



## Handyman Business License Check List

Before a handyman business license can be issued, the following items need to be submitted to for review and approval:

- Business License Application - must include either Federal Identification Number or Government Issued Identification/Social Security Number. Applications **will not** be review without this information.
- Home Occupation Permit
- State Identification Number (if applicable) - to determine if a state license number is required, please visit the Contractor's License Board at [www.cslb.ca.gov/](http://www.cslb.ca.gov/).
- If your business name does not include your sur-name, you must register as a Fictitious Name (DBA Filing). For availability of business names please visit:

<https://webselfservice.riversideacr.com/Web/search/DOCSEARCH313S7>

- ✓ Once the name is registered, publish the filing by contacting one of the companies on the list provided by Riverside County. A copy of the receipt is required to confirm that the DBA has been published.



# CITY OF SAN JACINTO

595 S. San Jacinto Avenue - San Jacinto, CA 92583  
(951) 487-7330 - FAX (951) 537-6385

## BUSINESS LICENSE APPLICATION

Please Check One

- ☐ New Application
- ☐ Change of Owner
- ☐ Change of Address
- ☐ Change of Business Name

THE UNDERSIGNED HEREBY REQUESTS A LICENSE TO CONDUCT BUSINESS IN THE CITY OF SAN JACINTO (PLEASE PRINT OR TYPE)

<b>Business Name</b> _____ <b>Corporate Name</b> (if applicable) _____ <b>Business Location</b> _____ <small>(Cannot be P.O. Box per State of California Business &amp; Professions Code-Section 17538.5)</small> <b>Mailing Address</b> _____  <b>Phone No.</b> _____ <b>Fax No.</b> _____ <b>Description of Business</b> _____ <b>Ownership</b> <input type="checkbox"/> Corporation <input type="checkbox"/> Corp-Ltd Liability <input type="checkbox"/> Partnership <input type="checkbox"/> Sole Proprietor <input type="checkbox"/> Trust	<b>OFFICIAL USE ONLY</b> <input type="checkbox"/> Home Occupation _____ <input type="checkbox"/> C of O _____ <input type="checkbox"/> Street Vendor _____ <input type="checkbox"/> Vendor - one day use _____ <b>Business License No.</b> _____ <b>Bus. Start Date</b> _____ <b>Resale No.</b> _____ <b>Federal ID No.</b> _____ <b>State ID No.</b> _____ <b>Consumer Affair No.</b> _____ <b>State Lic. No.</b> _____ <b>State Lic. Type</b> _____ <b>Expire Date</b> _____
--	---

Enter below names of Owners, Partners, or Corporate Officers (attach additional sheet, if necessary)

Per AB 2184, you may protect your residential address by providing a different Service of Process address in accordance with Sections 16000.1(a)(2) and 16100.1(a)(2) of the Business and Professions Code. To do so, please fill out the section on the back or bottom of this form.

<b>1st Owner Name</b> _____	<b>Title</b> _____	<b>Date of Birth</b> _____
<b>Home Address</b> <small>(Cannot be P.O. Box)</small> _____		<b>Driver Lic. No.</b> _____
		<b>SSN/ITIN</b> _____
<b>Home Phone No.</b> _____	<b>Cell</b> _____	<b>Other ID No.</b> _____
<b>2nd Owner Name</b> _____	<b>Title</b> _____	<b>Date of Birth</b> _____
<b>Home Address</b> <small>(Cannot be P.O. Box)</small> _____		<b>Driver Lic. No.</b> _____
		<b>SSN/ITIN</b> _____
<b>Home Phone No.</b> _____	<b>Cell</b> _____	<b>Other ID No.</b> _____

In case of emergency, please contact (attach additional sheet, if necessary)

<b>Contact Name</b> _____	<b>Phone No.</b> _____
<b>Address</b> _____	<b>Cell/Pager No.</b> _____

Are you a business that is a regulated industry with storm water discharge requirements in accordance with the SB205 NPDES permit program? If so, please provide the SIC # and Permit # below.

SIC # \_\_\_\_\_ NPDES Permit # \_\_\_\_\_

IN PREPARATION FOR A FUTURE WEB-BASED RENEWAL PROGRAM, PLEASE PROVIDE YOUR E-MAIL ADDRESS. \_\_\_\_\_

<b>No. of Employees</b>  <b>Part-time</b> <input style="width: 80px;" type="text"/>  <b>Full-Time</b> <input style="width: 80px;" type="text"/>	<b>NOTICE:</b> 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 <a href="http://www.dgs.ca.gov/dsa">www.dgs.ca.gov/dsa</a> - The Department of Rehabilitation at <a href="http://www.dor.ca.gov">www.dor.ca.gov</a> - The California Commission on Disability Access at <a href="http://www.ccda.ca.gov">www.ccda.ca.gov</a> .  <i>Thank you for doing business in the City of San Jacinto!</i>	<b>Base Fee</b> <input style="width: 150px;" type="text"/> <div style="text-align: center;">+</div> <b>Employee Fee</b> <input style="width: 150px;" type="text"/> <div style="text-align: center;">+</div> <b>Other Fee</b> <input style="width: 150px;" type="text"/> <div style="text-align: center;">+</div> <b>State CASp Fee</b> <input style="width: 150px;" type="text" value="\$ 4.00"/> <div style="text-align: center;">=</div> <b>Total Due</b> <input style="width: 150px;" type="text"/>
---	--	--

For Businesses Located in San Jacinto (please check if interested)

☐ I would like to receive information on how my business can participate in recycling efforts.

