☐ NEW COMMERCIAL APPLICATION
☐ COMMERCIAL CHANGE OF OWNER
☐ COMMERCIAL CHANGE OF LOCATION
☐ INDEP. CONTRACTOR IN COMM. BUS.
☐ OUT OF TOWN CONTRACTOR (CSLB)
☐ ONE JOB ONLY (1-address only)
☐ OUT OF TOWN VENDOR
☐ INDEP. CONTRACTOR CHANGE OF LOCATION
☐ NON-PROFIT

CITY OF ATASCADERO

6500 PALMA AVENUE, ATASCADERO, CA 93422
805-461-5035, Fax 805-461-7612
www.atascadero.org

BUSINESS LICENSE APPLICATION (Aug. 24, 2015)

Payment Methods Accepted: Cash or Check Only (No Credit Cards or $100 bills please)

ACCOUNT #_____

Your Business Name/DBA: _____ **Est. Open Date:**_____

If working at/in an existing business, name that business: _____

Are you doing any building modifications/ additions to your business space? _____

Does your building have fire sprinklers? _____

Business Physical Address: _____
Street *City* *State* *Zip*

Business Mailing Address: _____
Street *City* *State* *Zip*

Business Phone #_____ **Business Fax #**_____ **Business Email** _____

Business Description: _____

Federal ID/Social Security #:_____ **Corporate I.D. #**_____ **Driver's Lic. #**_____

It is mandatory that you provide your Federal ID number or if none, your Social Security number

Non-Profit I.D. #:_____ (Note: You must provide a copy of your Articles of Incorporation)

Applicant(s): _____ **Home Phone #** _____
First Name *Middle Initial (required)* *Last Name*

Home Physical Address: _____
Street *City* *State* *Zip*

Home Mailing Address: _____
Street *City* *State* *Zip*

Construction/Pest Control Contractors only (CONTRACTOR)

License # (CSLB or SPCB):_____ **Class:**_____ **Expiration Date:**_____ *(Attach Copy of Pocket Card)*

IF ONE-JOB ONLY: Job Address_____ **Permit #**_____

ONE-JOB ONLY-Does not apply to subdivisions/apartments with multiple addresses.

Your application can only be accepted by the City if your CSLB or SPCB License Status is "active" at www.cslb.ca.gov OR www.pestboard.ca.gov

Other Occupations Licensed by the State *(Dept of Consumer Affairs*)*

State License Type: _____ **State License #:** _____ **Expiration Date:** _____

* DCA issues licenses for automotive, pharmacy, medical board, etc. Visit *www2.dca.ca.gov* for a complete list, or inquire at the City Permit Center.

For Commercial Business Only **(FLOOR PLAN WITH COMPLETE SQUARE FOOTAGE REQUIRED)**

Number of Employees: Full Time _____ Part Time _____ **Previous Business at location:** _____

Owner of Premises: _____
Name *Address* *Phone #*

Emergency Contacts:

Name: _____ Address: _____Phone # _____

Name: _____ Address: _____Phone # _____

ACCEPTANCE OF PAYMENT DOES NOT CONSTITUTE APPROVAL OF BUSINESS LICENSE. AUTHORIZATION TO CONDUCT BUSINESS BUSINESS IS NOT GRANTED UNTIL ISSUANCE OF LICENSE. I declare, under the penalty of making a false declaration, that I am authorized to complete this form and to the best of my knowledge and belief it is true, and correct, and complete statement, made in good faith. I understand and agree that the granting of this license requires my compliance with all applicable Atascadero Municipal Code Provisions, State laws, and all conditions set forth above.

Signature(s): _____ **Date:** _____

Must be signed by business owner or officer only. Faxed signatures are acceptable.

Please note that prior to opening, your business location needs to have a zoning and building safety clearance.

FOR OFFICE USE ONLY			
Date Paid:	**Amount Paid:**	**Receipt #:CD-00**	**Issue Date:**
Zoning & Building Clearance Approved (yes/no):		**Date:**	

Change of Occupancy

All buildings are categorized by "occupancy" in the California Building Codes. Occupancies are listed as:

- A – assembly
- B – office
- E – educational
- F – fabricating
- H – hazardous
- I – institutional
- L – laboratory
- M – Mercantile
- R – residential
- S – storage

If your business use changes the occupancy of the building, you will need to get a **building permit** to allow for review by the Building Official and to document the change in City records. Some changes of occupancy may also require some modifications to the building, such as additional exits or the installation of a fire sprinkler system. Contact the Community Development Department (461-5035) for more information.

