



## CITY OF FOSTER CITY

610 Foster City Boulevard, Foster City, California 94404  
 Attn: Business License ♦ (650) 286-3258 ♦ Fax (650) 574-3483  
 Email: [businesslicense@fostercity.org](mailto:businesslicense@fostercity.org) ♦ [www.fostercity.org](http://www.fostercity.org)

B/L #

### BUSINESS LICENSE APPLICATION

The Annual Business License Period is January 1st through December 31st.

A business license issued by the City of Foster City is not a permit to operate a business, and granting of a license is not an endorsement or certification of compliance with other City requirements. A license is issued without verification that the licensee is subject to or exempt from licensing by the State of California. A business license issued by the City of Foster City is pursuant only to Title 5 of the City of Foster City Municipal Code. It is the responsibility of the applicant to maintain an active license by renewing the license each year.

PLEASE TYPE OR PRINT CLEARLY			
Business Name			
Description of Business (describe daily activities, vehicle used for business (make, model license plate number) or if daycare, number of children)			
Business Activity Category (check appropriate box(es) for product or services your business offers. Must total 100%)			
Retail _____%	Admin Office _____%	Import/Export _____%	Wholesale _____%
Other (describe) _____%		Care home _____%	
Business Address <i>(Cannot be P.O. Box per State of California Business &amp; Professional Code-Section 17538.5)</i>			
Street Address _____		City _____	State _____
Zip Code _____			
Bus. Phone _____	Bus. Fax _____	Bus. Email _____	
Mailing Address <i>(If different from Business Address)</i>			
Street Address _____		City _____	State _____
Zip Code _____			
Ownership:	Sole Proprietor	General Partnership	Corporation
	Limited Liability Company	Limited Liability Corporation	Other (specify): _____
Federal Tax I.D. No.	State Tax I.D. No.	CA Resale Permit No. <sup>†</sup>	
State Contractor's License No.	Date Business Started in Foster City (MM/DD/YYYY)		
License Type (list all)	Days of Operation		Hours of Operation
	# of Employees in Foster City (Include Owners): Full Time _____ Part Time _____		
Expiration Date (MM/DD/YYYY)	# Number of Non-Employees providing services at Foster City _____ (Please inform Independent Contractors, Consultants and Vendors to obtain a Business License with the City of Foster City for Gross Receipts generated in the City of Foster City)		

**† If the Business is moving from another City to City of Foster City, please notify Board of Equalization of address change by completing Form BOE-345. The form can be obtained at <http://www.boe.ca.gov/pdf/boe345.pdf>. In addition to the address change information, please enter "New Tax Area Code # is 41029" under Additional Information on the form. This is to ensure City of Foster City will receive the appropriate sales tax revenue allocation. Thank you for your attention and cooperation.**

### CONTACT INFORMATION

Other than Owner/Officer Name, the following information is confidential and only to be used by the Foster City Safety Departments as emergency contact. Should there be information changes, please contact the Safety Departments for changes and updates at (650) 286-3300.

	OWNER/OFFICER INFORMATION	EMERGENCY LOCAL CONTACT
NAME		
TITLE		
RESIDENCE ADDRESS (include City/State and Zip Code)		
RESIDENCE PHONE		
CELL PHONE		
STATE DRIVER'S LICENSE NO.		
WILL RESPOND TO EMERGENCIES <b>(REQUIRED BY SAFETY DEPARTMENTS)</b>	Yes                      No	Yes                      No
HAS KEYS FOR BUSINESS FOR EMERGENCIES	Yes                      No	Yes                      No
SELECT <u>ONE</u> ONLY	CONTACT FIRST FOR EMERGENCY	CONTACT FIRST FOR EMERGENCY

From the time a business application is received by the City, it takes approximately 10 business days for processing. However, note that incomplete applications cannot be processed and will be returned for completion.

**♦ APPLICATION CONTINUES ON THE REVERSE SIDE ♦**

PLEASE CHECK YES, NO OR N/A (NOT APPLICABLE)

