

# County of Humboldt Business License Application

## Community Development Service, Planning & Building Division Supplemental Form

**Please Complete All the Questions on This Form**

**Business Type:**  Storefront  Mobile  Special  Cannabis  Cannabis Transporter

Owner Name: \_\_\_\_\_ Phone # \_\_\_\_\_

Assessor Parcel Number \_\_\_\_\_ Email: \_\_\_\_\_

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

Business Address: \_\_\_\_\_

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

Estimated Gross Monthly Income \$ \_\_\_\_\_

Type of Business, mark all that apply:

- Agriculture Related
- Animal Keeping/Breeding
- Antique Mall
- Automotive Sales, Storage, Service or Repair
- Barbershop
- Beauty Shop
- Bed & Breakfast
- Church, Synagogue or Place of Worship
- Café', Restaurant, Bar
- Consulting
- Food Handling (processing or packing)
- Health Care Services
- Heavy Industrial/Equipment
- Lawn Care/Landscaping

- Light Industrial
- Manufacturing
- Office, Professional
- Medical Services
- Open Storage Contractors Yard
- Public Assembly
- Retail Sales
- Sanitarium
- School or teaching facility
- Secondhand Store
- Stables and/or Kennels
- Surface Mining
- Warehousing, Storage and Distribution
- Other \_\_\_\_\_

Explain the response (s) above by describing the activities associated with the business: \_\_\_\_\_

Proposed hours and days of operation  9am – 5pm Monday – Friday  Other: \_\_\_\_\_

Numbers of Employees and Partners: (Including yourself) \_\_\_\_\_

Business Cycle:  Permanent  Seasonal  Temporary  Other \_\_\_\_\_

Square Footage of  Room \_\_\_\_\_  Building (s) \_\_\_\_\_ used for the business. (square footage = length X width)

Describe the expected pedestrian, vehicular & truck traffic: (in trips coming & going per day) \_\_\_\_\_

Describe any other local, state & federal permits required for the business: (i.e. NCUAQMD, RWQCB, ABC, State Resale #....)

Describe any unique activities, requirements or specifications of the business: \_\_\_\_\_

**Will the proposed business involve the sale or distribution of cannabis or cannabis related product?**

YES, if yes, please select all business types that apply below:  NO

- Cultivation/Processing  Manufacturer  Testing  Dispensary  Distribution  Nursery
- Transporter  Tourism  Other \_\_\_\_\_

Is this a new business?  Yes/  No Is this a new location for an existing business?  Yes/  No

Are you a new owner?  Yes/  No Will you operate the same type of business as the former owner?  Yes/  No

Does this business involve the sale, transport or manufacture of food?  Yes/  No If yes, describe \_\_\_\_\_

Is this location on a public or private road?  Public /  Private

Are off-street parking stalls available?  Yes/  No Are they paved?  Yes/  No How many? \_\_\_\_\_

Do you plan to enlarge the existing driveway or construct a new one?  Yes/  No

Is this business served by:  Public Sewer System/  Septic Tank System/  Unknown

Do you handle or plan to handle hazardous materials?  Yes/  No

Do you or plan to retail tobacco products?  Yes/  No



**COUNTY OF HUMBOLDT**  
**PLANNING AND BUILDING DEPARTMENT**  
**CURRENT PLANNING DIVISION**

3015 H Street, Eureka, CA 95501  
Tel: (707) 445-7541 Fax: (707) 268-3792

<http://www.humboldt.gov/156>

## Address of Convenience and/or Home Occupation Permit

Assessor Parcel Number \_\_\_\_\_

Name of Business \_\_\_\_\_

Name of Owner \_\_\_\_\_

Address \_\_\_\_\_

City, State, Zip \_\_\_\_\_

Phone \_\_\_\_\_

Description of Business

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Humboldt County Zoning Code defines:

- Address of Convenience – Non-residential activities associated with any profession, occupation, or hobby, having no employees, receiving no deliveries at the address, and utilizing a private residence only for receiving mail, phone calls, or related record keeping (typically a mobile business). No more than (1) truck or other motor vehicle of no larger than three-fourths (3/4) of a ton shall be permitted in conjunction with any Address of Convenience.
- Home Occupation business - any use which is customarily carried on within a dwelling by the inhabitants thereof and which is clearly incidental and secondary to the residential use of the dwelling, and which meets other criteria. The following questions will help us determine whether a Home Occupation Permit can be issued.

