

# City of Millbrae

## Home Occupation Use

The City of Millbrae allows residents to operate a business from their home once a City Business License and Home Occupation Permit have been obtained. This type of commercial business activity within a residence is described in *Section 10-1.201 of the Millbrae Municipal Code* as a Home Occupation use as follows:

“Home Occupation” means a use conducted on the premises by the occupant of the dwelling as a secondary use in connection therewith, and where there are no advertising signs, no display, no stock or commodity sold on the premises, no employees in connection therewith and no mechanical or electrical equipment designed to be used in connection therein, other than that necessary or convenient for domestic purposes.

Because residential areas are intended to be calm and quiet and commercial business activities create noise, parking and traffic problems, Home Occupations are subject to the following conditions of approval:

- No non-resident employees working at or reporting to the home for dispatch elsewhere.
- No customer traffic in and out of the home is allowed; however, client-oriented businesses (such as tutors and tax preparers) may have individual clients on-site by appointment only.
- No parking of business vehicles other than a private vehicle used by the dwelling occupant for transportation to and from work. No parking of employees or customer vehicles.

**Information regarding the above conditions should be directed to the  
Community Development Department at  
(650) 259-2341**

### • DIRECTORY OF INFORMATION •

<b>City of Millbrae</b> 621 Magnolia Avenue Millbrae, CA 94030-1852 <a href="http://www.ci.millbrae.ca.us">www.ci.millbrae.ca.us</a> Hours 8:30 a.m. thru 5:00 p.m.	<b>Business License Application</b>  <b>Home Occupation Permit or Zoning District Compliance</b>	Finance Department (650) 259-2352  Planning Department (650) 259-2346 Monday-Thursday
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*All businesses operating within the City limits of Millbrae are required to have a current business license.  
All Government offices are closed for State and Federal Holidays*

SELLERS PERMIT	ALCOHOL BEVERAGE LICENSE	FEDERAL IDENTIFICATION NO.
<b>State of California Board of Equalization Sales Tax Number</b> <a href="http://www.boe.ca.gov">www.boe.ca.gov</a> 121 Spear St., Suite 460 San Francisco, CA 94105-1584 (800) 400-7115 or (415) 356-6600 <i>Businesses selling tangible property which is subject to State sales and use tax.</i>	<b>State of California-SF District Office Alcoholic Beverage Control Board - (A.B.C.)</b> <a href="http://www.abc.ca.gov">www.abc.ca.gov</a> 71 Stevenson St., Suite 1500 San Francisco, CA 94105-2961 (415) 356-6500 FX (415) 356-6599 Hrs. 8 a.m. thru 5 p.m. M-F <i>All businesses selling or serving liquor.</i>	<b>Internal Revenue Service Tax Information Business Specialty Tax Information</b> <a href="http://www.irs.gov">www.irs.gov</a> Walk-In Help: 55 S. Market St. San Jose, CA 95113-2324 (800) 829-4933 Local: (650) 298-0463 (800) 829-1040 Individual Information Hrs. 8:30 a.m. thru 4:30 p.m. M-F
FICTITIOUS NAME STATEMENT	HEALTH PERMIT	STATE PAYROLL I.D. NUMBER
<b>County of San Mateo - County Clerk</b> <a href="http://www.smcare.org">www.smcare.org</a> 555 County Center, 1st Floor Redwood City, CA 94063-1665 (650) 363-4712 Hrs. 8 a.m. thru 5 p.m. <i>Business names must be cleared through the County to ensure it is not registered to someone else.</i>	<b>County of San Mateo - Health Department</b> <a href="http://www.smhealth.org/environmental">www.smhealth.org/environmental</a> 2000 Alameda De Las Pulgas, Suite 100 San Mateo, CA 94403-1270 (650) 363-4305 <i>All restaurant and related types of businesses.</i>	<b>State of California Employment Development Department</b> <a href="http://www.edd.ca.gov">www.edd.ca.gov</a> 745 Franklin, Suite 300 San Francisco, CA 94102-3287 English: (800) 300-5616
STATE CONTRACTORS LICENSE	ARTICLES OF INCORPORATION	SENIOR CARE HOMES
<b>State of California State Contractors Board</b> <a href="http://www.cslb.ca.gov">www.cslb.ca.gov</a> 9821 Business Park Dr., Suite 160 Sacramento, CA 95827-1742 (800) 321-2752 Hrs. 8 a.m. thru 5 p.m. M-F	<b>Secretary of State</b> <a href="http://www.sos.ca.gov">www.sos.ca.gov</a> 455 Golden Gate Ave., Suite 14500 San Francisco, CA 94102-7007 (415) 557-8000 Hrs. 8 a.m. thru 4:40 p.m. M-F	<b>San Bruno Office</b> <a href="http://www.cclld.ca.gov">www.cclld.ca.gov</a> 851 Treager Ave., Suite 360 San Bruno, CA 94066-3046 (650) 266-8800 Hrs. 8 a.m. thru 5 p.m. M-F
		CHILD CARE HOMES
<b>San Bruno Office</b> <a href="http://www.cclld.ca.gov">www.cclld.ca.gov</a>		801 Treager Ave., Suite 100 San Bruno, CA 94066-3045 (650) 266-8843 Hrs. 8 a.m. thru 5 p.m. M-F