Application Fees Effective Aug. 24, 2015

Non-Profit = $1 (ADA Fee)
Must provide copy of Articles of Incorporation

COMMERCIAL:

New Application = ($91 App Fee+$50 Tax + $1 ADA) = $142

New Application (A, H Occupancy, Fire Sprinklers) = ($208 App Fee+ $50 Tax + $1 ADA) = $259

Full Time Employee $10
Part Time Employee $5

Change of Location: $91 + New Application Required ($91 Application Fee)

Hotel/Motel/Apartment Complex/Storage Unit Fees: BL Fee + Occupancy/Fire Sprinklers + Employees + $2 per rm for ea rm after 10

Change of Ownership: New Application Only (Check w/ info counter for fees due, dependent on renewal status)

Change of Name or Mailing address: Notify Central Receptionist
Background Checks: Contact PD for fees

OUT OF TOWN CONTRACTOR: **One-Job-Only: $117** *($50 Tax + $66 App Fee + $1 ADA Fee)*
Annual Fee: $142 *($75 Tax + $66 App Fee + $1 ADA Fee)*

OUT OF TOWN VENDOR: **New Application: $117** *($50 Tax + $66 App Fee + $1 ADA Fee)*

INDEPENDENT CONTRACTOR:
(Within an existing Commercial location where no fire or building inspections are required)

New Application: $117 *($50 Tax + $66 App Fee + $1 ADA Fee)*
Plus Employee Fees: $10 Full Time, $5 Part Time
Change of Location: $66 ($66 App Fee + New Application)

SB 1186 (Steinberg). Disability Access.

Chapter 383, Statutes of 2012 (Urgency)
This measure seeks to increase compliance with the state's disability access laws while reducing unwarranted litigation by:

- Prohibiting demand letters from including a request for money;
- Reducing a defendant's liability for statutory damages if certain conditions are met;
- Permitting a defendant to file for a court stay and early evaluation conference under special conditions;
- Requiring commercial property owners to indicate on a lease or rental agreement whether the property has undergone inspection by a certified access specialist; and
- Requiring cities and counties to collect a $1 fee on an applicant for a local business license and dividing that money between the local entity collecting the money (70 percent) and the state (30 percent).

