



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

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