



CITY OF MENIFEE

29714 Haun Road, Meniffee, CA 92586 - (951) 672-6777

BUSINESS LICENSE APPLICATION

- Please Check Applicable*
- New Application
 - Change of Owner
 - Change of Address
 - Change of Business Name
 - HOME OCCUPATION
 - EXEMPT

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

Business Name _____ Corporate Name <small>(if applicable)</small> _____ Business Location _____ <small>(Cannot be P.O. Box per State of California Business & Professions Code-Section 17538.5)</small> Mailing Address _____ Phone No. _____ Fax No. _____ Description of Business _____ Ownership <input type="checkbox"/> Corporation <input type="checkbox"/> Corp-Ltd Liability <input type="checkbox"/> Partnership <input type="checkbox"/> Sole Proprietor <input type="checkbox"/> Trust	OFFICIAL USE ONLY Business License No. _____ Bus. Start Date _____ Resale No. _____ Federal ID No. _____ State ID No. _____ State License No. _____ State License Type _____ Massage Therapy Cert. # _____ Expire Date _____ Website Address _____
---	---

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

1st Owner Name _____ Title _____ Home Address _____ <small>(Cannot be P.O. Box)</small> Home Phone No. _____ Cell No. _____	Date of Birth _____ Driver Lic. No. _____ Soc. Sec. No. _____ Email Address _____
2nd Owner Name _____ Title _____ Home Address _____ <small>(Cannot be P.O. Box)</small> Home Phone No. _____ Cell No. _____	Date of Birth _____ Driver Lic. No. _____ Soc. Sec. No. _____ Email Address _____

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

Contact Name _____ Address _____	Phone No. _____ Cell No. _____
---	---

Alarm Company, if applicable (attach additional sheet, if necessary)

Company Name _____ Address _____	License No. _____ Phone No. _____
---	--

Property Manager / Property Owner

Name _____ Address _____	Phone No. _____ Cell No. _____
---	---

Number of Employees <input style="width: 100px; height: 20px;" type="text"/> Number of Square Feet <input style="width: 100px; height: 20px;" type="text"/>	<p>ACCEPTANCE OF PAYMENT DOES NOT CONSTITUTE APPROVAL OF BUSINESS LICENSE - AUTHORIZATION TO CONDUCT BUSINESS IS NOT GRANTED UNTIL ISSUANCE OF LICENSE.</p> <p style="text-align: center;"><i>Thank you for doing business in the City of Meniffee</i></p> <p>AFFIDAVIT: I HEREBY DECLARE UNDER PENALTY OF PERJURY, THAT THE INFORMATION IS TRUE AND CORRECT. HOME OCCUPATION ONLY: ALL CRITERIA OUTLINE IN ORDINANCE HAVE BEEN MET.</p>
--	--

FOR OFFICIAL USE ONLY													
<table border="1" style="width: 100%; border-collapse: collapse;"> <tr><td style="text-align: center;">Date</td></tr> <tr><td style="height: 40px;"> </td></tr> </table> <p><input type="checkbox"/> Credit Card _____</p> <p><input type="checkbox"/> Cash <input type="checkbox"/> Check No. _____</p>	Date		<table border="1" style="width: 100%; border-collapse: collapse;"> <tr><td style="text-align: right;">Basic Fee</td><td style="width: 100px; height: 20px;"> </td></tr> <tr><td style="text-align: right;">Zoning Fee</td><td style="width: 100px; height: 20px;"> </td></tr> <tr><td style="text-align: right;">Penalty Fee</td><td style="width: 100px; height: 20px;"> </td></tr> <tr><td style="text-align: right;">State CASp Fee</td><td style="text-align: center;">\$ 1.00</td></tr> <tr><td style="text-align: right;">Total Due</td><td style="width: 100px; height: 20px;"> </td></tr> </table> <p><small>NOTICE: 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 The Department of Rehabilitation at www.rehab.cahwnet.gov - The California Commission on Disability Access at www.cdda.ca.gov.</small></p>	Basic Fee		Zoning Fee		Penalty Fee		State CASp Fee	\$ 1.00	Total Due	
Date													
Basic Fee													
Zoning Fee													
Penalty Fee													
State CASp Fee	\$ 1.00												
Total Due													

Signature of Owner or Representative: _____ Date: _____

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



For Official Use Only

Business License No.: _____

Date Received: _____

Received By: _____

Case Planner: _____

CITY OF MENIFEE

Community Development Department

APPLICATION FOR HOME OCCUPATION STATUS FOR BUSINESS REGISTRATION PROGRAM

INCOMPLETE APPLICATIONS WILL NOT BE ACCEPTED.

All Home Occupations MUST conform to the regulations and limitations of the Menifee Municipal Code. A Home Occupation is an allowed land use that is permitted by the City with the understanding (as expressed in the adoption of the Municipal Code) that any such business use of a residential property shall be conducted in a manner so that such use shall have no impact upon the site, the surrounding properties or the community as a whole. A Home Occupation shall not be issued for an activity that may result in adverse impacts to the community. An approved Home Occupation shall be immediately revoked if such Home Occupation is found to have impacts upon the property, neighboring properties or the neighborhood, or if the use being conducted is found to be inconsistent with the business description provided within this Home Occupation Application.