		YES	NO	N/A
1	HAVE YOU OBTAINED YOUR FICTITIOUS NAME CLEARANCE FROM THE COUNTY?			
2	WILL A PRODUCT BE MADE OR TREATED? IF YES, DESCRIBE:			
3	WILL WATER BE USED FOR: MANUFACTURE OR TREATMENT OF PRODUCT? .....			
	FOOD MANUFACTURING AND/OR PROCESSING? .....			
	WASHING PRODUCT? .....			
	BOILER? .....			
	COOLING SYSTEM WITH BLEED-OFF INTO SEWER SYSTEM? .....			
4	DOES THE FACILITY HAS FLOOR DRAINS IN WORK AREAS, RADIATOR BOIL-OUT/OR STEAM CLEANING OPERATIONS?			
5	WILL ANY WASTE WATER BE DISCHARGED INTO SEWERS OTHER THAN DOMESTIC WASTE?			
6	WILL ANY OF YOUR WASTE WATER DISCHARGE CONTAIN ANY OF THE FOLLOWING:			
	ALGICIDES? .....			
	CHLORINE? .....			
	HEAVY METALS? .....			
	OIL AND GREASE? .....			
	PESTICIDES? .....			
	PHENOLS? .....			
	RADIOACTIVITY? .....			
	SOAPS OR DETERGENTS? .....			
	SOLVENTS? .....			
	OTHER: SPECIFY .....			
7	WILL YOU STORE HAZARDOUS, EXPLOSIVE, FLAMMABLE OR CORROSIVE MATERIALS ON THE PREMISES?			
8	FOR BUSINESSES PHYSICALLY IN FOSTER CITY, HAVE YOU FILED EMERGENCY BUSINESS CONTACT INFORMATION WITH THE POLICE DEPARTMENT? IF NO, EMAIL TO POLICE@FOSTERCITY.ORG, SUBJECT LINE: EMERGENCY BUSINESS CONTACT INFO.			
9	A. WILL YOU HAVE A BURGLAR ALARM?			
	B. WILL YOU HAVE SECURITY CAMERAS?			
10	WILL YOU BE SOLICITING IN FOSTER CITY? IF YES, CONTACT THE POLICE DEPARTMENT FOR INFORMATION REGARDING SOLICITATION PERMIT.			
11	WILL YOU NEED A SIGN FOR YOUR BUSINESS? IF YES, CONTACT THE COMMUNITY DEVELOPMENT DEPARTMENT FOR INFORMATION REGARDING SIGN PERMITS.			
12	WILL YOU NEED TO MAKE CHANGES TO THE BUILDING OTHER THAN PAINTING OR COSMETIC CHANGES? IF YES, CONTACT THE COMMUNITY DEVELOPMENT DEPARTMENT FOR INFORMATION REGARDING PERMITS.			
13	WILL THIS BUSINESS BE OPERATED FROM YOUR HOME OR ANY RESIDENTIAL BUILDING IN FOSTER CITY? IF YES, COMPLETE AN APPLICANT'S DECLARATION OF HOME OCCUPATION.			
14	DO YOU OFFER PUBLIC TRANSPORTATION? (TAXICAB, UBER, SHUTTLE, ETC). IF YES, IS THE VEHICLE YOU ARE USING YOUR PRIMARY FORM OF TRANSPORTATION?			
15	ARE YOU A MOBILE FOOD TRUCK VENDOR?			
16	WILL YOU, OR ANYONE IN YOUR ESTABLISHMENT, BE OPERATING AS A MASSAGE PRACTITIONER OR AS A MASSAGE ESTABLISHMENT? IF YES, CONTACT THE POLICE DEPARTMENT FOR ADDITIONAL PERMIT INFORMATION. IF ALREADY PERMITTED BY FCPD: # _____ EXP. _____.			

"Under federal and state law, compliance with disability access laws is a serious and significant responsibility that applies to all California building owners and tenants with buildings open to the public. You may obtain information about your legal obligations and how to comply with disability access laws at the following agencies:  
The Division of the State Architect at [www.dgs.ca.gov/dsa/Home.aspx](http://www.dgs.ca.gov/dsa/Home.aspx).  
The Department of Rehabilitation at [www.rehab.cahwnet.gov](http://www.rehab.cahwnet.gov).  
The California Commission on Disability Access at [www.cdda.ca.gov](http://www.cdda.ca.gov)."

**IT IS UNDERSTOOD THAT ANY LICENSE ISSUED PURSUANT TO THIS APPLICATION WILL NOT GRANT ANY RIGHT OR PRIVILEGE TO USE ANY BUILDING OR LAND CONTRARY TO THE PROVISIONS OF LAW OR OF ANY ORDINANCE OF THE CITY OF FOSTER CITY/EMID. ALL PROVISIONS OF LAW AND OF ORDINANCE GOVERNING THE USE OF THE AFORESAID BUILDING OR LAND WILL BE COMPLIED WITH, WHETHER SPECIFIED OR NOT.**