Yes No

1.   Do any of the onsite activities related to the home business occur outside the dwelling, including storage of supplies or products?
2.   Do activities related to the home business occupy more than 25% of the gross floor area on one floor of the dwelling?
3.   Does the home business require any additions, extensions, internal alterations, or electrical or plumbing alterations to the dwelling?
4.   Is the home business conducted by persons other than those residing on the premises?

- 5.   Does the home business involve sales of merchandise other than that produced on the premises?
- 6.   Is the existence of the home business evident in the external appearance of the dwelling or premises?
- 7.   Does the business involve use of equipment other than that customarily used in dwellings?
- 8.   Does the business create noise, smoke, odors, or other nuisances to a degree greater than what is normal for the neighborhood?
- 9.   Does the home business generate pedestrian or vehicular traffic beyond that which is normal for the neighborhood?
- 10.   Does the area designated for the home occupation business have a separate access or private entrance specifically intended for home business use?
- 11.   Is there more than one vehicle, or any vehicles more than ¾-ton in size, used in conjunction with the home business?

If the answer is **NO** to the above questions, the business qualifies for a Home Occupation Permit (if applicable to the type of business).

Explanation of any **YES** answers:

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A Home Occupation Permit application must accompany a Mobile Business License application from the Tax Collector. Please sign and return this form with your Business License application to Humboldt County Tax Collector, Courthouse, 825 Fifth Street, Eureka, California 95501.

Additional information and/or other permits may be obtained from the Humboldt County Planning and Building Department, 3015 H Street, Eureka California, (707) 445-7541.

I certify that I have read and answered the questions on this form and described my business accurately to the best of my ability. I agree to abide by the conditions as set forth in Sections 313-50.1 and 314-50.1 of the Humboldt County Code.

Signature \_\_\_\_\_

Date \_\_\_\_\_

Printed Name \_\_\_\_\_

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STAFF USE ONLY

Fee collected \$ \_\_\_\_\_

Receipt # \_\_\_\_\_

Approved Yes / No

Why not \_\_\_\_\_

Staff Initials \_\_\_\_\_

Date \_\_\_\_\_



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# The Building Divisions Business License Inspection

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## Why do I need an inspection from the building division for my business license?

Before issuing a business license, the County of Humboldt wants to ensure the place of business meets a minimum standard for public safety. An inspection from the building division will ensure this standard is met or exceeded.

## How can I ensure I will pass the Building Divisions business license inspection?

Generally speaking, you will need to ensure that your place of business does not contain any obvious structural, mechanical, electrical, or plumbing hazards. Additionally, you will need to verify your place of business is a legal structure and that no work has been done without permits. Any unpermitted construction will need to be addressed with a building permit before issuance of a business license. Use the following checklist to ensure you pass your business license inspection.

### General

- My place of business was constructed before 1962 OR it was built with building permits.
- The proposed business does not constitute a change of use from how the structure was permitted to be used. If it is a change of use, a building permit addressing this change was applied for and finalized.
- An address is on the building and is placed in a position that is visible from the street fronting the property.

### Water Heater(s)

- The temperature pressure relief valve is hard piped to the exterior.
- Water heaters shall be anchored or strapped to resist horizontal displacement due to earthquake motion. Strapping shall be at points within the upper one third (1/3) and lower one-third (1/3) of its vertical dimensions. At the lower point, a minimum distance of four(4) inches (102 mm) shall be maintained above the controls with the strapping.
- The flue is installed according to the manufacturer's instructions and appears in safe condition.
- Combustion air is adequately provided per manufacturer's instructions.

### Furnace(s)

- The flue is installed according to the manufacturer's instructions and appears in safe condition.
- Combustion air is adequately provided per manufacturer's instructions.
- The furnace is installed according to the manufacturer's instructions and appears in safe condition.

### Electrical

- Required GFCI outlets are in place and working (required in bathrooms, outdoors, garages, other wet areas).
- Extension cords are not being used as permanent wiring.
- Visible wiring appears to be in safe condition. All cover plates are installed and there are no exposed conductors.
- All outlets test correct with a receptacle tester (outlet testers can cost less than \$20 at most hardware stores).

### Note About Accessibility

Although we do not inspect accessibility elements, under federal and state law, compliance with disability access laws is a serious and significant responsibility that applies to all California building owners and tenants with buildings open to the public. You may obtain information about your legal obligations from the following handout located on our website:

<https://humboldt.gov/DocumentCenter/View/114305/ADA-LAW-CASp-Notice-PDF>