



# 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

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

### 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	\$
<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.cdda.ca.gov](http://www.cdda.ca.gov).

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

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

# 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 •

**City of Millbrae**  
 621 Magnolia Avenue  
 Millbrae, CA 94030-1852  
 www.ci.millbrae.ca.usa  
 Hours 8:30 a.m. thru 5:00 p.m.

**Business License Application**

Finance Department (650) 259-2352

**Home Occupation Permit or  
 Zoning District Compliance**

Planning Department (650) 259-2346 Monday-Thursday

*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

State of California  
 Board of Equalization  
 Sales Tax Number  
 www.boe.ca.gov  
 121 Spear St., Suite 460  
 San Francisco, CA 94105-1584  
 (800) 400-7115 or (415) 356-6600  
*Businesses selling tangible property which is  
 subject to State sales and use tax.*

#### ALCOHOL BEVERAGE LICENSE

State of California-SF District Office  
 Alcoholic Beverage Control Board - (A.B.C.)  
 www.abc.ca.gov  
 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  
*All businesses selling or serving liquor.*

#### FEDERAL IDENTIFICATION NO.

Internal Revenue Service  
 Tax Information  
 Business Specialty Tax Information  
 www.irs.gov  
 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

County of San Mateo - County Clerk  
 www.smcare.org  
 555 County Center, 1st Floor  
 Redwood City, CA 94063-1665  
 (650) 363-4712  
 Hrs. 8 a.m. thru 5 p.m.  
*Business names must be cleared through the  
 County to ensure it is not registered to  
 someone else.*

#### HEALTH PERMIT

County of San Mateo - Health Department  
 www.smhealth.org/environmental  
 2000 Alameda De Las Pulgas, Suite 100  
 San Mateo, CA 94403-1270  
 (650) 363-4305  
*All restaurant and related types of businesses.*

#### STATE PAYROLL I.D. NUMBER

State of California  
 Employment Development Department  
 www.edd.ca.gov  
 745 Franklin, Suite 300  
 San Francisco, CA 94102-3287  
 English: (800) 300-5616

#### STATE CONTRACTORS LICENSE

State of California  
 State Contractors Board  
 www.cslb.ca.gov  
 9821 Business Park Dr., Suite 160  
 Sacramento, CA 95827-1742  
 (800) 321-2752 Hrs. 8 a.m. thru 5 p.m. M-F

#### ARTICLES OF INCORPORATION

Secretary of State  
 www.sos.ca.gov  
 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

#### SENIOR CARE HOMES

San Bruno Office  
 www.cclid.ca.gov  
 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> www.cclid.ca.gov	801 Treager Ave., Suite 100 San Bruno, CA 94066-3045	(650) 266-8843 Hrs. 8 a.m. thru 5 p.m. M-F
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