City of Atascadero
Community Development Department

PUBLIC INFORMATION - BUILDING SERVICES

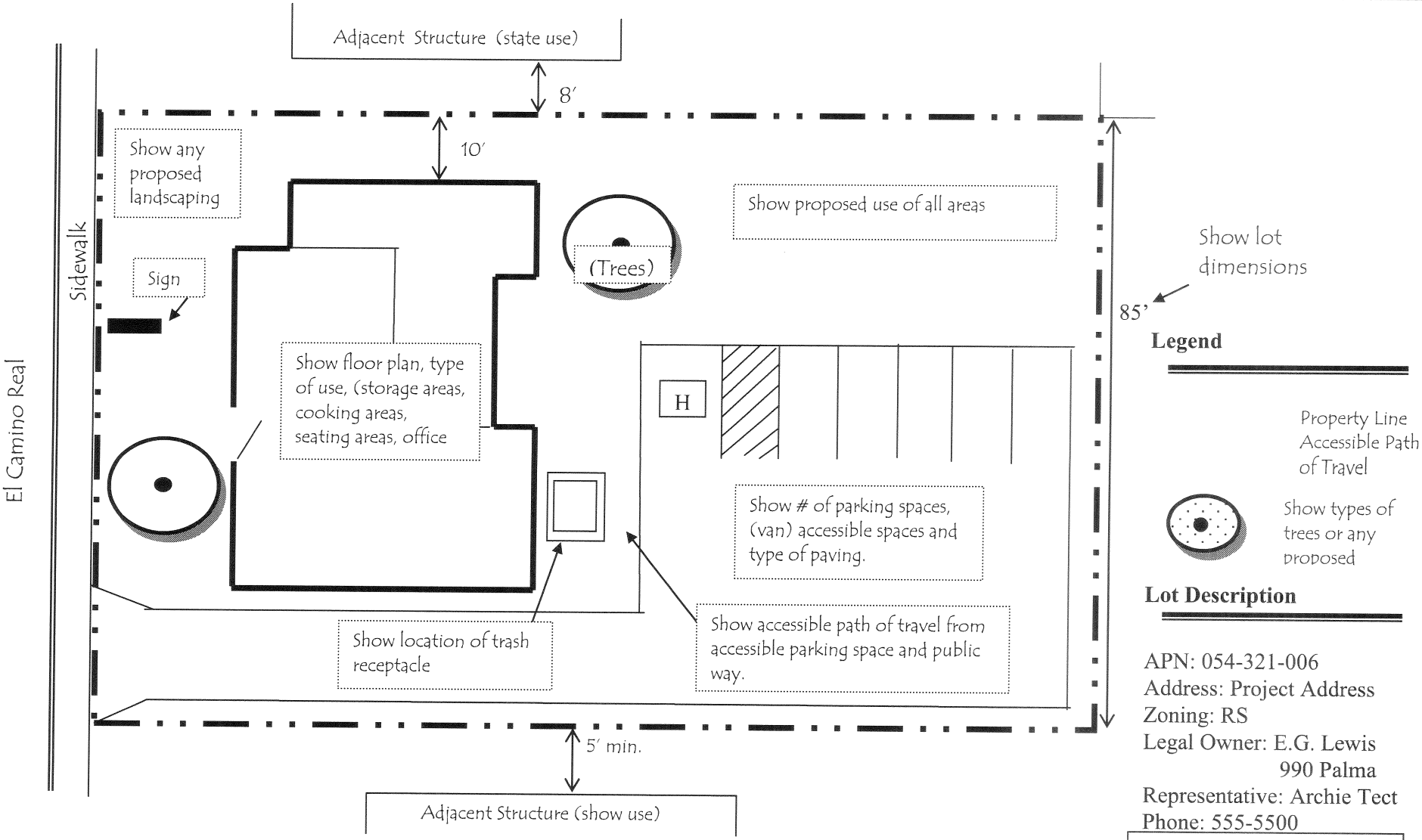
Community Development Department 6500 Palma Avenue Atascadero, CA 93422 (805) 461-5035 fax (805) 461-7612

ELEMENTS OF A SITE PLAN

The following elements are commonly required for a typical site plan. Please check with a city planner at 461-5035 to see what is appropriate for your site plan.

1. Property address and parcel number.
2. North arrow and scale.
3. Dimensioned property lines and all building setbacks.
4. Location, name, and width (including required widening) of adjacent street.
5. Existing easements.
6. Highlight all proposed buildings and improvements, and indicate existing buildings and improvements that will be retained. Also, indicate any structures to be removed.
7. Vehicle and pedestrian access (including length, width and slope of driveway).
8. Parking spaces, traffic flow direction.
9. All on-site structures, such as walls, fences, propane tanks, etc.
10. Location of signs; existing and proposed.
11. Location and setback of septic tank and leach fields.
12. Location of utility lines (include propane tank if applicable).
13. Planted areas and outdoor use areas.
14. Location of all existing trees. List type, trunk size, canopy diameter, and status (to be removed, saved, tree protection, or other).
15. The name, location, and width of all watercourses, blue-line creeks, etc.
16. Location and use of nearest structures on adjacent properties.
17. Location to nearest fire hydrant.

Sample Commercial Business Site Plan



City of Atascadero

Sign Guidelines

The purpose of the Atascadero Sign Ordinance is to maintain and improve the appearance of the City's business districts. The consistent use of signage is important in maintaining a vibrant business district to attract local customers and tourists.

The following guidelines have been developed to promote economic growth and development, to encourage effective communication, and to enhance the appearance of the City of Atascadero.

Do You Need a Permit?

(9-15.003(b))

Most proposed signs will require a building permit (please refer to *Exempt Signs* and *Prohibited Signs* listed below). If you have additional questions, please contact the Community Development Department at (805) 461-5035.

