



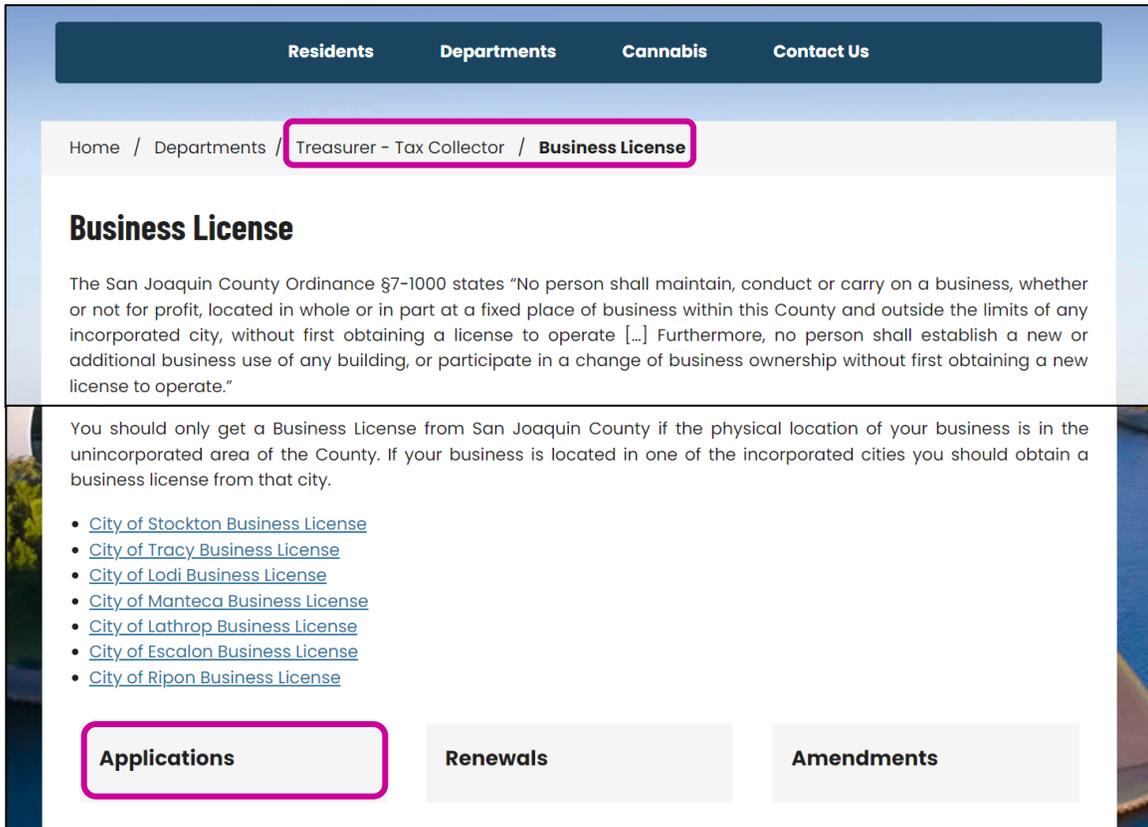
## PROCESSING GUIDE Business License Applications

To apply for a Business License application (including Business Licenses, Home Occupations, Cottage Food Business Licenses, Massage Establishment Business Licenses, and Secondary Business Licenses) in San Joaquin County's new Online Permitting System (a.k.a. "Accela," Accela Citizen Access," or "ACA"), please follow the steps below.

