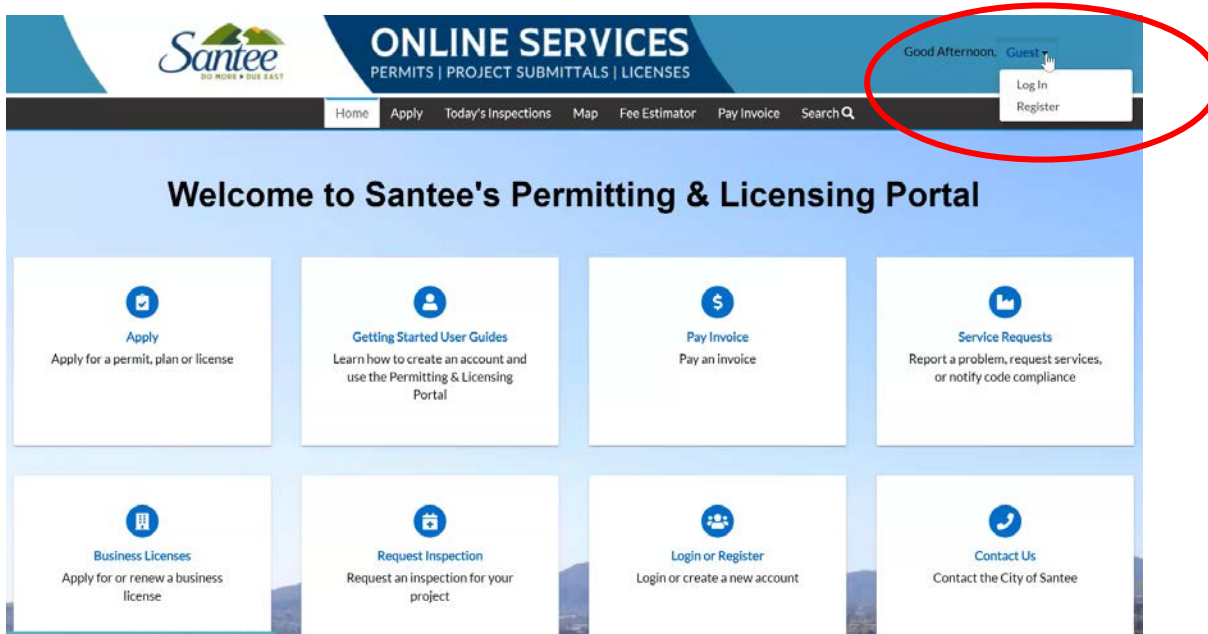


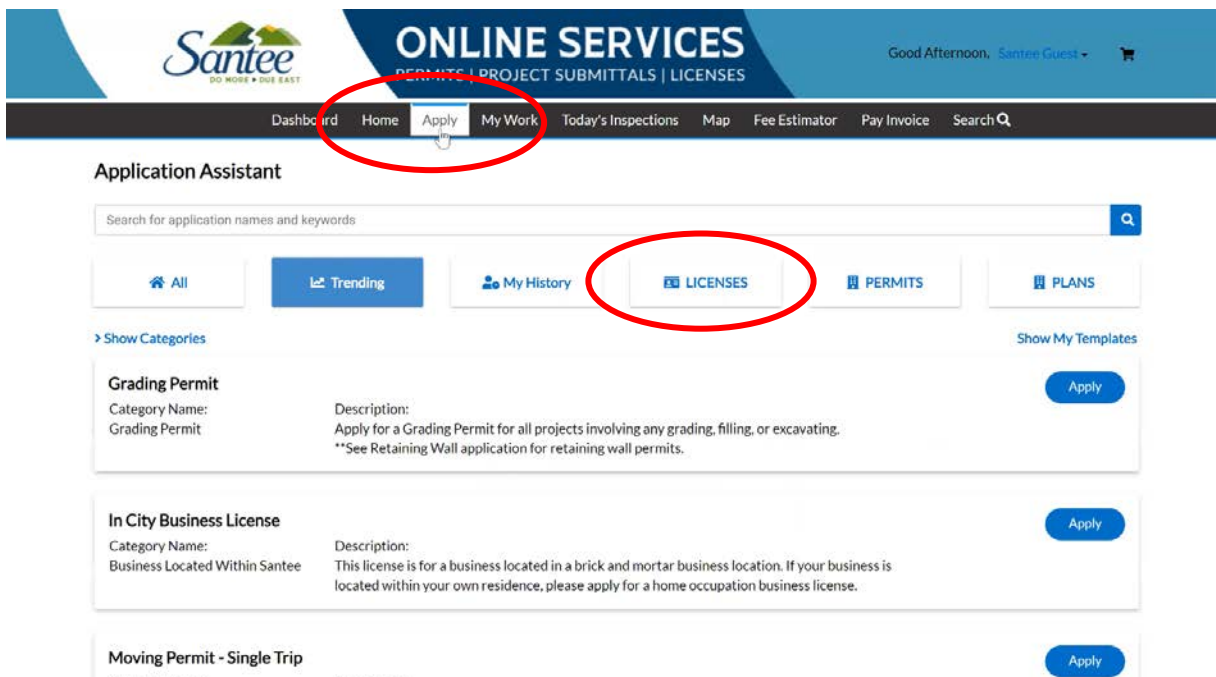
Apply for a Business License

Welcome to Santee's Permitting and Licensing Portal. In this guide we will review the steps to apply for a business license or regulatory permit. Throughout this guide, we will cover multiple steps and tips.

Log in to your account using the Log In or Register link at the top right corner of the page. If you don't have a Santee's Permitting and Licensing Portal account, click the Register link at the bottom of the page and see our video outlining the account creation process.