# CITY OF MILLBRAE

621 Magnolia Avenue, Millbrae, California 94030  
Attn: Bus. License Dept. • (650) 259-2352 • Fax (650) 697-8459

## HOME OCCUPATION PERMIT

### The Millbrae Municipal Code Section 10-1.201 defines Home Occupation as follows:

"Home Occupation" means a use conducted on the premises by the occupant of the dwelling as a secondary use in connection therewith, and where there are not advertising signs, no display, no stock or commodity sold on the premises, no employees in connection therewith and no mechanical or electrical equipment designed to be used in connection therein, other than that necessary or convenient for domestic purposes.

#### PLEASE TYPE OR PRINT CLEARLY

<b>Business Name</b> _____	<b>Bus. Phone</b> ( ) _____
<b>Business Location</b> _____ <small>(Not P. O. Box)</small>	<b>Bus. Fax</b> ( ) _____
City _____ State _____ Zip _____	<b>Cell Phone</b> ( ) _____
<b>Mailing Address</b> _____ <small>(If Different)</small>	<b>E-Mail Address</b> _____
City _____ State _____ Zip _____	<b>Social Security No.</b> _____
<b>Contact Name</b> _____	<b>Drivers License No.</b> _____
	<b>Federal I.D. No.</b> _____
	<b>State I.D. No.</b> _____

#### PLEASE PROVIDE THE FOLLOWING INFORMATION - IT IS IMPERATIVE THAT ALL APPROPRIATE SPACES BE COMPLETED

Will the proprietor live at this address?  Yes  No

What is the general nature of the business? \_\_\_\_\_

What equipment or materials will be used? \_\_\_\_\_

Do you plan to have employees?  Yes  No

Do you plan to have customers at this address?  Yes  No

What type of vehicles will be located on the property? \_\_\_\_\_

If business involves sale of products, where will stock in trade be stored? \_\_\_\_\_

Will there be any outdoor storage of materials or equipment?  Yes  No

**Please sign and return this form along with your check made payable to City of Millbrae.**

*I hereby certify under penalty of perjury that the information provided herein is to the best of my knowledge and belief, a true and complete statement. I understand that this application is not a license and that no business activity may commence until a business license is issued.*

Signature of Applicant: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_

*Thank you for doing business in the City of Millbrae!*

### Home Occupation Tax Rate

## \$43.00

(to be paid together with Business License)

Tax Rate	\$	
Penalty Fee	\$	
State CASp Fee	\$	1.00
<b>TOTAL DUE</b>	<b>\$</b>	

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](http://www.dgs.ca.gov/dsa/Home.aspx) - The Department of Rehabilitation at [www.rehab.cahwnet.gov](http://www.rehab.cahwnet.gov) - The California Commission on Disability Access at [www.ceda.ca.gov](http://www.ceda.ca.gov).

#### IMPORTANT: UPON APPROVAL OF THIS PERMIT, A BUSINESS LICENSE IS REQUIRED

**Approved By:** \_\_\_\_\_ **Date:** \_\_\_\_\_  
Associate Planner