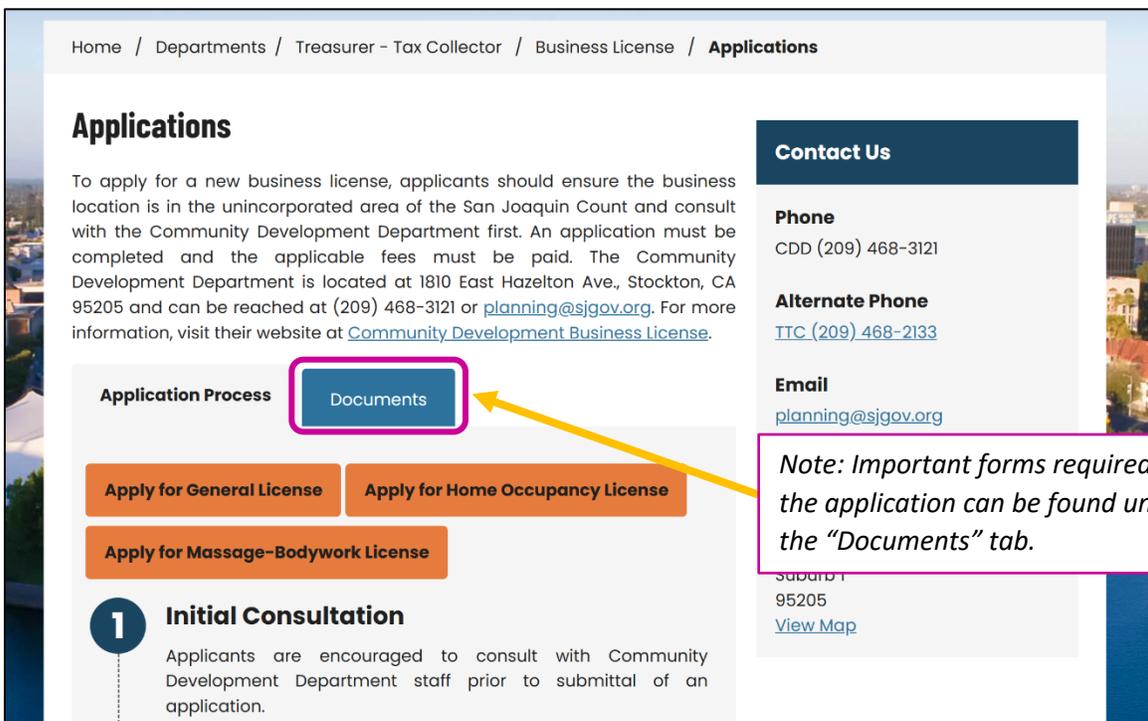
1. Navigate to: [permits.sjgov.org](https://permits.sjgov.org) then to "Treasurer – Tax Collector under to "Departments" tab. Hover over "Treasurer – Tax Collector" then select "Business License"



2. Once you are on the Business License page, read through the information and click on “Applications” at the bottom of the page to proceed with an application.



3. Select the applicable Business License application.



→ **General License** includes:

- Business Licenses
- Secondary Licenses (chair in salon, etc.)
- Cottage Food License

→ **Home Occupancy** includes home-based business (not including Cottage Food, see General License)

→ **Massage-Bodywork** includes all business licenses related to a massage establishment.

4. After the application type is selected, sign in to your account and agree to the terms of use to move forward with an online application.

The screenshot shows a web interface with three buttons: "Apply for General License", "Apply for Home Occupancy License", and "Apply for Message-Bodywork License". A yellow arrow points from the "Apply for Home Occupancy License" button to a "Sign In" form. The "Sign In" form includes fields for "USERNAME OR EMAIL" and "PASSWORD", a "Forgot Password?" link, and a "SIGN IN" button. A text box with a pink border contains the text: "After the application type is selected, sign into an account. Though other counties and cities use Accela, this portal is unique to San Joaquin County. You will need to create a new account if you do not have one for SJC." Below this is a scrollable area with the text: "Communications via Web Site Communications made through e-mail and messaging systems shall in no way be deemed to constitute legal notice to the Agency or any of its agencies, officers, employees, agents, or representatives, with respect to any existing or potential claim or cause of action against the Agency or any of its agencies, officers, employees, agents, or representatives, where notice to the Agency is required by any federal, state or local laws, rules or regulations. Additionally, no communications made through e-mail or messaging systems shall be deemed to be legal or professional advice." Below the text is a checked checkbox: "I have read and accepted the above terms." and a "Continue Application »" button. A yellow arrow points from the "SIGN IN" button to the checkbox.

5. Business Licenses can only be issued to locations within San Joaquin County's jurisdiction. Search by APN or address to find the County location for the License.

The screenshot shows a search interface with two main sections: "Parcel" and "Business Address". The "Parcel" section has a "Parcel Number" field (highlighted with a pink box), "Lot", "Block", and "Subdivision" dropdown menus, a "Legal Description" text area, a "spell check" link, and "Search" and "Clear" buttons. The "Business Address" section has "Street No.", "Direction" dropdown, and "Street Name" fields (all highlighted with a pink box), "Unit Type" dropdown, "Unit No.", and "Fraction" fields, "City", "State" dropdown, and "Zip" fields, and "Search" and "Clear" buttons.

After the parcel or address is found, the owner information will populate for confirmation.

