



**City of  
Santa Clara**  
The Center of What's Possible

Planning Division: (408) 615-2450  
Email: [planning@santaclaraca.gov](mailto:planning@santaclaraca.gov)

## Application Checklist Business License / Home Occupancy

Submit all materials and plan sets electronically (in a pdf file) through the online portal. **All materials and plan sets should be submitted as a PDF in a format that is searchable.** All plans shall be drawn to scale and completely dimensioned. The following are the minimum items needed for any planning application. Planning staff may request additional materials.

### Submit this checklist and following materials:

- A. Application through Permitting Online Portal
  - File an application using the [Permit Online Portal](#).
- B. Required Fee
  - Pay the application fees. Consult the current [fee schedule](#).
- C. Application Authorization
  - Submit proof of [owner authorization](#)
- D. Written Project Description
  - Provide a detailed description of the proposed use (e.g., days/hours of operation, products or services provided, anticipated customers, etc.) in a separate document.
- E. For Home Occupancy Applications:
  - Submit completed Home Occupancy Regulations Acknowledgement [Form](#).