This application does not sanction any act not otherwise permitted. Applicant must obtain clearance to conduct business from the Community Development Department and agrees to comply with all sections of the San Jacinto Municipal Code. Applicant is responsible for obtaining a State of California Sales Tax number, if necessary, and providing the City of San Jacinto with such number when issued. Applicant also recognizes responsibility to comply with the workers' compensation provisions of Section 3700 of the Labor Code.

Applicant's Name and Title (please print): \_\_\_\_\_

Signature of Applicant: \_\_\_\_\_ Date: \_\_\_\_\_

RETURN APPLICATION TO ABOVE ADDRESS AND MAKE CHECK PAYABLE TO CITY OF SAN JACINTO.

### SERVICE OF PROCESS ADDRESS, PURSUANT TO AB 2184 - AVAILABLE FOR PUBLIC INSPECTION

If you wish to protect your residential address with a different service of process address, please provide it here.

NOTE - if your service of process address is a post office box or private mailbox, it must comply with paragraph (2) of subdivision (b) of Section 17538.5 of the California Business and Professions Code.

**Service of Process Address** \_\_\_\_\_

**Residential Address to protect**    ☐ Business Location    ☐ Mailing Address    ☐ Owner/Partner/Officer Address



Planning Division  
595 S. San Jacinto Ave  
San Jacinto, CA 92583  
(951) 487-7330  
Fax (951) 654-9896  
[www.sanjacintoca.gov](http://www.sanjacintoca.gov)

## Home Occupation Permit

The purpose of the Home Occupation Permit is to allow home occupations that are deemed incidental to, and compatible with, surrounding residential uses. A home occupation represents a legal commercial enterprise conducted by an occupant(s) of the dwelling.

Case Number: \_\_\_\_\_ Date Submitted: \_\_\_\_\_

Received by: \_\_\_\_\_ Fee: \_\_\_\_\_

For Planning Division Office Use Only

### BUSINESS INFORMATION

Name of Applicant: \_\_\_\_\_

Home Address: \_\_\_\_\_

Telephone Number: \_\_\_\_\_ Email: \_\_\_\_\_

Business Name: \_\_\_\_\_

Describe the Type of Business: \_\_\_\_\_

\_\_\_\_\_

### PROPERTY OWNER INFORMATION

Property Owner Name (if other than applicant) \_\_\_\_\_

Property Owner Mailing Address \_\_\_\_\_

Property Owner Phone Number \_\_\_\_\_

FAILURE TO ACKNOWLEDGE ANY OF THE FOLLOWING DEVELOPMENT STANDARDS SHALL BE GROUNDS FOR DENIAL OF THIS HOME OCCUPATION PERMIT.

ACKNOWLEDGE  
INITIAL

Home occupations shall comply with the applicable locational, developmental, and operational standards identified in this Section as well as any conditions imposed on the Home Occupation Permit.

\_\_\_\_\_

Home Occupation Permits shall immediately expire upon discontinuance of the home occupation.

\_\_\_\_\_

ACKNOWLEDGE  
INITIAL

---

I acknowledge that, once approved, I will maintain a City Business License (separate application) the entire time I operate a home occupation. A Business License must be renewed annually.

---

The proposed Home Occupation does not include any of the following uses:

- A. Adult businesses;
- B. Alcohol sales;
- C. Ammunition, explosives, or fireworks, sales, use, or manufacturing;
- D. Barber and beauty shops;
- E. Businesses that entail the commercial breeding, boarding, grooming, harboring, kenneling, raising, and/or training of dogs, cats, or other animals on the premises;
- F. Carpentry (on-site) and cabinet making (does not prohibit a normal wood-working hobby operation);
- G. Dance club/night clubs;
- H. Fortune telling (Psychic);
- I. Lawn mower and/or small engine repair;
- J. Massage establishments (on-site);
- K. Medical and dental offices, clinics, and laboratories;
- L. Mini storage;
- M. Plant nursery;
- N. Retail or wholesale sales of products stored at the residence;
- O. Storage and/or sales of equipment, materials, and other accessories to the construction and service trades;
- P. Tattoo parlors;
- Q. Television, radio, or appliance repair;
- R. Tobacco/hookah lounges/parlors;
- S. Vehicle repair (body or mechanical), upholstery, automobile detailing (e.g., washing, waxing, etc.) and painting (This does not prohibit "mobile" minor repair or detailing at the customer's location);
- T. Vehicle sales that include on-site storage/sale of vehicles (online sales permitted);
- U. Welding and machining;

Only the permanent resident(s) of the subject dwelling shall be employed on the premises in the conduct of a home occupation.