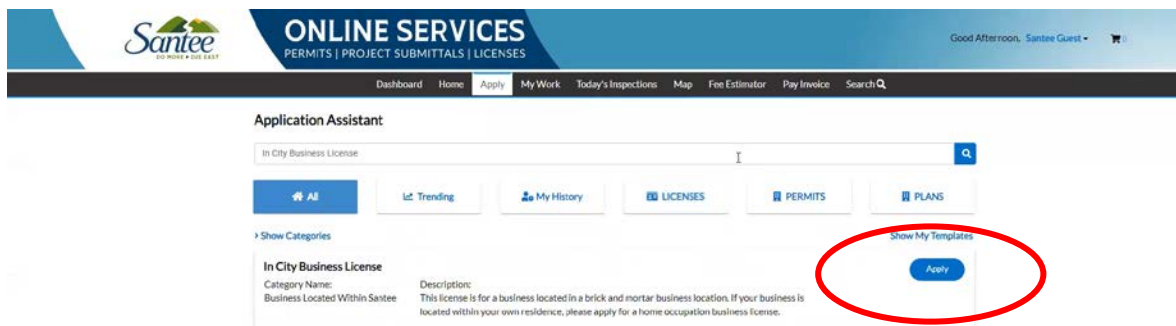


Once logged in, click Apply from the menu bar across the top of the page. You can now use the application assistant to find the service you need. You can search the license or click the licenses section to narrow results on the page.

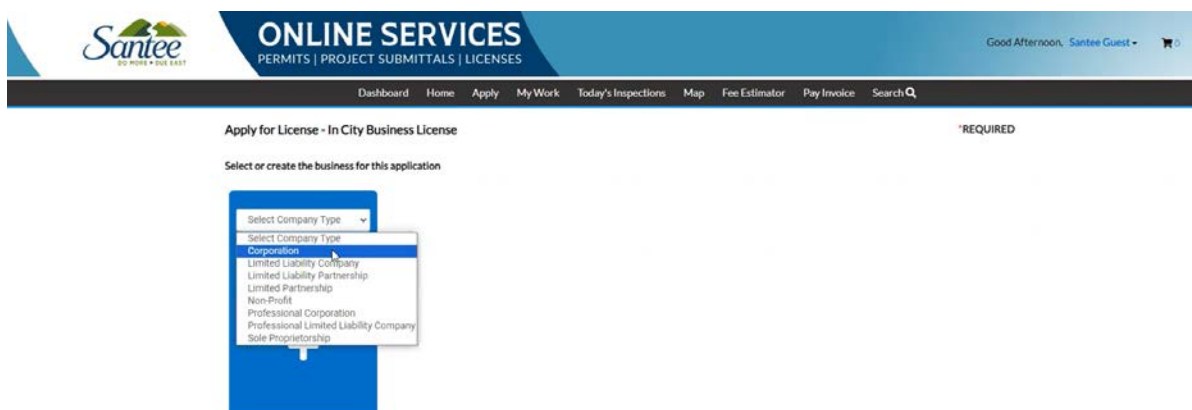


There are three main types of business licenses available: In-City, Out-City, and Home Occupation. Additional regulatory permits may be required depending on your business type. Please contact the Finance Department if you have any questions at 619-258-4100 x 146 prior to submitting your license.

