



**CITY OF CORONADO**  
Community Development Department  
1825 Strand Way  
Coronado, CA 92118  
[www.coronado.ca.us](http://www.coronado.ca.us)  
**Phone:** 619-522-7326  
**Email:** comdev@coronado.ca.us

## **BUSINESS CERTIFICATE APPLICATION PROCESS**

The City of Coronado does not have a business license tax. A minimal cost Business Certificate is used in lieu of a business tax program. The Business Certificate fee is not a revenue generating fee but is implemented to recoup the costs incurred by the City of Coronado in administering the business certificate program. If using a DBA, a Fictitious Name Statement must be filed with the San Diego County Clerk, PRIOR to applying for a Business Certificate.

**Fees:** Annual Fee \$25; California Government Code 4467 mandates the City collect a \$4.00 fee on all applications for a business license or equivalent instrument or permit. Non-profit organizations are exempt from these City and state fees. You will be notified to renew your business certificate annually.

**Who Should Apply:** Any person or entity conducting business within the City, whether or not based in the City of Coronado, must apply for a business certificate. This includes home-based businesses, solicitors, contractors, professions, trades and occupations of all and every kind, whether or not carried on for profit.

**How to Apply:** Online: Go to <https://coronado.hdlgov.com/home>, complete the application, and pay the fee by credit card. By mail: Print, complete, and mail the application along with a check to: 8839 N. Cedar Avenue #212, Fresno, CA, 93720. If your application is approved, you will be sent a Business Certificate to be displayed at your place of business or kept on your person while conducting business in the City of Coronado.

**Review Process:** Each Business Certificate application is reviewed for compliance with City zoning, building, fire, and other codes and regulations. It is highly recommended and encouraged for you to speak with the Community Development Department in person or by phone 619-522-7326 or 619-493-4861 to confirm your business can legally operate in the City PRIOR to expending capital or resources. A Business Certificate does not necessarily guarantee you the right to conduct business in the City since certain businesses may require additional licenses, permits, and approvals.

**If you are proposing a Home Occupation, please read the below Restrictions:**

Conducting a commercial, professional or service activity from property located in a Residential zone (aka a Home Occupation) must meet the regulations identified below (Chapter 20.08 of Coronado Municipal Code).

1. A home occupation shall be clearly incidental to the use of a structure as a dwelling.
2. There shall be no storage or display of equipment, supplies, or products in an accessory structure or outside the dwelling.
3. There shall be no sign of whatever nature identifying or advertising the home occupation on the premises, visible from off the premises.
4. No person other than a resident of the dwelling shall be employed or subcontracted on the premises in the conduct of the home occupation.
5. No commercial vehicles in excess of three-quarter-ton capacity shall be used to deliver materials to or remove materials from the premises.
6. Not more than one vehicle of not more than three-quarter-ton capacity used in connection with the home occupation shall be kept on the premises.
7. Any trailer, wheeled equipment, or any vehicle displaying or advertising the home occupation shall not be visible from off the premises.
8. Existence of a home occupation shall not be visibly apparent from off the premises.
9. There shall be no external alteration of appearance of the dwelling on the site, in which the home occupation is conducted, which would reflect the existence of said home occupation.
10. No activity, equipment, or process shall be used in such home occupation, which creates noise, vibration, glare, fumes, odor, or electrical interference detectable to the normal senses off the premises.
11. No equipment or process shall be used which creates visual or audible electrical interference in any radio or television receiver off the premises, or causes fluctuations in line voltage off the premises.
12. Conduct of the home occupation shall not involve a need for additional on-street or off-street parking spaces.
13. Covered or uncovered off-street parking required for the residential use shall not be used for the conduct of home occupations.
14. Conduct of the home occupation shall not require the installation of additional plumbing or mechanical equipment within an existing dwelling.

Home Occupation Business Operations Permit may be revoked by the Director of Community Development upon violation of any of the regulations identified above pursuant to Section 20.08.060 of the Coronado Municipal Code.



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## BUSINESS CERTIFICATE APPLICATION

**BUSINESS INFORMATION:** (Check box for contact preference: email, telephone, or mobile)

Business: Name: \_\_\_\_\_ DBA: \_\_\_\_\_

Business Address (cannot be PO Box): \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Email: \_\_\_\_\_  Tel. \_\_\_\_\_  Mobile: \_\_\_\_\_

Business Description: \_\_\_\_\_

Is this a home-based business?  Yes  No If yes, initial here after reading and understanding the restrictions: \_\_\_\_\_

Is this business a Non-Profit?  Yes  No If yes, Tax exempt status code: \_\_\_\_\_

Do you have a website?  Yes  No If yes, web address: \_\_\_\_\_

**If this business is to be physically located in a commercial zone in Coronado, please answer the following questions:**

Is your business a franchise?  Yes  No If yes, what type? \_\_\_\_\_

Are hazardous materials used or stored?  Yes  No If yes, type? \_\_\_\_\_

Do you have assigned parking spaces?  Yes  No If yes, how many and where? \_\_\_\_\_

Are you planning any alterations to the exterior of your building, including changes to the signs, paint, or awnings?  Yes  No

Are you planning any interior construction, such as demolition, alterations, repairs, improvements, or conversions?  Yes  No

**BUSINESS OWNER AND CONTACT INFORMATION:** (Check box for contact preference: email, telephone, or mobile)

Owner Name(s): \_\_\_\_\_

Email: \_\_\_\_\_  Telephone: \_\_\_\_\_  Mobile: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

*In case of an emergency, if above business owner cannot be contacted, who should the City contact:*

Emergency Contact Person's Name: \_\_\_\_\_ Title: \_\_\_\_\_

Email: \_\_\_\_\_  Telephone: \_\_\_\_\_  Mobile: \_\_\_\_\_

**How would you like to receive annual renewal notices?** (Choose one) **Business:**  email  mail **or** **Owner:**  email  mail

*Under penalty of perjury, I declare that the information contained in this application is true and correct, and that all required licenses to operate the business are or will be in full force and effect prior to the commencement of business operations.*

Owner or Agent Signature: \_\_\_\_\_ Date: \_\_\_\_\_

----- **BELOW SECTION FOR OFFICAL CITY USE ONLY** -----

Community Development - Zoning Zoning Designation \_\_\_\_\_

Conditions \_\_\_\_\_

Date conditions to applicant \_\_\_\_\_ Date conditions completed \_\_\_\_\_

Approved:  Yes  No Denied:  Yes  No Inspector \_\_\_\_\_ Date \_\_\_\_\_

Community Development - Building Floor area of lease space \_\_\_\_\_ sq. ft.

Conditions \_\_\_\_\_

Date conditions to applicant \_\_\_\_\_ Date conditions completed \_\_\_\_\_

Construction plans required?  Yes  No Date plans submitted \_\_\_\_\_ Date plans approved \_\_\_\_\_

Permit issued \_\_\_\_\_ Permit # \_\_\_\_\_

Fire Department - Inspection Inspection required?  Yes  No

Conditions \_\_\_\_\_

Date conditions to applicant \_\_\_\_\_ Date conditions completed \_\_\_\_\_

Approved:  Yes  No Denied:  Yes  No Inspector \_\_\_\_\_ Date \_\_\_\_\_