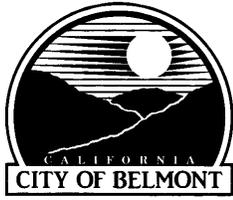


# **BUSINESS LICENSE PROCEDURE**



## **Belmont Permit Center APPLICANT'S GUIDE**

The City of Belmont is committed to make things easier for people operating businesses, including home occupations. A business license is required by anyone conducting business in the City of Belmont, whether or not the occupation is temporary or permanent, home-based, resident, or non-resident. Business licenses are issued yearly, commencing the date of issue and are non-transferable. A new application must be made if ownership or location of business changes. It is illegal to operate a business in a zoning district where it is not allowed or to conduct business without a Business License. Prior to opening your business it is vital that a zoning clearance, fire safety clearance, and payment of Business License Fees be received by the City of Belmont. Follow the steps below to obtain a Business License.

### **Step 1. ZONING CLEARANCE WITH PERMIT CENTER STAFF**

Please visit the public counter in the City of Belmont Permit Center:

One Twin Pines Lane (City Hall Building)  
Belmont CA, 94002  
Suite 110

**2:00 – 4:00 M-F**

Fill out the Business License Form and Permit Center staff will explain the process to you, go over permitted and conditional uses per your address and if permitted, give you a zoning clearance (if your business is Home-Based, complete the Home Occupation Affidavit and skip Step 2).

### **Step 2. FIRE CLEARANCE WITH BELMONT–SAN CARLOS FIRE DEPARTMENT**

If your business is not Home-Based, you must contact the Belmont–San Carlos Fire Department (650) 802-4255 to request a Business License inspection and/or sign off. 8am-5pm

### **Step 3. SUBMITTAL AND PAYMENT TO THE CASHIER (PERMIT CENTER)**

When Permit Center staff and the Belmont-San Carlos Fire Department have cleared your application, visit the Cashier in the Permit Center at:

One Twin Pines Lane (City Hall Building)  
Belmont CA, 94002  
Suite 100  
8am-12pm and 1pm-4pm

Submit the completed Application with all applicable clearances and fees to the Cashier.

**Permit Center (650) 595-7422      Cashier (650) 595-7436      Belmont-San Carlos Fire (650) 802-4255**