

City of San Luis Obispo Finance & IT Department

Please send remittance to: P.O. Box 8112 San Luis Obispo, CA 93403-8112

We are located at: 990 Palm Street San Luis Obispo, CA 93401-3249

We are open to serve you from 8:00 AM to 5:00 PM Monday through Friday (except holidays)

Have a question? Phone us at: 805-781-7134 Email us at: bt@slocity.org Fax us at: 805-781-7401
Telecommunications Device for the Deaf: 805-781-7410

For information about the City or Business Tax visit our Website at: www.slocity.org

The business tax certificate must be renewed annually by July 31 or the business owner will be considered in violation of the City's Municipal Code and penalties will be assessed. Additionally, late charges of 1.5% of the outstanding balance or \$10.00, whichever is greater, apply to all account balances when payment is not received within 30 days and will be reassessed each 30 days thereafter when a balance remains outstanding. All returned checks will be assessed a service charge and the certificate will be nullified.

Zoning & Building Clearance - For Businesses within the City of San Luis Obispo

Your Business Tax Certificate Renewal will not be processed until your business location has been approved. Please contact the Community Development Department at (805) 781-7170 or visit us at 919 Palm Street for assistance in filling out this form. Hours: 8:00 AM to 12:00 PM and 1:00 PM to 3:00 PM Monday through Friday (except holidays).

Business Name: Business Address:

Contact Name: Daytime Phone:

Former Tenant: Describe Adjacent Tenants:

Type of business (check one):

- Service, Retail Sales, Lodging, Agriculture, Office, Transportation & Communications, Recreation, Education, & Public Assembly, Industry, Manufacturing /or Processing, Wholesaling, Home Occupation (any business operated out of a residence); Date applied for:

Fully describe your business (Include the types of goods or services offered, number of employees both on and off-site, extent of customer visitation, and any known nuisance created by business activities (i.e. noise, odors or waste products))

Extent of alterations/tenant improvements planned:

Is your business located on: Ground Floor Upper Floor

Are you sharing space with another existing business? If yes, with whom?

Are you operating as an independent contractor leasing space at an existing business? If yes, with what business?

Approx. floor area occupied by your business sq. ft. Area devoted to outdoor storage sq. ft.

Total number of off-street parking spaces provided exclusively for the business\*:
\*If the business shares off-street parking with other business please provide a running total of the site's parking requirements, maintained by the property owner.

STAFF USE ONLY

What zone is this business in? Occupancy Class:

Total number of off-street parking spaces required by the City:

Zoning Regulations Classification:

Is this business allowed in this zone? Yes, permit not required Yes, as this is a tenant change without change of use category.

Yes, with a permit; Date Approved:

Approved By: (Planning) (Date) (Building) (Date)

Notes to file: