



CITY OF ST. HELENA
1480 MAIN STREET
ST. HELENA, CA 94574
(707) 967-2792 * FAX (707) 963-7966

BUSINESS LICENSE APPLICATION

This form is to be completed for new business licenses. This is a two page form and will not be accepted if incomplete.

BUSINESS NAME (DBA) _____

BUSINESS LOCATION _____

****IF THE BUSINESS WILL BE RUN PRIMARILY FROM YOUR RESIDENCE, YOU WILL NEED TO SUBMIT A HOME OCCUPATION APPLICATION AS WELL***

***** CONTRACTORS WHO ARE LOCATED OUTSIDE OF THE CITY, PLEASE USE THE CONTRACTOR BUSINESS LICENSE APPLICATION FORM***

BUSINESS MAILING ADDRESS: _____

OWNERSHIP TYPE: Corp. Partnership Sole Proprietor Trust LLC LLP

OWNER/PRINCIPAL: LAST NAME _____ FIRST NAME _____

OWNER'S HOME ADDRESS: _____ CITY: _____ ZIP: _____

PHONE: Business: _____ Cell: _____ Other: _____

EMAIL ADDRESS: _____

NATURE OF BUSINESS: _____ HOME OCCUPATION: YES NO

RETAIL WHOLESALE MANUFACTURING RENTAL PROFESSIONAL SERVICES BUSINESS OUTSIDE CITY OTHER

BRIEF DESCRIPTION:
 (see back of this form) _____

DATE STARTED: _____ NUMBER OF PROFESSIONALS: _____ NUMBER OF EMPLOYEES: _____

FEDERAL EMPLOYER'S IDENTIFICATION NUMBER (FEIN): _____

SOCIAL SECURITY NUMBER: _____

BOARD OF EQUALIZATION RESALE ACCOUNT NUMBER (BEAN): _____

If this business is a restaurant, is the seating capacity 50 or more? 50 OR MORE LESS THAN 50

What type of fire protection system does this location have? (Check all that apply)

FIRE SPRINKLERS FIRE ALARM COOKING EXTINGUISHING SYSTEM

City Use Only

CATEGORY: _____

ID NUMBER: _____

NAICS CODE: _____

LICENSE NUMBER: _____

ZONING: _____

PERMITTED: YES NO

 Planning Department

 Date

PLEASE DESCRIBE IN DETAIL THE NATURE OF YOUR BUSINESS

BUSINESS DESCRIPTION:

If this is a retail store, please describe the mix of merchandise. (For example: 70% clothing, 20% accessories, 10% jewelry)

*If the majority of your business is conducted out of your home, please obtain and complete a Home Occupation application and submit it, along with your application for a Business License, to City Hall. Forms can be obtained from City Hall, or you can visit our website at www.ci.st-helena.ca.us. If you need further assistance, please call (707) 968-2659.

- ❖ The issuance of this license is administrative in nature and does not constitute approval for the operation of the business except as evidence of compliance with the provisions of Chapter 9 of the St. Helena City Code.
- ❖ It is the responsibility of the business to confirm that operation of the business is allowed by the St. Helena City Code, including all Zoning Ordinances and to obtain separate approvals as required.

I HEREBY CERTIFY UNDER PENALTY OF PERJURY THAT THE FOREGOING STATEMENTS CONTAINED IN THIS APPLICATION ARE TRUE AND CORRECT TO THE BEST OF MY KNOWLEDGE AND BELIEF.

Signature: _____ Date: _____

Print Name: _____