



# CITY OF DANA POINT BUSINESS REGISTRATION APPLICATION

City of Dana Point has a Business Registration Program in-lieu of a Business License. The program includes all businesses located in the City's **commercial areas**. Please submit the completed Business Registration Application to the City of Dana Point Economic Development Division. Additionally, **ALL BUSINESSES MUST OBTAIN A CERTIFICATE OF OCCUPANCY**, and we recommend all businesses check with the Planning and Building Department to make sure all necessary permits and certifications are obtained.

DATE \_\_\_\_\_

BUSINESS NAME \_\_\_\_\_

SITE ADDRESS \_\_\_\_\_

MAILING ADDRESS (if different from above) \_\_\_\_\_

PHONE \_\_\_\_\_ FAX \_\_\_\_\_

LOCAL OWNER OR MANAGER \_\_\_\_\_

TYPE/DESCRIPTION OF BUSINESS \_\_\_\_\_

OWNERSHIP TYPE (CHECK ONE)    ☐ Corporation    ☐ Partnership    ☐ Sole Proprietor

HOURS OF OPERATION \_\_\_\_\_ YEARS IN OPERATION \_\_\_\_\_

NAICS CODE (IF KNOWN) \_\_\_\_\_ NUMBER OF EMPLOYEES \_\_\_\_\_

BUSINESS SQ. FT. \_\_\_\_\_ APPROX. SQ. FT. OF RETAIL (if any) \_\_\_\_\_

WEBSITE \_\_\_\_\_

EMAIL \_\_\_\_\_

☐ If you do not wish to be included in our business directory provided to the public, please check here.

PLEASE COMPLETE THE FOLLOWING EMERGENCY CONTACT INFORMATION IF YOUR BUSINESS WISHES TO PARTICIPATE IN THE OC SHERIFF'S DEPARTMENT BUSINESS WATCH PROGRAM. YOU WILL BE CONTACTED AND PROVIDED WITH ADDITIONAL INFORMATION AND YOUR BUSINESS WATCH DECAL.

NAMES OF INDIVIDUALS TO CALL IN CASE OF EMERGENCY:

1. NAME \_\_\_\_\_ PHONE NUMBER: \_\_\_\_\_

2. NAME \_\_\_\_\_ PHONE NUMBER: \_\_\_\_\_

☐ We already participate in the program and have a decal. The number is: \_\_\_\_\_

## OFFICIAL USE ONLY: DEPARTMENT REVIEW

BUILDING: \_\_\_\_\_ CODE ENFORCEMENT: \_\_\_\_\_ ECONOMIC DEVELOPMENT: \_\_\_\_\_

CERTIFICATE OF OCCUPANCY HAS BEEN ISSUED:    ☐ Yes    ☐ No

Please return completed applications to:  
City of Dana Point Economic Development  
33282 Golden Lantern Dana Point, CA 92629  
(949) 248-3500 FAX: (949) 248-9920  
[www.danapoint.org](http://www.danapoint.org)