



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.**

\$59.00 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: _____

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 http://www.hmbcity.com	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, http://www.smhealth.org	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 – http://www.coastsidewater.org	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, http://www.barbercosmo.ca.gov	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, http://www.hmbcity.com	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, http://www.coastsidefire.org	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, http://www.hmbcity.com 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.