Be sure to choose the correct license for your business activity. Once you've identified the correct license, click the apply button next to that license to start the application process.

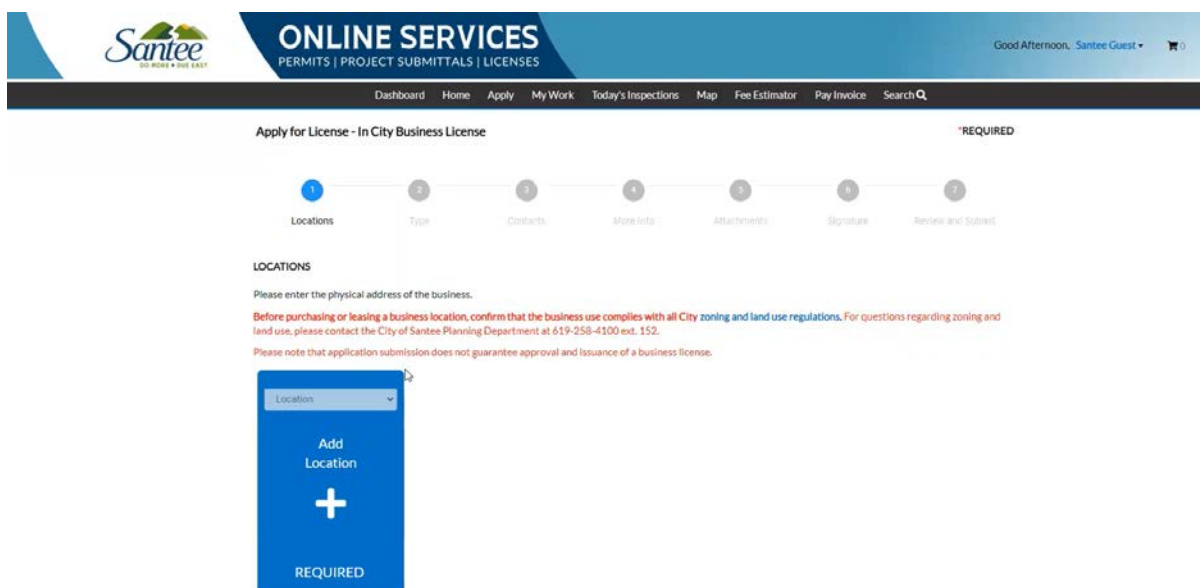


To begin, select or create the business for this application. In this example, since we don't have a pre-existing business in the system we'll have to create one. Start by selecting the company organizational type from the drop menu. Then click the plus symbol to begin creating your business.