The 'Owner' form contains the following fields and buttons:

- Owner Name: [Text input with a help icon]
- Address Line 1: [Text input]
- Address Line 2: [Text input]
- Address Line 3: [Text input]
- State: [Dropdown menu with "--Select--"]
- Zip: [Text input]
- City: [Text input]
- Buttons: Clear, Save and resume later, Continue Application »

Callouts:

- A yellow box highlights the Owner Name field with a question mark icon.
- A yellow arrow points from the Owner Name field to the 'Continue Application »' button.
- A text box explains: "Confirm the right parcel is selected by reviewing the ownership info. If the property recently transferred ownership, this may continue to reflect previous ownership. Then click 'Continue Application'"

6. Once the location is selected, complete applicant information.

The page title is "Property and Contacts > Contact Information".

Text: "In this page, fill in information for all contacts related to this application. Make sure the contact information is complete and accurate." "Applicant: This information pertains to the person/organization requesting the Development Agreement Commercial Cann..." "An Authorized Agent may submit this application on behalf of the Applicant. Please add contact information of the authoriz..."

Section: Applicant

Text: "Provide contact information for all parties associated with this application, (i.e. Architect, Engineer, Designer, Property Owner), To add new contacts, click the Select from Account or Add New button. To edit a contact, click the Edit link."

Buttons: Select from Account, Add New, Look Up

Callouts:

- A yellow arrow points from the "Select from Account" button to a text box.
- A text box explains: "If you are the applicant, click 'Select from Account,' or click 'Add New' to identify a different applicant."

Dialog Title: Select Contact from Account

Text: "Select a contact to attach to this application. If the contact has multiple addresses, you can select which to use in the next step. Showing 1-2 of 2"

Category	Type	Name
<input checked="" type="radio"/> Associated Contact	Individual	[Redacted]
<input type="radio"/> Associated Owner		[Redacted]

Buttons: Continue, Discard Changes

Callouts:

- A yellow arrow points from the "Associated Contact" radio button to a text box.
- A text box explains: "If you 'Select from Account' you can either pick the property owner or the person associated with the account. Associated Contact: Pulls from ACA account Owner: Pulls for owner info on file"

7. After the Contact is selected, you can fill out the application form.

8. Once the application fields are completed, and you have clicked “Continue Application,” you will be prompted to upload the required documents. For a business license, the following forms are required:

- **Hazardous Materials Disclosure Form**
- **Indemnity Form**

These forms can be found in the “Documents” tab. See Note on Step 3.

File:  
Auth Form.docx  
100%

Type: --Select--

Description:

spell check

Save Add Remove All

Save and resume later

Remove

Continue Application »

After files are added, the document type must be selected. For a Business License, you must distinguish which file is the Indemnity Form and which file is the Hazardous Materials Disclosure Form.

After the file types are designated, the documents must be "Saved" otherwise there will be an error when "Continue Application" is clicked. Save, then continue.

9. After documents are added, a summary page will be displayed. At this time, you can go back into the application to fix errors if necessary. If the application is complete, and ready for submittal clicking "Continue Application" will finalize the application.

## Application

General Business License Application

1 2 General Information 3 Documentation 4 Review 5 Pay Fees 6 Record Issuance

Review

Save and resume later

Please review all information below. Click the "Edit" buttons to make changes to sections or "Continue Application" to move on.

Record Type

General Business License Application

Business Address Edit

Parcel Edit

Owner Edit

To edit any fields, click on "General Information" to return to the application page.

I, the Owner/Applicant/Agent agrees to indemnify, defend (with counsel reasonably approved by County), and hold harmless the County and its officers, officials, employees, agents, boards, and commissions (collectively "County") as follows:

1. INDEMNITY:

A. From and against any and all claims, demands, actions, proceedings, lawsuits, losses, damages, judgments and/or liabilities arising out of, related to, or in connection with the application and applied for project or to attack, set aside, void, or annul, in whole or in part, an approval of the applied for project by the County, the adoption of environmental review documents related to the applied for project, and any related development approvals or project conditions for the applied for project (hereinafter "Claim");

B. For any and all costs and expenses incurred by the County on account of any Claim, except where such indemnification is prohibited by law, including but not limited to damages, costs, expenses, attorney's fees, or expert witness costs that may be asserted by any person or entity, private attorney general fees claimed by or awarded to any party against the County, and the County's costs incurred in preparing an administrative record which are not paid by the petitioner.

By checking this box, I agree to the above certification.

Save and resume later

Date: 01/18/2024

Continue Application »

At the bottom of the review page, this box must be checked before submitting the application

