



CITY OF DANA POINT BUSINESS REGISTRATION APPLICATION

The City of Dana Point has a Business Registration Program in lieu of a business license for businesses with a **physical location** within the City. Businesses operating from a location outside of Dana Point that are only providing services or performing work within the City are not required to submit a Business Registration Application. Additionally, **all businesses opening a physical location in Dana Point must obtain a Certificate of Occupancy**. We recommend checking with the Planning and Building Department to ensure all necessary permits and approvals have been 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.

TO PARTICIPATE IN THE OC SHERIFF'S DEPARTMENT BUSINESS WATCH PROGRAM, FREE BUSINESS SECURITY ASSESSMENTS, OR THE SECURITY CAMERA REGISTRATION PROGRAM, PLEASE COMPLETE THE EMERGENCY CONTACT INFORMATION BELOW. YOU WILL BE CONTACTED WITH ADDITIONAL INFORMATION.

NAMES OF INDIVIDUALS TO CALL IN CASE OF EMERGENCY:

1. NAME _____ PHONE NUMBER: _____

2. NAME _____ PHONE NUMBER: _____

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