



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 LOCATION:

Business Name: _____

Business Address: _____

(NO PO BOX)

NUMBER STREET SUITE NO.

In care of: _____

CITY STATE ZIP

Mail Address: _____

Bus. Phone: _____

NUMBER STREET SUITE NO.

Corp. Name: _____ Phone#: _____

CITY STATE ZIP

City Start Date _____ State ID _____ Health Permit _____ Sole Prop

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

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

Owner/Pres: _____

Home Address: _____

Home Address: _____

NUMBER STREET SUITE NO.

NUMBER STREET SUITE NO.

CITY STATE ZIP

CITY STATE ZIP

Email: _____

Email: _____

Home/Cell Phone: (____) _____

Home/Cell Phone: (____) _____

SSN: _____ Birth Date: _____

SSN: _____ Birth Date: _____

DL# _____ Issuing State _____

DL# _____ Issuing State _____

Bid Amount: _____ Fees: _____

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



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: _____



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 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 of you call.

Business Self-Inspection Guide

The following guide was created by the Oceanside Fire Department Fire Prevention Division to assist you with creating a safe business environment for your customers, employees, and business community. It is not intended to be 100% encompassing of what is required by the Fire and Building Codes. Please understand that these are only the most common items we find in need of correction throughout the business community.

Please use the following checklist as your guide when conducting a self-inspection for your business:

OUTSIDE OF FACILITY

- Building address is visible from the street (6" contrasting numbers for commercial & multifamily; 12" for industrial).
- If a dumpster is present, it is at least five feet away from combustible construction or has a sprinkler head above it.

EXITING

- Exit doors and aisles are unobstructed.
- If required, exit signs are illuminated and maintained. Rear and side exit doors usually require an illuminated exit sign.
- Emergency exit lighting is functional and the back-up battery is in working order (push button to test it).
- No extra locking devices or chains are on required exits. Exits must be able to open from the inside without a key or special knowledge.
- The front door or doors may have a key lock. If so, a sign stating: "This Door To Remain Unlocked When the Building Is Occupied" must be posted above the main entrance door or doors.

FIRE PROTECTION AND DETECTION SYSTEMS

Fire Extinguishers:

- A minimum of a 2A-10B:C class fire extinguisher is available. High-hazard occupancies (flammable/combustible storage) may require larger sizes.
- Extinguisher(s) is/are visible, accessible, and mounted with the top between 3' - 5' from floor.
- Extinguisher(s) is/are located on each floor and within 75' of travel distance. High-hazard occupancies may require closer distances.
- Extinguisher(s) has/have been serviced within the last year or have a receipt for a new purchase.

Sprinklers: No Sprinkler System

- Records area available showing sprinkler system maintenance for the last five years.
- A sprinkler system box, wrench, heads, FDC caps, and escutcheon plates are available.
- If applicable, the Fire Department Connection has caps on the inlets.
- Fire protection equipment has direct access and at least a three-foot clearance around it (vegetation, obstructions, etc.).

Fire Alarm System: No Fire Alarm System

- Records area available showing fire alarm system maintenance for the last five years.

Kitchen: No Kitchen

- A single "K" class fire extinguisher is required within 30 feet of deep-fat fryer cooking appliances.
- If present, hood has been serviced within last 6 months and meets new UL 300 standard (required since 2008).

- If a hood is present, grease has been removed from the hood's duct/plenum and filters.

ELECTRICAL

- Open junction boxes and open wiring splices are prohibited
- Extension cords/multi-plug adapters are not used in lieu of permanent wiring; they may be used only with portable appliances. Temporary electrical power and lighting installations is allowed for a period not to exceed 90 days.
- Electric cords do not extend through walls, floors, ceilings, or under doors.
- Electrical and mechanical rooms are marked with a visible and legible sign.
- Blanks are installed for missing circuit breakers and circuit breakers are labeled.
- Circuit breaker panel has access of at least 30" wide and 78" in height in front of it.

FIRE SAFETY AND HOUSEKEEPING

- Walls & ceilings have no holes in them; if so, they must be patched with an equivalent rated material. Ceiling panels must be replaced if required and missing.
- Electrical, mechanical, and boiler rooms are free of storage.
- Storage is in a neat and orderly manner.
- Storage is at least 18" below sprinkler heads, if applicable, or 24" below the ceiling, if unsprinklered.
- The gas meter is labeled with the corresponding unit # or address for the individual business or multi-family residence.
- A Key-Box is available for emergency responders to access the building after hours; for businesses with a required fire-alarm system, sprinkler system, or if required by the Fire Marshal.

GENERAL, IF APPLICABLE

- Multi-family Residential: Smoke alarms are required on every level, outside separate sleeping areas, and in all sleeping areas for buildings built after 1990.
- Multi-family Residential: Carbon Monoxide alarms are required on all levels and outside sleeping areas if fuel-fired appliances are present.
- Existing Multi-family: Effective 2007, an automatic or manual fire alarm system that activates the occupant notification system shall be installed in existing occupancies more than 3 stories in height or with more than 16 dwelling or sleeping units.
- Existing Hotels: An automatic smoke-detection system that activates the occupant notification system shall be installed in existing hotels and motels throughout all interior corridors serving sleeping rooms not equipped with an approved supervised sprinkler system.
- Fire lanes are maintained and painted red with approved 4" white lettering stating: NO PARKING FIRE LANE. Loading zones are not allowed in fire lanes.
- Required hydrants have a blue-reflective marker placed in the middle of the fire department access (street or road).
- Gates across fire department access roads and pedestrian gates must have a Knox electric key switch, lock, or box for Fire Department access.
- Oily rags are stored in a listed self-closing metal container.
- Storage of compressed gases are not located near exits, exit paths, and stairwells. Compressed gas cylinders must always be secured whether they are full or empty.
- Storage of flammable/combustible liquids are not located near exits, exit paths, and stairwells. Flammable / combustible liquids above the required limit are stored in approved cabinets. (See Fire Code 5704.3.3.3)
- Material Safety Data Sheets (MSDS's) are available and accessible for employees and emergency personnel to review.

EMERGENCY PREPAREDNESS (HIGHLY RECOMMENDED)

- A business-continuity plan has been created for the business.
- Computer systems are backed-up and important documents are stored in a safe deposit box.
- An emergency evacuation plan has been created and all employees are familiar with the meeting location.
- Procedures are in place to assist persons who are unable to use general means of egress without assistance.
- The San Diego Emergency App has been downloaded onto the business owner's and/or manager's smart phone and/or www.ReadyOceanside.Org has been visited on the web.



ENVIRONMENTAL SURVEY FORM

City of Oceanside
Financial Services Department

Complete 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 858-505-6661.

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 Shop
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 Plant
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 858-505-6661.