, exit doors and stairways are clear and unobstructed.
- ☐ Exit door(s) open easily without special knowledge of locks or bolts.

3. GENERAL FIRE SAFETY

- ☐ Storage is kept at least 18 inches below sprinkler heads or 24 inches below ceiling.
- ☐ Combustible materials are kept at least 3 feet away from heat producing equipment.
- ☐ Trash dumpster is at least 5 feet away from any building overhang or opening.
- ☐ Flammable or combustible liquids are kept in original containers; U.L. approved safety cans or approved storage cabinets.

4. FIRE EXTINGUISHERS

- ☐ A portable extinguisher with a minimum rating of at least 2A:10BC must be available within 75 feet of travel from all portions of the interior of the building.
- ☐ The date punched on the service card of extinguishers from a reputable Fire Extinguisher Company within 12 months.

5. ELECTRICAL

- ☐ Extension cords are not being used in place of permanent wiring.
- ☐ Electrical cords are in good condition and are not subject to damage by being placed under carpet, under doors, through walls or ceilings or stapled in place.
- ☐ Cover plates are on all outlets and light switches. Circuit-breaker panels are labeled and have blanks in place of missing breakers.

6. GENERAL INFORMATION

- ☐ If you are making modifications to the building (putting in a hood system, paint booth, adding a wall, etc.) contact the Building Department at 760-435-3950 and the Fire Department 760 435 4101 to see if a permit is required.
- ☐ If you have an outside storage area, contact Code Enforcement at 760-435-3944.
- ☐ If you are handling, storing or disposing of hazardous materials such as waste oil, antifreeze, etc., you must submit a MSDS sheet to Fire Prevention and provide quantities for each chemical prior to your business license inspection.
- ☐ If your business emits a contaminant into the air, follow the Air Pollution and Control District (APCD) guidelines. 858-650-4700.
- ☐ If your building is sprinklered, the system must have a quarterly and annual inspection and a current five-year certification by a C-16 contractor. The sprinkler system must be monitored. Check with your landlord/property manager with questions.
- ☐ If you are a restaurant or food service provider, your hood suppression system must meet UL300 compliance. You can check with a licensed C-16 Hood System Contractor for verification. You must also have a “K” rated fire extinguisher within 30 feet of the kitchen.
- ☐ If you are operating a body shop, and installing a booth pull the appropriate permits with the Building Department (760-435-3950) and APCD (858-650-4700). Be prepared to conduct a test with a C-16 contractor and fire inspector to confirm that the spray booth and extinguishing system is operating properly.
- ☐ Please have a Knox box (a key box which only the fire department has access to) installed by the main entrance to your building or at each end of the multi-tenant strip mall to facilitate Fire Department access. Contact Fire Prevention at 760-435-4101 for more information.
- ☐ If you are operating a family daycare or residential care facility, please call Fire Prevention at 760-435-4101 if you have questions.

Please complete the following, a portion of which will be stored by the Oceanside Police Department for use in case of emergency. This information should be updated as often as needed by contacting OPD dispatch, 760-435-4900 (24/7).

_____
Name of Business Type of Business

_____
Address Email

_____
In case of Emergency contact name and phone -- Please provide two contact names and phone numbers

ENVIRONMENTAL SURVEY FORM

City of Oceanside
Financial Services Department

Compete all of the following information. Please Print:

Name of Business (DBA) _____

Date _____/_____/_____

City of Oceanside Business License Number _____

If you currently have permit with the San Diego County Department of Environmental Health, Hazardous Materials Division, you do not need to complete the remainder of this form. Please indicate your "UPFP" number:

Unified Program Facility Permit (UPFP) # _____

If you do not have a permit from the San Diego County Department of Environmental Health, Hazardous Materials Division, please answer the following questions:

1. Yes ☐ No ☐ Is your business type listed on the reverse side of this form?
2. Yes ☐ No ☐ Will your business dispose of Hazardous Substances* in any amount?
3. Yes ☐ No ☐ Will your business dispose of Medical Wastes in any amount?
4. Yes ☐ No ☐ Will your business store or handle Hazardous Substances in quantities equal to or greater than 55 gallons, 500 pounds, or 200 cubic feet of compressed gas?
5. Yes ☐ No ☐ Will your business use an existing, or install an underground storage tank?
6. Yes ☐ No ☐ Will your business use or install Hazardous Waste Tank System? (Title 22, Article 10)
7. Yes ☐ No ☐ Will your business store petroleum in tanks or containers at our facility with storage capacity equal to or greater than 1,320 gallons?

* The definition of a hazardous substance and acutely hazardous material can be obtained by contacting the Duty Specialist for the San Diego Hazardous Materials Division. If you have any questions regarding hazardous materials, permits, etc., you may contact the Duty Specialist at 619-338-2231.

If you answered "Yes" to any of the questions above, you will need a permit from the Hazardous Materials Division.

Please return this form along with your Business License Application.

ENVIRONMENTAL SURVEY FORM

City of Oceanside
Financial Services Department

List of Businesses Which Require Review and Approval From the County Hazardous Materials Division

AEROSPACE

Aerospace Industry
Aircraft Maintenance
Aircraft Manufacturing

AUTOMOTIVE

Battery Manufacturing/Recycling
Boat Yard
Car Wash
Dealership Maintenance/Paint
Machine Stop
Painting
Radiator Shop
Rental Yard Equipment
Repair Preventive Maintenance
Repair, Major Overhaul
Transportation Services
Wrecking and Recycling

CHEMICAL HANDLING

Agricultural Supplier/Distributor
Chemical Manufacturer
Chemical Supplier/Distributor
Coating/Adhesives
Compresses Gas Supplier/Distributor
Dry Cleaning
Fiberglass/Resin Application
Gas Station
Industrial Laundry
Laboratory
Laboratory Supplier/Distributor
Oil and Fuel Bulk Supply
Pesticide Operator/Distributor
Photographic Processing
Pool Supplies/Maintenance
Printing/Blue Printing
Road Coatings
Swimming Pool
Toxic Gas Handlers
Toxic Gas Manufacturing

ELECTRONICS

Electronic Assembly and Sub-Assembly
Electronic Components Manufacturing
Printed Circuit Board Manufacturing

METAL WORKING

Anodizing
Chemical Milling/Etching
Finish Coating/Painting
Flame Spraying
Foundry
Lathes, Mills
Machine Shop-Drilling/Lathes/Mills
Metal Plating
Metal Prepping/Chemical Coating
Precious Metal Recovery
Sand Blasting/Grinding
Steel Fabricator
Wrought Iron Manufacturing

OTHERS AND MISCELLANEOUS

Asphalt Plant
Acupuncture Office
Biotechnology/Research
Chiropractic Office
Co-Generation Plan
Dental Clinic/Office
Dialysis Centers
Emergency Generator Tank System
Frozen Food Processing Facility
Government Agency using Hazardous Materials
Hazardous Waste Hauler
Hospital/Convalescent Home
Laboratory/Biological Lab
Medical Clinic/Office
Nitrous Oxide (NOx) Control System
Pharmaceuticals
Public Utility
Refrigeration System
Rock Quarry
Ship Repair/Construction
Telecommunication Cell Site
Veterinary Clinic/Hospital
Wood Furniture Manufacturing/Refinishing

The above list includes businesses which typically use, store, handle and dispose of hazardous substances. Any business not included on this list which stores, handles, uses, or disposes of hazardous substances may still require a permit from the Hazardous Materials Division. If you have any questions, contact the Duty Specialist at (619) 338-2231.