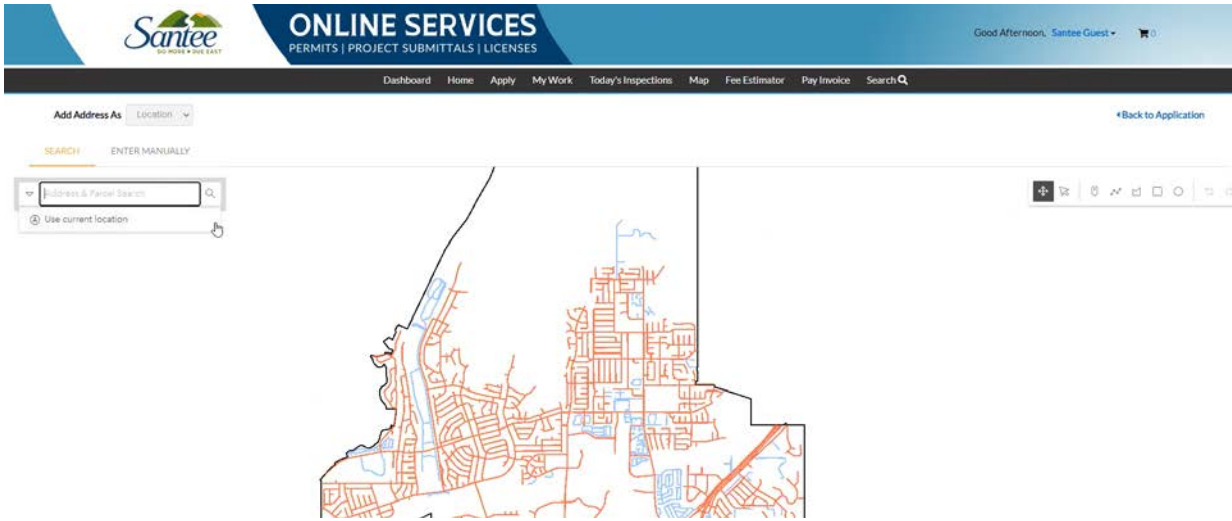


There are 7 steps in the process and we'll cover each one individually.

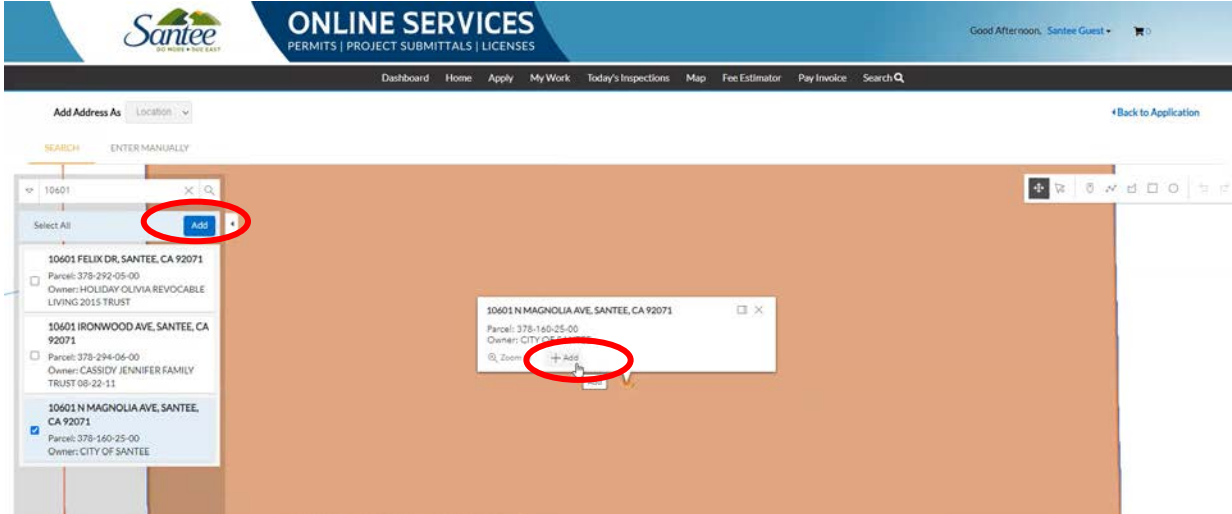
In step 1 we'll need to add location details for our business. Select the plus sign to add a location.



This location should match the primary mailing address of your business or business activity. You can search for your address automatically by typing it into the search box of the address information then clicking the search icon.



If your address doesn't populate in the search, you can also enter it manually by clicking the enter manually button. Once you find your address on the list, click the add button either on the map or the blue button near the search bar.



Manual entry will need to be done for all PO boxes. Click the enter manually button and fill out the form with your PO box information then click save. Once all addresses for your business are entered, click next.

In step 2, we'll be entering the details for your business. Fill out the form completely for all required fields. Enter the company name and description, along with any DBA name, location, and tax information.

Industry classifications are based on a pre-determined list. To find your classification, click the link that reads select industry classification. In the search bar, enter a single word that best describes your business to start.

