

# City of Foster City

610 FOSTER CITY BOULEVARD  
FOSTER CITY, CA 94404  
(650) 286-3262  
FAX (650) 574-3483

B/L #  
Sic Code  
Classification

**PLEASE PRINT OR TYPE. YOU MUST COMPLETE BOTH SIDES.**

BUSINESS NAME			
BUSINESS ADDRESS (NO P.O. BOX, MAIL DROP ADDRESS OR ANSWERING SERVICE)			
NUMBER	STREET/AVE./BLVD.	SUITE/RM	
CITY		STATE	ZIP
MAILING ADDRESS (IF DIFFERENT FROM ABOVE)			
NUMBER	STREET/AVE./BLVD.	SUITE/RM	
CITY		STATE	ZIP
BUSINESS PHONE	CELL PHONE NO.	E-MAIL ADDRESS	DATE BUSINESS STARTED IN FOSTER CITY
TYPE OF OWNERSHIP (CIRCLE ONE) S = SOLE PROPRIETORSHIP P = PARTNERSHIP C = CORPORATION  OTHER: _____		OWNER'S NAME(S)/PARTNERS/PRESIDENT	
NATURE OF BUSINESS		NO. OF EMPLOYEES IN FOSTER CITY (INCLUDE OWNERS)	
		DAYS & HOURS OF OPERATION	
FEDERAL IDENTIFICATION NO.		STATE RESALE NO.	
SOCIAL SECURITY NO.		STATE PAYROLL IDENTIFICATION NO.	
STATE CONTRACTOR'S LICENSE NO.		GROSS RECEIPTS	PRIOR TAX
			PENALTY
TYPE (A, B, C OR D)	EXPIRATION DATE (MM/DD/YY)	CURRENT	PROCESSING FEE
		TOTAL TAX	

**OTHER INFORMATION**

OWNER'S NAME \_\_\_\_\_  
 RESIDENCE ADDRESS \_\_\_\_\_  
 CITY \_\_\_\_\_ STATE \_\_\_\_\_ ZIP \_\_\_\_\_  
 RESIDENCE PHONE NO. \_\_\_\_\_  
 SOCIAL SECURITY NO. \_\_\_\_\_

**EMERGENCY CONTACT**

NAME \_\_\_\_\_  
 RESIDENCE ADDRESS \_\_\_\_\_  
 CITY \_\_\_\_\_ STATE \_\_\_\_\_ ZIP \_\_\_\_\_  
 RESIDENCE PHONE NO. \_\_\_\_\_ CELL PHONE NO. \_\_\_\_\_

**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? .....	.....	.....	.....
WASHING PRODUCT? .....	.....	.....	.....
BOILER? .....	.....	.....	.....
COOLING SYSTEM WITH BLEED-OFF INTO SEWER SYSTEM? .....	.....	.....	.....
4. WILL ANY WASTE WATER BE DISCHARGED INTO SEWERS OTHER THAN TOILET WASTES?			
5. 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 .....	.....	.....	.....
6. WILL YOU STORE HAZARDOUS, EXPLOSIVE, FLAMMABLE OR CORROSIVE MATERIALS ON THE PREMISES?			
7. HAVE YOU FILED AN EMERGENCY BUSINESS LISTING CARD WITH THE POLICE DEPARTMENT?			
8. WILL YOU HAVE OR NEED A BURGLAR ALARM?			
9. IF YOU ARE SOLICITING, HAVE YOU OBTAINED A PERMIT FROM THE POLICE DEPARTMENT?			
10. WILL YOU NEED A SIGN FOR YOUR BUSINESS? IF YES, CONTACT THE COMMUNITY DEVELOPMENT DEPARTMENT FOR INFORMATION REGARDING SIGN PERMITS.			
11. 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 BUILDING AND PLANNING PERMITS.			
12. 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.			

**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

\_\_\_\_\_  
DATE

\_\_\_\_\_  
PRINTED NAME & TITLE

BUILDING	FIRE	PLANNING	POLICE
----------	------	----------	--------

## **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 fifteen percent of the interior floor area and ten percent 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 seven-thirty a.m. and eight p.m. on weekdays and nine a.m. and eight 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 eight a.m. and six 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.**

**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

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

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

**Step 1: DETERMINE YOUR CATEGORY**

If you are a contractor and your State Contractor's License is an "A" or "B" license, the business license fee is \$50.00 plus a one-time processing fee of \$23.40 for a total fee of \$73.40. **SUBMIT CHECK FOR \$73.40, DO NOT USE CALCULATION SHEET BELOW.**

If you are a contractor and your State Contractor's License is a "C" or "D" license, the business license fee is \$25.00 plus a one-time processing fee of \$23.40 for a total fee of \$48.40. **SUBMIT CHECK FOR \$48.40, DO NOT USE CALCULATION SHEET BELOW.**

For all other applicants, the business license fee is based on gross receipts. Please fill out the calculation sheet below in order to calculate your business license fee.

**Step 2: ESTIMATED GROSS RECEIPTS**

FROM \_\_\_\_\_(MM/DD/YYYY) (February 1 of the current year, unless multiple years are being paid)  
TO JANUARY 31, \_\_\_\_\_(YYYY) (next year)

- ENTER YOUR ESTIMATED GROSS RECEIPTS IN THE BOX.
- *If estimate is \$33,333.00 or less, your tax is \$25.00. Go to step 4.*
- *If estimate is \$33,333.01 or more, go to step 3.*

**Step 3: TAX CALCULATION**

- Multiply your estimated gross receipts by .00075
- Maximum tax fee is \$3,750.00.
- ENTER AMOUNT IN BOX. GO TO STEP 5.

**Step 4: ENTER YOUR \$25.00 TAX PAYMENT IN THE BOX.**

- GO TO STEP 5.

**Step 5: ADD A PROCESSING FEE OF \$23.40 IN THE BOX.**

- GO TO STEP 6.

**Step 6: ENTER TOTAL PAYMENT IN THE BOX.**

Please make your check payable to: City of Foster City.  
Thank you.

# **Important Phone Numbers**

**TO REGISTER A FICTITIOUS BUSINESS NAME,**

Please call the County Recorder's Office in Redwood City @ (650) 363-4712.

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

Please call the State Board of Equalization toll free @ 1-800-400-7115 or (415) 356-6600.

**FOR CHILDCARE LICENSE INFORMATION,**

Please call the State Department of Social services @ (650) 266-8843.

**TO OBTAIN A SOLICITOR'S PERMIT,**

Please call (650) 286-3312.

**TO GET INFORMATION ABOUT STARTING A BUSINESS IN FOSTER CITY,** Please contact Chamber of Commerce @ (650) 573-7600 or Better Business Bureau @ (510) 844-2000.

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

Please contact Internal Revenue Service @ 1-800-829-1040