_____ (Applicant initials)

APPLICANT INFORMATION

Business Name: _____

Applicant's Name: _____ E-Mail: _____

Business Address: _____
Street

_____ *City State ZIP*

Assessor Parcel Number: _____

Mailing Address: _____
Street

_____ *City State ZIP*

Daytime Phone No: (____) _____ Fax No: (____) _____

Emergency Contact Number (Different than above): (____) _____

Please describe the nature of the business to be conducted within the home noting specifically the physical activity being conducted (office work, hand crafts, assembly, etc.), the location(s) within the home used for all

aspects of the business, storage needs, type of stored material (if any), employees, outcall services, food products and specific vehicles used. (Attach additional sheet{s} as necessary.)

Property Owner's Name: _____ E-Mail: _____

Property Owner's Signature: _____

Mailing Address: _____
Street

City State ZIP

Daytime Phone No: (____) _____

Under the provisions of the Menifee Municipal Code, a Home Occupation is limited as described below:

Section 21.36. HOME OCCUPATIONS.

Home occupations means those uses that are customarily conducted in a residence, provided such uses must be incidental and secondary to the principal use of a dwelling as a residence. The following criteria shall apply to any home occupation:

- a. Except for large family day care homes which may require two assistants and small family day care homes which may require one assistant to be present in addition to the licensee or provider, no person other than a resident of the dwelling shall be employed on the premises in the conduct of a home occupation.
- b. A home occupation shall be conducted entirely within the dwelling and shall be incidental and secondary to the use of the dwelling as a residence.
- c. A home occupation shall not be conducted in an accessory structure and there shall be no storage of equipment or supplies in an accessory structure or outside building.
- d. The residential character of the exterior and interior of the dwelling shall not be changed.
- e. No vehicles or trailers except those normally incidental to residential use shall be kept on the site.
- f. No signs other than one unlighted identification sign, not more than two square feet in area, shall be erected on the premises.

The applicant for a Home Occupation has read, understands and shall abide by the above noted Home Occupation limitations and description. _____ (Applicant initials)

In addition to the above, all Home Occupations are limited by the provisions of City of Menifee Municipal Code Section 5.01.060 "Business Registration for Home Occupations." This Code provides the following:

§ 5.01.060 BUSINESS REGISTRATION FOR HOME OCCUPATIONS.

(A) An initial application for business registration shall be made by each home occupation. The application shall be made on the form provided by the city, and it shall not be deemed filed until fully and accurately completed. The applicant shall be the person engaging in the home occupation at his or her residence. All applications shall be accompanied by the applicable fees including but not limited to additional fees for late applications or failure to register.

(B) The application shall contain the following:

(1) The name of the applicant; home business address, telephone number at that address; cell phone number; email and fax (if any); and an emergency contact number different from any of these.

(2) If the business is advertised to the public by name or designation other than the name of the applicant, that name or designation and proof of filing of a fictitious business name statement.

(3) A detailed description of the nature of the business, including, but not limited to, whether the business is constructed in an accessory structure; whether additional vehicles come to the residence or are stored at the residence; whether or not the business involves storage of materials anywhere on the property (including outdoors or in an accessory structure); use of any hazardous materials of any kind; whether the business involves outcall services; or whether the business involves mobile food facilities or vending.

(4) A listing of any and all federal, state, county and other required permits or licenses, including any contractor's state permit or license number and category.

(5) Any other information necessary to determine appropriate regulatory requirements applicable to the business.

(6) The signature of the applicant under penalty of perjury that the information provided on the application is true and correct and that the applicant is responsible for all applicable fees. Any subsequent registration shall be deemed null and void if the license application contains any false or misleading information and providing such false information shall be a violation of this chapter.

(C) The information contained on the business registration form shall be reviewed by the City Clerk and other city staff as necessary. Based upon the nature of the home occupation, they may determine that business licensing and the corresponding inspection is necessary rather than business registration. In the event that a home occupation requires a business license, the registration fee paid shall be credited to the license fee and/or inspection deposit.

The applicant for a Home Occupation has read, understands and shall abide by the above noted Code provisions. _____ (Applicant initials)

The signature of the applicant below acknowledges under penalty of perjury that the information provided on this application is true and correct to the best of that person's knowledge and that the applicant is responsible for all applicable City fees.

By signing this application, the applicant and business agree to be bound by all provisions of the City of Menifee Municipal Code, including but not limited to the provisions for inspection.

An approved/issued Business License shall be deemed null and void if the license application contains any false or misleading information. It shall be considered a violation of this Code, punishable as set out herein, intentionally to give any false or misleading information on the application.

All signatures must be originals. Photocopies or e-signatures are **not** acceptable.

PRINTED NAME OF APPLICANT

SIGNATURE OF APPLICANT

PRINTED NAME OF APPLICANT

SIGNATURE OF APPLICANT

Copy provided to Applicant

City staff member discussing this application with applicant: _____

Application reviewed and approved by: _____

Date approved: _____