Then click search from the results, choose the item that most closely matches the services your business offers. Check the box next to that service then click add selected. (To verify the industry classification [click here](#))

[Back to Application](#)

Add Industry Classification(s)

Search: Category:

Select	Code Number	Name	Category
<input checked="" type="checkbox"/>	9199	Other General Government Support	Public Administration
<input type="checkbox"/>	9221	Police Protection	Public Administration
<input type="checkbox"/>	9223	Correctional Institutions	Public Administration
<input type="checkbox"/>	9224	Fire Protection	Public Administration
<input type="checkbox"/>	9511	Administration of Air and Water Resource and Solid Waste Management Programs	Public Administration
<input type="checkbox"/>	9531	Administration of Housing Programs	Public Administration
<input type="checkbox"/>	9661	Space Research and Technology	Public Administration
<input type="checkbox"/>	9711	National Security	Public Administration

Results per page: 1 - 8 of 8

Complete this section by entering a description of your business services then click next.

Description:

DBA:

* Location:

TIN:

Tax ID:

* Industry Classification(s): [Select Industry Classification](#)

Main	Classification	Remove
<input checked="" type="checkbox"/>	9199 - Other General Government Support	<input type="button" value="Remove"/>

LICENSE DETAILS

* License Type:

* Description:

In step 3, we'll enter official contacts for the business. You can add contacts for the business in the blue box by first selecting the type of contact from the drop-down menu and then clicking the plus symbol to enter the contact information.

ONLINE SERVICES
PERMITS | PROJECT SUBMITTALS | LICENSES

Good Afternoon, Santee Guest

Dashboard Home Apply My Work Today's Inspections Map Fee Estimator Pay Invoice Search

Apply for License - In City Business License ***REQUIRED**

Locations Type **Contacts** More info Attachments Signature Review and Submit

CONTACTS
Enter the names of all Owners, Partners or Corporate Officers.

Select Type
Add Contact
+

Back Create Template Save Draft Next

Please note that the contacts entered in this section are the only people who will manage this license and any associated permits through Santee’s permitting and licensing portal. Once all contacts have been entered, click next.

ONLINE SERVICES
PERMITS | PROJECT SUBMITTALS | LICENSES

Good Afternoon, Santee Guest

Dashboard Home Apply My Work Today's Inspections Map Fee Estimator Pay Invoice Search

Apply for License - In City Business License ***REQUIRED**

Locations Type **Contacts** More info Attachments Signature Review and Submit

CONTACTS
Enter the names of all Owners, Partners or Corporate Officers.

Employee
Santee Guest(You)
City of Santee
10601 N Magnolia Ave., Santee, CA
Remove

Select Type
Add Contact
+

Back Create Template Save Draft Next

In step 4, we’ll enter some final details about our business. Fill out this form completely including all required fields relative to your business to avoid processing delays. Review all the fields on this form and if they are correct, click next.

The screenshot shows the 'Apply for License - In City Business License' page. At the top, there is a navigation bar with the Santee logo and 'ONLINE SERVICES' header. Below the header is a progress bar with seven steps: Locations, Type, Contacts, More Info (current step), Attachments, Signature, and Review and Submit. The 'More Info' step is highlighted with a blue circle and a plus sign. Below the progress bar, there is a 'MORE INFO' section with a note: 'Please fill out all fields to the best of your knowledge. Please note: Missing, Incomplete or Inaccurate responses may result in delays in processing time or denial of a business license.' The 'General Information' section contains several fields: '*Business Use' (a dropdown menu with options: Contractor, Retail, Service, Wholesale Sale, Other), '*Business Details', '*Business Start Date', 'Contractors License No.', and 'Seller's Permit No.'. There are also links for 'Next Section | Top | Main Menu'.

Step 5 allows you to add attachments to your business license application which could include state licensing as it applies to your industry or occupation. After uploading any necessary documents for your business, click next.

The screenshot shows the 'Apply for License - In City Business License' page. The progress bar now shows 'Attachments' as the current step, highlighted with a blue circle and a plus sign. Below the progress bar, there is an 'Attachments' section with a blue box that says 'click or drag files', 'Add Attachment', and a large plus sign. Below the plus sign, there is a list of supported file types: 'supported: .pdf, .jpg, .png, .bmp, .doc, .docx, .xlsx'. At the bottom of the page, there are buttons for 'Back', 'Create Template', 'Save Draft', and 'Next'.