\_\_\_\_\_  
SIGNATURE

\_\_\_\_\_  
PRINT NAME & TITLE

DATE (MM/DD/YYYY)			
BUILDING	FIRE	PLANNING	POLICE



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**APPLICANT’S DECLARATION OF HOME OCCUPATION**

A “home occupation” is defined as an accessory use for a dwelling unit for employment and/or business activities. The eligibility of a business to be conducted in a residential district shall be determined by its ability to meet the following standards:

- A. The business must be in compliance with all other applicable federal, state and city laws, ordinances or regulations.
- B. The business shall be clearly incidental and secondary to the use of the dwelling for dwelling purposes and shall be conducted entirely within the enclosed living area and/or garage of the dwelling. The business use, including related equipment materials, etc., shall be limited to a maximum of 15% of the interior floor area and 10% of the garage area of the dwelling unit. Storage of materials within or use of the garage for business purposes shall not interfere with the ability to park within the garage the number of vehicles it was designed to hold.
- C. Permanent residents of the dwelling are the only persons permitted to engage in business operations conducted within the dwelling.
- D. The exterior of the dwelling or garage shall not be altered in any way which calls attention to the fact that the house is being used for business purposes or which causes the premises to differ from its original residential character through the use of colors, materials, construction or lighting.
- E. The business conducted within the dwelling or garage shall be conducted in a manner which does not adversely affect the neighborhood with respect to impacts caused by traffic circulation, parking, crime, security matters, noise, odor, light, glare, liquid or solid waste, vibration or smoke or the creation of any public health or safety risks or other nuisance, as determined by the City.
- F. The business shall not cause an increase in the use of any utilities or services (water, sewer, electrical, garbage or police, fire, etc.) such that the combined total use for dwelling and business purposes substantially exceeds the average for residences in the neighborhood.
- G. Equipment shall not be utilized which creates noise or vibrations in violation of Chapter 17.68 of the Foster City Municipal Code or which generates visual or audible electrical or electronic interference in any television, radio, telephone, or other transmitters, receivers or electrical equipment.
- H. The storage of hazardous or flammable materials is strictly prohibited.
- I. One vehicle owned by or registered to the business may utilize one of the dwelling unit’s parking spaces if the vehicle is also the principal practitioner’s primary form of personal transportation. Any need for parking (business or client visitation) shall be met off the street in either a garage or on a driveway apron.
- J. No vehicles exceeding eight thousand pounds and/or over six feet six inches in height or more than twenty-five feet in length and no trailers or semi-trailers used in conjunction with the business shall be parked in the front yard or on public streets. Vehicles and trailers which meet the requirements of Chapter 17.64 of the Foster City Municipal Code may be permitted to be stored in the side or rear yard subject to prior architectural review approval by the city.
- K. No exterior signage of any kind and no signage which is visible from adjacent properties or public right-of-way shall be displayed.
- L. With the exception of vehicles and trailers stored in compliance with Chapter 17.64 of the Foster City Municipal Code, no outdoors storage or display of goods, equipment or materials shall be permitted.
- M. Client visitation shall be restricted to the hours between 7:30 a.m. and 8:00 p.m. on weekdays and 9:00 a.m. and 8:00 p.m. on weekends. Client visitation will be allowed until such time as the City determines that it is a problem. At such time, the applicant shall eliminate or limit client visitation, as determined by the City.
- N. Deliveries of goods, materials, equipment, or services to or from the business shall be restricted to the hours between 8:00 a.m. and 6:00 p.m. on weekdays.
- O. The City may impose additional standards reasonably related to the protection of the health, safety, morals, comfort and general welfare of the persons or property in the neighborhood of the home occupation business or to the City of Foster City.
- P. For home-based cottage food operations, please contact the San Mateo County Health Department in order to obtain a Cottage Food Operator license prior to applying for a business license with the City.

All home occupation businesses require a Foster City business license pursuant to the provisions of Title 5 of the Foster City Municipal Code. Applicants shall complete and sign the declaration and description form attached to the business license applications, acknowledging review of these standards prior to issuance of a permit.