When submitting your application, please include the following information for Community Development review:

1. **Building Permit Application.** Available online at **www.atascadero.org** and at the City Hall Permit Center.
2. **Site Plan.** Identify the location of all existing structures, existing signs, and proposed signs on site.
3. **Construction Plans.** Construction plans must be submitted with a building permit application and must include details on how the sign will be attached to the building. Electrical signs must include a wiring diagram. Any new or modified electrical sign must include a completed State Title 24 Electrical Sign Energy Compliance Form (SLTG-1C).
4. **Elevations.** Provide building elevations where signs are proposed. Include sign dimensions, lettering, length, height, and width. Building elevations should show location of all existing and proposed signs. Be sure to note the size and number of proposed signs.
5. **Colors/Materials Board.** Provide samples/images of proposed colors and materials for all signs. Include manufacturer's color and material names.

Exempt Signs

(9-15.003(c))

Not all signs will require a sign permit. The following signs may be installed without a permit; however, these signs are still subject to regulations, such as size and display time.

- Real estate signs
  maximum area: 6 square feet, removed 14 days after sale
- Official government flags
- Banner/temporary signs
  maximum area: 40 square feet / maximum time: 30 days
  (please refer to banner handout for specific regulations)
- Residential area signs
  maximum 4 square feet
- Window lettering
  not to exceed 50% of window area
- Construction signs
  maximum area: 40 square feet / maximum height: 8 feet

Prohibited Signs

(9-15.003(d))

Certain sign types are not permitted within Atascadero's city limits.
Help preserve the aesthetic character of Atascadero by avoiding the use of these signs for your business!

- Off-site / billboard signs
- Signs on vehicles*
- Feather/advertising flags
- Animated signs
- Roof signs
- Snipe signs
- Permanent banner signs
- Inflatable signs

** It is not considered a sign when a message is painted directly upon the vehicle, printed on a vinyl sheet magnet and placed directly upon the vehicle, or when permanently affixed to the body or other integral part of the vehicle .*

For specific information on sign regulations and guidelines, please refer to the Atascadero Sign Ordinance available online at **www.atascadero.org** in the Atascadero Municipal Code and at the City Hall Permit Center. If you would like to talk to a planner about your proposed signs, stop in at City Hall or call the Community Development Department at (805) 461-5035.

City of Atascadero

Sign Guidelines: Banners

Banner signs are an effective way to promote business but they must comply with City regulations to provide effective communication and to enhance the appearance of the City of Atascadero.

A banner is defined as any sign of non-permanent, lightweight fabric or similar material (such as paper, canvas, vinyl, etc.) that is attached to a building or other structure erected for another purpose. Banners are permitted within the City of Atascadero, and do not require a building permit, provided they comply with the following regulations.

If you have additional questions regarding the regulation of banners throughout Atascadero, please contact the Community Development Department at (805) 461-5035.

Category	Banner Regulations
Size / Number	Businesses may have one (1) banner per public street frontage, with a maximum area of forty (40) square feet
Duration	Banners may be displayed for a maximum of thirty (30) days. Before any new banner may be placed, the previous banner must have been down for a period of sixty (60) days
Attachment	All banners must be secured flat against a building or structure. Fences and block walls are not considered buildings or structures for banner placement.
Exemptions	Non-profit events are exempt from the size and number of banners. Contact the Community Development Department to make sure your event qualifies.

Banner Examples

These images provide examples of common violations and permitted banners.

Banner Violations

1. Free standing signs and feather flags/banners are not permitted because they are not secured flat against a building or structure.
2. Businesses are only permitted to one banner sign at a time, regardless of size. A fence is not considered a secure structure.
3. A banner may be no larger than 40 square feet. The maximum size is for one banner, it is not the aggregate area of multiple banners.

Permitted Banners

City of Atascadero

Sign Guidelines: Commercial/Industrial Zones

Businesses located in the commercial and industrial zones are permitted up to 125 square feet of signage per site. Check to see if there is an approved sign program for your commercial or industrial site; there may be different regulations for individual centers.

The sign area may be divided between multiple sign types, provided the total square footage does not exceed individual regulations (see below) and total allowed sign area. Remember that color banding and logos are considered to be signs.

For specific regulations on sign types, please refer to the Atascadero Sign Ordinance.

