



City of Atascadero

COMMUNITY DEVELOPMENT



Email address: businesslicense@atascadero.org Website: www.atascadero.org/service/business-licenses

Business License Checklist

APPLICATIONS ARE ACCEPTED BY MAIL, EMAIL, OR BY IN-PERSON APPOINTMENT.

APPOINTMENTS ARE AVAILABLE MONDAY - FRIDAY FROM 9 AM-12 PM AND MONDAY - THURSDAY FROM 2-4 PM

Incomplete submittals and walk-in submittals will not be accepted.

Applications must contain either original or Qualified Electronic Signatures. Scanned or photocopied signatures not accepted.

Pre-Application Review: Prior to a formal submittal, a pre-application conversation with a planner is encouraged to ensure your business is allowed in its proposed location and determine whether any special permitting requirements apply. To contact a planner, call 805-461-5035.

I. Businesses Located Inside City Limits:

- ☐ Business License Application
- ☐ Property Owner Authorization Page
- ☐ Zoning & Building Information Page – Completely filled out. Please mark “no”, “n/a”, or “0” to items that don’t apply to your business.
- ☐ Copy of Applicant’s ID
- ☐ Full Payment of Applicable Fees – Fees can be paid by cash, check, or card. Card payments are subject to an additional processing fee. Do not mail cash payments.

a. **Commercial Locations Only:**

- ☐ Site Plan – Show all existing structures, interior walls, entrances & exits, restrooms, street frontage, parking, and fire extinguisher location(s). Visit https://www.atascadero.org/sites/default/files/2023-06/Elements_of_a_Site_Plan_Commercial.pdf for more detailed information and examples.
- ☐ Building Inspection – Once a business license application has been accepted by City of Atascadero, please call 805-466-8099 to schedule an inspection. Your final license will not be issued until you have passed inspection. Visit <https://www.atascadero.org/sites/default/files/BL.Inspection.Checklist.pdf> for more information.

b. **Home Occupations Only:**

- ☐ Home Occupation Conditions Page

II. Businesses Located Outside City Limits

- ☐ Business License Application
- ☐ Copy of Applicant’s ID (contractors may submit a copy of their CSLB pocket card in lieu of an ID)
- ☐ Full Payment of Applicable Fees – Fees can be paid by cash, check, or card. Card payments are subject to an additional processing fee. Do not mail cash payments.

III. The following are also required for applicable business types:

- ☐ Contractor: Active CSLB Certification (will be confirmed by our office prior to issuance of business license)
- ☐ Food Facility/Mobile Food Vendor: Copy of San Luis Obispo County Health Permit unless exempted by State Law
- ☐ Massage Business: Copy of CAMTC Certification (for all massage businesses)
- ☐ Short-Term / Vacation Rental: Site plan of property indicating what will be used for the rental
- ☐ Gun Sales, Manufacturing: Proof of state/federal licensing
- ☐ Tax-Exempt Businesses: Proof of tax-exempt status

Working together to **serve**, **build community** and **enhance quality of life.**