In step 6, we will sign our application digitally. Begin by typing your name in the small box. Then click the toggle button to enable type signature. Type your name a second time in the box that appears and an electronic signature will be generated in the large box at the bottom of the page. After signing your application, click next.

Apply for License - In City Business License *REQUIRED

Locations Type Contacts More Info Attachments **Signature** Review and Submit

SIGNATURE

I declare under penalty of making a false statement that I have read and completed all sections of this form to the best of my knowledge and belief that the statements made herein are correct and true. I understand that payment of the fee is non-refundable pursuant to SMC 5.02.160(A&B) and issuance of the business license does not relieve me from the responsibility of compliance with the City's zoning, building and fire codes.

* Please type your name as consent to electronically sign this application.

Enable Type Signature

Santee Guest
August, 24 2023

X Draw Signature Here

In the final step, you can review all of your application details. To make any changes, use the back button at the bottom of the page to return to the previous sections. Once you're satisfied with the responses on your application, click submit at the bottom of the page. You'll then get a message confirming that your application was successfully submitted.

Will Vapes With Nicotine be Sold? No

Is SIC Code regulated by SB 205? No

[Computer needs to populate this field] If the SIC Code is regulated by SB 205, Storm Water will need to review business license application.

Storm Water Information Previous Section | Top | Main Menu

If regulated by SB 205, how is business enrolled in an NPDES permit?

What is the Application or ID Number for the NPDES Permit category stated above?

Principal Storm Water Impacting Activities

Storm Water Priority

Inspection Tier List

Watershed / Hydrologic Sub Area (HSA)

Subjectivity

Property Management Group, if applicable

If there is a Property Management Group, add to Contacts

Attachments

Next to this message, a box will display the fees owed with the option to view details or add to cart.


Your application was successfully submitted!

Your application has been successfully submitted. Please allow 10-14 days for processing of your business license. Please note that successful application submission does not guarantee approval and issuance of a business license. Contact the City of Santee Finance Department for further detail.

Fees

\$99.00

Click view details to learn more about the fees owed and the invoice number which you can use to pay an invoice. See the Pay an Invoice video to learn more.

[Back](#)
 Invoice Number: [Add To Cart](#) 

Invoice Total: \$99.00
Status: Due **Invoice Date:** 08/24/2023 **Due Date:** 09/23/2023
Description: BL-000015-2023

[Primary Fees](#) | [Misc Fees](#) | [Payments](#) | [Attachments](#) | [Contacts](#)

Primary Fees Sort: Fee Name

Fee Name	Fee Total	Amount Due	Case Number	Case Type	Notes
FN-AB 1279 Surcharge Fee (CASP)	\$4.00	\$4.00	BL-000015-2023	Business License	FN-AB 1279 Surcharge Fee (CASP)
FN Business License New	\$95.00	\$95.00	BL-000015-2023	Business License	FN-Business License New

Results per page: 10 | 1 - 2 of 2

Selecting continue to license will take you to a page displaying the status of your business license application. You may add the license to your cart to continue processing the fees and pay the invoice.

License Type: In City Business License **District:** Santee **Applied Date:** 08/24/2023
Account Number: **Issued By:** Administrator, System **Period Start Date:**
Status: Submitted - Online **Expiration Date:** 01/01/2099
Description: City of Santee

[Business](#) | [Locations](#) | [Fees](#) | [Attachments](#) | [Contacts](#) | [Classifications](#) | [More Info](#)

[Fee Summary](#) | [Remaining Fees](#) | [Paid Fees](#) | [Next Tab](#) | [License Details](#) | [Main Menu](#)

Fee Summary

Total Fees: \$99.00 **Paid Fees:** \$0.00 **Unpaid Fees:** \$99.00 [Add To Cart](#)

Remaining Fees Sort: Fee

Fee	Invoice	Computed	Amount Due
FN-AB 1279 Surcharge Fee (CASP)	INV-00000035	\$4.00	\$4.00
FN-Business License New	INV-00000035	\$95.00	\$95.00

Results per page: 10 | 1 - 2 of 2

Paid Fees Sort: Fee

Fee	Invoice	Computed
No records to display.		

Please note that online applications can take between 10-14 days. If you have any questions, contact the City of Santee's Finance Department at 619-258-4100 x 146.