



ESTABLISHING AND OPERATING A BUSINESS IN THE CITY OF SEASIDE

Welcome to Seaside! This guide contains information about City requirements to conduct business in Seaside. Whether you are opening a new business, or changing the ownership/operation of an existing business, the first step is to contact City Hall to obtain information from the City's Planning and Building Divisions about required approvals, permits, and licenses. Checking into what is required and obtaining information about a property and structure before you buy or lease allows you to make informed choices.

The Planning Division will determine if the proposed business is allowed in the zone district where the property is located. The planner will inform you of any land use approvals that may be required for your business. If so, you will be given application submittal requirements and process information. The Building Division will help identify potential building code issues that may apply to your business.

The City's Planning, Building, Public Works/Engineering, and Finance Divisions are located in City Hall, 440 Harcourt Avenue, Seaside, CA 93955; a list of phone numbers is on the reverse side. Additional information about the City of Seaside is also available on the City's website at www.ci.seaside.ca.us.

Before you can open for business two certificates are needed:

A Certificate of Occupancy (C of O) is required to be issued by the City's Chief Building Official before a building may be occupied. A Certificate of Occupancy is required by the City's Municipal Code (Sections 15.06.010, 15.06.020, 15.06.030, 17.52.020) for the following:

- Newly constructed residential and commercial buildings or structures
- Alteration, repair, modification or conversion or buildings or structures
- Any change of occupants or tenants of any structure or building or portion thereof used for other than residential purposes
- Any change or use or any building or portion thereof.
- Change of ownership

A Certificate of Occupancy certifies that, at the time it is issued, the structure where the business is located has been inspected for compliance with the requirements of the current California Building Code and City ordinances that apply to the proposed type of use. To apply for a Certificate of Occupancy, please complete and return the attached application and fee to the City's Building Division and schedule an appointment for inspection. Once a complete application and fee are submitted, please allow 7-10 working days to complete the application review process.

A Business Operations Tax Certificate (Business License) is required to be issued by the City's Finance Division before you may transact or carry out any type of business, trade, profession, calling, or occupation within the City of Seaside (Seaside Municipal Code Section 5.04.050). **Please note, a business license is an operating tax, it is not an approval to conduct business.** To apply for a business license, please complete and return the attached application to the City's Finance Division.

Other City permits and approvals that may apply to your business include:

- A building permit is required for tenant improvements. Please contact the Building Division for information.
- A sign permit may be required for new signs or to make changes to an existing sign. Please contact the Planning Division for information.
- Depending upon the type of business or proposed improvements to the site, approvals and permits from the Public Works/Engineering Division may also be required. Please contact Public Works/Engineering for information.

In addition to a City business license and a Certificate of Occupancy there may be other agencies that require permits and approvals for your business. For your convenience, other public agency phone numbers and utility providers are listed below.

- City of Seaside:

<i>Building Division</i>	<i>899-6736</i>
<i>City Clerk</i>	<i>899-6707</i>
<i>Finance Division</i>	<i>899-6717</i>
<i>Fire Department</i>	<i>899-6790</i>
<i>Planning Division</i>	<i>899-6737</i>
<i>Police Department</i>	<i>899-6753</i>
<i>Public Works/Engineering</i>	<i>899-6825</i>
- California American Water (water service provider): 1-888-237-1333
- Carmel Marina Corporation (solid waste collection): 796-2200
- Chamber of Commerce Sand City-Seaside: 394-6501
- Marina Coast Water District: 384-6131
- Monterey County Health Department: 647-7654
- Monterey Peninsula Water Management District: 658-5601
- Monterey Regional Water Pollution Control District (sewer information): 372-3367
- Pacific Gas & Electric: 1-800-743-5000
- United States Postal Service: 1-800-275-8777