Sign Type	Regulations	Size
Aggregate area of following signs not to exceed 125 square feet		
Standard Wall Sign 9-15.005(a)(1) - or -	One sign per building face with public street or parking lot frontage	One square foot per lineal foot of business frontage (Maximum size: 40 square feet)
Multi-Tenant Signs 9-15.005(a)(5)	Centers with 3+ tenants may have 1 tenant wall sign per business street frontage	One square foot per lineal foot of business frontage (Maximum size: 20 square feet)
Monument Sign 9-15.005(a)(2)	One sign per 200 lineal feet of public street frontage per site with a landscaped base	Maximum 60 square feet (Maximum height: 10 feet)
Suspended or Projecting Sign 9-15.005(a)(3)(4)	One sign per business (minimum 8 foot ground clearance)	Maximum 15 square feet
Sign types not counted toward 125 square feet maximum		
Window Lettering & Graphics 9-15.005(c)(10)	Signs should be directly painted on window or affixed by decal	Maximum 50% coverage of the window area
Portable/A-Frame Signs 9-15.005(a)(9)	One sign per street frontage (requires Encroachment Permit when placed on sidewalk)	Maximum width: 2 feet Maximum height: 5 feet Minimum height: 3 feet
Freeway-oriented Wall Signs 9-15.005(a)(6)(ii)(iii)	Sites adjacent to Highway 101 or Highway 101 street frontage may have a sign	Size based on building size and lineal feet of building frontage (Maximum size: 60 square feet)
Freeway-oriented Pole Signs 9-15.005(a)(6)(i)	Restaurants, service stations, hotels/motels, and new automobile dealerships adjacent to Highway 101 or Highway 101 street frontage may have one sign	One square foot per lineal foot of freeway-oriented business frontage (Maximum size: 150 square feet Maximum height: 50 feet)

Subject to an Administrative Use Permit

The K-Jon's **wall sign** is clean against the wall and easy to read. The gold outline against the navy coloring adds depth to the sign.

The **multi-tenant signs** at Mission Oaks are consistent in size and orientation that creates a cohesive look for the shopping center.

The Atascadero Pet Hospital **monument sign** clearly identifies the business. The addition of landscaping and a decorative base create a positive sign aesthetic.

Big Lots' **freeway wall sign** clearly displays the business name and is easy to read for those traveling on Highway 101.

City of Atascadero

Sign Guidelines: Downtown Districts

Businesses located in the downtown districts are permitted one square foot of sign area per lineal foot of business street frontage. Total signage cannot exceed 50 square feet and all businesses are permitted at least 20 square feet of sign area.

The sign area may be divided between multiple sign types, provided the total square footage does not exceed individual regulations (see below) and total allowed sign area.

The design, materials, illumination, and location of signs in the downtown districts will be reviewed for consistency with the Downtown Design Guidelines, available online at **www.atascadero.org** and at the City Hall Permit Center.

For specific regulations on sign types, please refer to the Atascadero Sign Ordinance.

Sign Type	Regulations	Size
Aggregate area of following signs not to exceed 50 square feet		
Wall Sign 9-15.005(b)(4)(i)	One sign per business (corner buildings may have two signs, can/box signs are not allowed)	One square foot per lineal foot of business street frontage (Maximum: 50 square feet)
Awning Sign 9-15.005(b)(4)(ii)	May be used in place of allowed wall signs (business may not have both)	Maximum 25% coverage of the awning face
Projecting Sign 9-15.005(b)(4)(iii)	One sign per business	Maximum 9 square feet per side (if double-sided, both sides counted in total sign area)
Sign types not counted toward 50 square feet maximum		
Window Lettering & Graphics 9-15.005(b)(4)(v)	Signs should be directly painted, or affixed by decal, on window	Maximum 20% coverage of the window area, or 20 square feet, whichever is less
Multi-Tenant Directory Sign 9-15.005(b)(4)(vi)	Design must be consistent with architectural style and features of building facade	Maximum 72 inches per tenant
Building Name Sign 9-15.005(b)(4)(vii)	Sign permitted on buildings with 3+ tenants	Maximum 20 square feet
Portable/ "A-Frame" Signs 9-15.005(b)(4)(vii)	One sign per street frontage (requires Encroachment Permit when placed on sidewalk)	Maximum width: 2 feet Maximum height: 5 feet Minimum height: 3 feet

Pink Salon's vibrant **wall sign** creates a bold look against the building and draws attention to the business.

The **projecting sign** for Studio 101 West is fun and expresses the type of business. The curve on the bracket adds an artful decoration.

Punky's Italian Ice **window lettering** projects a fun vibe. The pink and white contrast nicely with the darker window.

The **portable sign** for The Artery has vibrant colors and good contrast. The size is appropriate for both pedestrians and automobiles.