**I HAVE READ AND UNDERSTAND THE ABOVE REGULATIONS AND AGREE TO COMPLY WITH THEM.**

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date (MM/DD/YYYY)

\_\_\_\_\_  
Name and Title

\_\_\_\_\_  
Phone Number



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## Business License Tax Worksheet - Maximum \$23,932

Contact the City if the business started earlier than current year January 1st. A different worksheet and additional fees may be required

<b>Business Name</b>
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Estimate gross receipts from _____ Through December 31, _____ (YYYY) (MM/DD/YYYY)													
<b>Estimated Gross Receipts (A):</b>													
<b>Tax Rate ( B )</b>	0.00075												
<b>Calculated License Tax Amount ( C = A*B )</b>													
<b>Enter the amount above if less than \$23,932. When amount is &gt;\$23,932, enter \$23,932 ( D )</b>													
<b>Enter Minimum License Tax based on the below table ( E )</b>													
<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th colspan="2" style="padding: 2px;">Minimum Tax</th> </tr> </thead> <tbody> <tr> <td style="padding: 2px;">General Contractor - Type A or B license</td> <td style="text-align: right; padding: 2px;">\$ 200</td> </tr> <tr> <td style="padding: 2px;">Specialty Contractor - Type C and D license and Contractor has no type A or B License</td> <td style="text-align: right; padding: 2px;">\$ 100</td> </tr> <tr> <td style="padding: 2px;">Solicitor</td> <td style="text-align: right; padding: 2px;">\$ 100</td> </tr> <tr> <td style="padding: 2px;">All Other Businesses</td> <td style="text-align: right; padding: 2px;">\$ 100</td> </tr> <tr> <td style="padding: 2px;">Non-Profit Organization under 501 (c) (3)-IRS Notice of Determination Required</td> <td style="text-align: right; padding: 2px;">\$ -</td> </tr> </tbody> </table>		Minimum Tax		General Contractor - Type A or B license	\$ 200	Specialty Contractor - Type C and D license and Contractor has no type A or B License	\$ 100	Solicitor	\$ 100	All Other Businesses	\$ 100	Non-Profit Organization under 501 (c) (3)-IRS Notice of Determination Required	\$ -
Minimum Tax													
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Solicitor	\$ 100												
All Other Businesses	\$ 100												
Non-Profit Organization under 501 (c) (3)-IRS Notice of Determination Required	\$ -												
<b>License Tax Due (higher of ( D ) or ( E ) Maximum License Tax Due is \$23,932)=</b>													
<b>Delinquency Penalty <sup>♦</sup> =</b>													
<b>State Mandated Disability Access and Education Revolving Fund<sup>†</sup> =</b> \$ 4.00													
<b>New Business License Review Fee(7/1/17-6/30/18) =</b> \$ 30.60													
<b>TOTAL PAYMENT (License Tax Due + Delinquency Penalty + State Tax + Business License Review) =</b>													

Make check payable to: **City of Foster City**

Mail check to: **City of Foster City, Financial Services Department, 610 Foster City Blvd, Foster City, CA 94404**

† On September 19, 2012 Governor Brown signed into law SB-1186 which adds a state fee of \$1 on any applicant for a local business license or similar instrument or permit, or renewal thereof. The purpose is to increase disability access and compliance with construction-related accessibility requirements and to develop educational resources for businesses in order to facilitate compliance with federal and state disability laws, as specified. Starting January 1, 2018 through December 31, 2023, an annual four-dollar (\$4) SB-1186 fee will be implemented.

♦Delinquency Penalty - Business License Taxes are payable in advance of the first day of business. Penalty calculation is based on ten percent (10%) of the license tax at 5:00 p.m. on the sixtieth (60th) day after the due date thereof, and an additional ten percent (10%) at 5:00 p.m. on the last day of each month thereafter. The amount of such cumulative penalty to be added shall in no event exceed one hundred percent (100%) of the license tax due. (Ord. 45 § 1 (part), 1972: prior code § 4-121.010).

**Important Phone Numbers**

**TO REGISTER A FICTITIOUS BUSINESS NAME**

County Recorder's Office in Redwood City at (650) 363-4712 or www.smcare.org

**TO OBTAIN A SELLER'S PERMIT OR A RESALE NUMBER**

State Board of Equalization toll free at 1-800-400-7115 or (415) 356-6600 or www.boe.ca.gov

**FOR CHILDCARE LICENSE INFORMATION**

State Department of Social Services at (650) 266-8843 or www.cclcd.ca.gov

**FOR RESIDENTIAL CARE LICENSE INFORMATION**

State Department of Social Services at (650) 266-8800 or www.cclcd.ca.gov

**TO OBTAIN A SOLICITOR'S PERMIT**

Foster City Police Department at (650) 286-3312.

**TO GET INFORMATION ABOUT STARTING A BUSINESS IN FOSTER CITY**

Chamber of Commerce at (650) 573-7600 or Better Business Bureau at (650) 552-9222

**TO GET FEDERAL TAX INFORMATION OR TO ORDER FORMS**

Internal Revenue Service at 1-800-829-1040 or www.irs.gov