



## Application for Business License Inspection

City of Half Moon Bay

501 Main Street Half Moon Bay CA 94019

Phone: 650.726.8260 / Fax: 650.726.8261

### Reason for Business License Inspection

BC # \_\_\_\_\_

New Business     New Location     New Ownership     Other \_\_\_\_\_

**APPLY AT THE BUILDING DEPARTMENT TO BE ISSUED A PERMIT NUMBER & JOB CARD.  
THE JOB CARD WILL BE MARKED WITH THE INSPECTIONS REQUIRED.**

**\$81.50 Paid by:  
Cash Check CC**

**Applicant Name(s):** Business Owner/Tenant: \_\_\_\_\_

or Building Owner/Manager: \_\_\_\_\_

or Contractor: \_\_\_\_\_ License #: \_\_\_\_\_

### Name and Location of Business

### Type and Description of Business Activity

Type: (Office/Retail/Medical/Industrial (etc): \_\_\_\_\_ Description: \_\_\_\_\_

: \_\_\_\_\_

Estimated Number of Employees (including Owner(s) working on the premises): \_\_\_\_\_

### Business Owner

Name: \_\_\_\_\_ Mailing Address: \_\_\_\_\_

Residence Address: \_\_\_\_\_

Phone (H/W) \_\_\_\_\_ (Cell) \_\_\_\_\_ (E-Mail) \_\_\_\_\_

### Landlord or Property Management Company

Name: \_\_\_\_\_ Company Name: \_\_\_\_\_

Landlord/Management Mailing Address: \_\_\_\_\_

Phone (H/W) \_\_\_\_\_ (Cell) \_\_\_\_\_ (E-Mail) \_\_\_\_\_

Signature of Applicant (s) \_\_\_\_\_ Date: \_\_\_\_\_

#### For City Use Only

##### Notes:

Fee Due: \$59.00    Check No: \_\_\_\_\_    Cash: \_\_\_\_\_    Credit Card: \_\_\_\_\_    Receipt No: \_\_\_\_\_

Re-inspection Fee: \$59.00    Check No: \_\_\_\_\_    Cash: \_\_\_\_\_    Credit Card: \_\_\_\_\_    Receipt No: \_\_\_\_\_

Planning Approval: \_\_\_\_\_    Date: \_\_\_\_\_

Building Approval: \_\_\_\_\_    Date: \_\_\_\_\_

**NEW BUSINESS ADDRESS \_\_\_\_\_**

**JOB CARD – HAVE ALL INSPECTORS SIGN THIS CARD AND LIST ALL PERMITS ISSUED**

INSPECTIONS AND PERMITS TO COMPLETE PRIOR TO ISSUANCE OF A BUSINESS LICENSE & OPENING

AGENCY	CONTACT TELEPHONE AND/OR WEBSITE	INSPECTION PURPOSE/REQUIREMENT	APPROVED INSPECTION & DATE SIGN-OFF <u>or</u> PERMIT NO. & DATE ISSUED
1. Planning Department, City Hall, 501 Main St.	650-726-8250 <a href="http://www.hmbcity.com">http://www.hmbcity.com</a>	Mandatory – Get this approval first. 1. Is your business operation compatible with the zoning district and use? 2. A Sign Permit is required for any banner or sign prior to installation.	Sign & Date
2. San Mateo Co Environmental Health, 2000 Alameda de las Pulgas, Ste 100, San Mateo, CA	650-372-6200, Fax: 650-627-8244, <a href="http://www.smhealth.org">http://www.smhealth.org</a>	Health permit is required for anyone handling food. New owners and new locations require a new application & inspection.  Submit all approved plans to City Building Dept for permits.	OK to Operate or Permit No:  Sign & Date
3. CCWD (Coastside County Water District), 766 Main St.	650-726-4405 – Joe Guistino – <a href="http://www.coastsidewater.org">http://www.coastsidewater.org</a>	Backflow prevention valve must be installed on potable water line. Contact CCWD to determine if valve has been installed & inspected.	Sign & Date
4. Board of Barbering and Cosmetology, 2420 Del Paso Rd., Ste 100, Sacramento, CA 95834	800-952-5210, Fax: 916-575-7281, <a href="http://www.barbercosmo.ca.gov">http://www.barbercosmo.ca.gov</a>	Any person providing certain services for a fee is required to be licensed by the Board. Those services include (but are not limited to): hair cutting, hairdressing and styling, nail care, skin care, removal of superfluous hair, permanent removal of unwanted hair and the application of make-up.	Establishment Permit No:  Date:
5. San Mateo Co Sheriff – Half Moon Bay Substation, 537 Kelly Ave.	650-726-8288, Fax: 650-726-8292, <a href="http://www.hmbcity.com">http://www.hmbcity.com</a>	Applications are taken for Solicitor, Peddler, Taxi Establishment & Driver, Massage Establishment & Technician permits at the Sheriff's Substation.	Permit No.  Date:
6. Coastside Fire Protection District, 1191 Main St.	650-726-5213, Fax: 650-726-0132, <a href="http://www.coastsidefire.org">http://www.coastsidefire.org</a>	Business compliance inspection required for new business, new owners, and new locations.	Sign & Date
7. Half Moon Bay Building Dept., City Hall, 501 Main St.	650-726-8260, Fax: 650-726-8261, <a href="http://www.hmbcity.com">http://www.hmbcity.com</a> Inspection Hotline: 726-8794	Business License compliance inspection should be the last inspection prior to opening.	Sign & Date

When the final inspection is passed please bring this form, with signatures & permit numbers, and your Business License Application form to the front counter at City Hall, 501 Main St., for submittal and issuance prior to opening.