



CITY OF MORRO BAY

BUSINESS LICENSE

City Hall
Administrative Services Division
595 Harbor Street
Morro Bay, CA 93442
(805) 772-6294

Introduction

The City of Morro Bay requires all businesses, trades, professions, callings, and occupations operating within the City limits to have a current business license.

This applies to businesses operating as a general or sub-contractor (with offices located both inside and outside of the City), as a home occupation (operating out of a residence), from a commercial or office space, or as businesses conducting temporary activities within the City limits.

Business use of certain properties and buildings may require zoning approvals, building and fire code compliance, and other permits.

Noted in this handout are some standard requirements for the City as well as reference to other permits and entitlements that may be needed. Included also in this list is other information that may be helpful in starting your business. This list is not exhaustive, but will provide some of the more common requirements.

Application Process

It takes approximately 3 weeks to process an application. You will be notified by the Business License Technician when the license is ready to issue and payment of the fee can be made before picking up the license. Out of town contractors can be issued a license over the counter. Licenses are good for 12 months from the date of issuance.

Applying for a Business License

- Submit a completed business license application. Applications are available at the Public Services office or on the City's website.

(www.morro-bay.ca.us/businesslicense)

- The application is forwarded to the Planning Division and Fire Department for review and approval.
- The application may be forwarded to the Harbor Department should the business be located on the waterfront.
- The application, in rare cases, may be forwarded to the Police Department for review and approval.
- Contact the Business License Technician for any questions about the business license process.

Fire Code Requirements

All business license applicants receive Fire Department inspections prior to approval.

Some of the general requirements of all businesses include:

- At least one fire extinguisher with a minimum Underwriter's classification of 2A-10B.C. The fire extinguisher should be mounted on a wall in a visible location;
- Metal trash cans in the building instead of plastic trash cans; and
- Building number posted on the outside front of the building in a visible location. The numbers should be about 3 or 4 inches high and should be of contrasting color to the background.

Building Code Requirements

For structural improvements, including new plumbing and electrical facilities contact:

City of Morro Bay Building Division
(805) 772-6214

Sign Permit

For new or changed signs, contact:

City of Morro Bay Planning Division
(805) 772-6577

Zoning

For questions and approvals concerning matters such as parking and proposed use of property, contact:

City of Morro Bay Planning Division
(805) 772-6577

Water Use

For businesses with proposed new or changed water use, contact:

City of Morro Bay Planning Division
(805) 772-6577

Embarcadero Businesses

For businesses on the Embarcadero that operate on a City or County lease, contact:

City of Morro Bay Harbor Department
(805) 772-6254

Motel & RV Parks

For Transient Occupancy Tax information, contact:

City of Morro Bay
Administrative Services Department
(805) 772-6201

Contractors - General and Specialty

For Business License approval, a copy of your valid State Contractor's License for category of intended business is required.

For a State Contractor's License, contact:

Contractor's State License Board
Consumer Affairs Department
(805) 549-3166

Sales Tax/Excise Tax

For Sales and Excise Tax information, contact:

State Board of Equalization
1-800-677-2700

Fictitious Name Statement

For information on filing a Fictitious Name Statement, contact:

San Luis Obispo County Clerk
(805) 781-5088

Food Preparation & Handling

San Luis Obispo
County Health Department
Environmental Health
(805) 781-5544

Liquor Sales

Office of Alcoholic Beverage Control
State of California
(805) 543-7183

Businesses with Employees

Employment Development Department
(805) 549-3388

State Employee Tax Withholding
(805) 549-3512

Unemployment Benefits
(805) 544-9050

Department of Industrial Relations for
Worker's Compensation
(805) 481-4912.

Child Care Resource Connection
(805) 544-4355

Referral for employees needing licensed
childcare

Federal Income Tax

IRS
1-800-829-3676

State Income Tax

State Franchise Tax Board
(800) 852-5711