---

The home occupation shall be conducted within a dwelling and shall be clearly incidental to the use of the structure as a dwelling.

---

There shall be no direct on-site sale of products, either wholesale or retail.

---

There shall be no exterior use or storage of material or mechanical equipment for the home occupation use and not for normal household or hobby use.

---

The use shall not generate pedestrian or vehicular traffic beyond that to be normal for the zone or neighborhood in which it is located.

---

ACKNOWLEDGE  
INITIAL

---

Commercial vehicles or trailers, except those normally incidental to residential use, shall not be kept on the site, and any need for parking generated by the home occupation shall be met off the street and other than in a required yard.

---

The use shall not involve excessive storage of materials or supplies on the premises. Combustible and/or hazardous substances shall receive approval of the Fire Department.

---

There shall be no signs allowed other than the address for the main dwelling. There shall be no other advertising using the home address, with the exception of advertising in the telephone directory or via the Internet.

---

Not more than one room or the equivalent of 20 percent of the floor area of the entire dwelling unit, whichever is greater, shall be employed for the home occupation. Use of the garage is allowed; provided that all required vehicle storage is maintained in compliance with this Development Code, and the garage doors shall be closed at all times.

---

The appearance of the dwelling or any accessory structure shall not be altered so that the dwelling may be reasonably recognized as serving a nonresidential use (either by color, construction, dust, materials, odors, lighting, noise, signs, sounds, vibrations, etc. or that disturbs the peace). The existence of a home occupation shall not be apparent beyond the boundaries of the subject site.

---

There shall be no use of utilities or community facilities beyond that normal to the use of the property for residential purposes as defined in the zone.

---

The City shall have the right at any time, upon request, to enter and inspect the premises subject to a Home Occupation Permit in order to verify compliance with the locational, developmental, and operational standards identified in Section 17.615.070 (Compliance with Standards and Conditions).

---

The proposed home occupation will be consistent with the General Plan, any applicable specific plan, and the development and design standards of the subject residential zone.

---

The proposed home occupation will not be detrimental to the public convenience, health, interest, safety, or welfare, or materially injurious to the properties or improvements in the immediate vicinity.

---

The proposed home occupation will not interfere with the use or enjoyment of neighboring existing or future residential developments, and will not create traffic or pedestrian hazards.

---

Preparation or Sale of food items requires approval from the Riverside County Health Department prior to permit issuance. (Proof of Health Permit Required)

---

I CERTIFY UNDER THE PENALTY OF THE LAWS OF THE STATE OF CALIFORNIA THAT I HAVE RECEIVED AUTHORIZATION FROM THE PROPERTY OWNER OF THE PROPERTY THAT IS THE SUBJECT MATTER OF THIS APPLICATION AND I AM AUTHORIZING AND DO HEREBY CONSENT TO THE FILING OF THIS APPLICATION AND ACKNOWLEDGE THAT I WILL OPERATE THE BUSINESS WITHIN THE REQUIREMENTS OUTLINED IN THE DEVELOPMENT CODE AND SUMMARIZED ABOVE. I FURTHER AGREE TO WAIVE ANY RIGHT TO LATER CHALLENGE ANY CONDITIONS IMPOSED AS UNFAIR, UNNECESSARY, OR UNREASONABLE.

I FURTHER CERTIFY THAT I WILL OPERATE THE HOME OCCUPATION IN COMPLIANCE WITH ALL APPLICABLE STANDARDS OF THE DEVELOPMENT CODE AND ANY CONDITIONS OF APPROVAL IMPOSED BY THE CITY. VIOLATION OF THESE STANDARDS OR CONDITIONS OF APPROVAL, OR ACTIONS WHICH MAKE THE NECESSARY FINDINGS VOID SHALL BE GROUNDS FOR REVOCATION OF THIS HOME OCCUPATION PERMIT. I FURTHER UNDERSTAND THAT IF THIS PERMIT IS REVOKED, THE HOME OCCUPATION SHALL CEASE IMMEDIATELY.

---

PRINTED NAME OF APPLICANT

---

APPLICANT SIGNATURE

---

For Planning Staff Only:

Zoning: \_\_\_\_\_

Home Occupation Use is Permitted: \_\_\_\_\_ Yes \_\_\_\_\_ No

Additional Conditions Required: \_\_\_\_\_ Yes (attached) \_\_\_\_\_ No

**In approving this Home Occupation Permit, the Director makes the following Findings:**

1. The proposed home occupation is consistent with the General Plan, any applicable specific plan and the development and design standards of the subject residential zone.
2. The proposed home occupation will not be detrimental to the public convenience, health, interest, safety, welfare, or materially injurious to the properties or improvements in the immediate vicinity.
3. The proposed home occupation will not interfere with the use of enjoyment of neighboring existing or future residential developments, and will not create traffic or pedestrian hazards.

---

APPROVED BY

---

Date