

## BUSINESS LICENSING

All businesses and individuals conducting business within the City limits require a business license.

Business licenses must be renewed annually.

**Business Licensing**  
**(619) 258-4100, Ext. 146**

### IMPORTANT

Creating access for all persons is an important consideration. This typically involves parking, walkways, bathrooms, and counter heights.

[See City Accessibility Handout](#)

For additional information on starting or expanding a business in Santee, please refer to our website:  
[www.cityofsanteeca.gov](http://www.cityofsanteeca.gov)



## POINTS OF CONTACT

### County of San Diego

- **Recorder: (619) 237-0502**  
(For Fictitious Business Name)
- **Dept. of Environmental Health**  
(858-505-6700)
- **Air Pollution Control District**  
(858-586-2600)

### State of California

- **Alcoholic Beverage Control (ABC)** (619-525-4064)
- **Contractors State Licensing Board**  
(800-321-CSLB(2752))
- **State Board of Equalization**  
(858-385-4700)

### Utilities

- **Padre Dam MWD**  
(water and sewer questions)  
(www.padredam.org)  
(619-448-3111)
- **San Diego Gas & Electric**  
(www.sdge.com)  
(800-411-7343)
- **AT&T** (www.att.com)  
(800-288-2020)
- **Cox Communications**  
(www.cox.com)  
(866-272-5111)
- **Waste Management**  
(www.wm.com)  
(619-596-5100)

## LOCAL RESOURCES:

Santee Chamber of Commerce  
(619) 449-6572

City of Santee, Economic Development  
Pam White, (619) 258-4100, Ext. 223

City of Santee, Business Licensing  
Tanya Espinola, (619) 258-4100, Ext. 146

Service Corps of Retired Executives  
(SCORE) (619) 557-7272

## Starting a New Business



# Going From Empty to Occupied

## Starting a Business in an Existing Commercial Space



**City of Santee**  
Department of Development  
Services  
10601 Magnolia Avenue  
Santee, CA 92071  
Phone (619) 258-4100 Ext. 167  
Fax (619) 562-9376

[www.cityofsanteeca.gov](http://www.cityofsanteeca.gov)



## WHERE DO I START? ZONING

The City of Santee is divided into commercial, industrial and residential zones. The types of business allowed in each zone vary.

Some uses are permitted "by right" while other uses require a higher level of review. Any of these reviews must be completed before a business can operate.

For zoning information:  
**Contact Planning Division**  
**(619) 258-4100, Ext. 152**

## WHY A PERMIT?

The building permitting system is designed to ensure the health, safety and welfare of your customers, employees, and adjacent neighbors.

Permits also provide a historical record of physical changes to the built environment.



## PLAN REVIEW

- 1) Plans must first be approved and stamped by Padre Dam w District.
- 2) The City accepts the application for a permit along with five (5) sets of plans and an application fee.
- 3) Four City departments (building, fire, planning, and engineering) review the plans. If not approved, the plans and a list of needed corrections are returned to the applicant for review and resubmittal.
- 4) Permits will be issued when the plans are approved by all departments. An issuance fee will be collected at that time to cover the cost of inspections.

## WHAT ABOUT SIGNS?

Most commercial signs require a permit.

Some commercial centers have specific sign programs that detail the location and design of signage allowed. Copies of the plans are available at City Hall.

Temporary signs and banners are also allowed for up to 90 days per calendar year with a permit.

For sign information:  
**Contact Planning Division**  
**(619) 258-4100, Ext. 152**

### IMPORTANT

Prior to purchasing or leasing a business location, check with Planning Division to ensure that the proposed use is allowed in that zone.

**Planning Division**  
**(619) 258-4100, Ext .152**

### IMPORTANT

PERMITS MUST BE APPROVED  
PRIOR TO THE START OF  
CONSTRUCTION

**Building Division**  
**(619) 258-4100, Ext .154**

### HELPFUL TIP

Plan review may take several rounds. Delays often occur in responding to plan corrections and resubmitting plans in a timely manner. **Business owners should track this process to avoid delays.**

### IMPORTANT

Your sign contractor should check with the City prior to constructing any signs.

**Planning Division**  
**(619) 258-4100, Ext .152**

## DETERMINE IF A BUILDING PERMIT IS REQUIRED

A building permit is required for construction within the suite, significant changes in the use (retail, office, restaurant, etc.) and new signs.

The cost of the permit depends upon the scope of work involved.

Smaller improvements such as painting or carpet replacement do not require a permit.

For building permit information:  
**Contact Building Division**  
**(619) 258-4100, Ext 154**



## PLANS

Most tenant improvements require submittal and review of architectural plans. The time spent for plan development by your designer and review by the City must be included into your proposed business plan.

SUBMITTAL OF COMPLETE AND ACCURATE PLANS WILL HELP ENSURE A QUICKER REVIEW PROCESS.

Plans shall be drawn to a standard scale and provide sufficient data to fully describe the project.

For additional information:  
**Contact Building Division**  
**(619) 258-4100, Ext 154**

## INSPECTIONS

Inspections are required periodically during the course of construction and should be requested via phone at least one day prior to the needed inspection date.

**(619) 258-4100. Ext. 154**



## OTHER AGENCIES

Padre Dam Municipal Water District

All plans submitted must first be reviewed and stamped by Padre Dam Municipal Water District prior to submittal to the City.

SD County, Dept. of Environmental Health

Plans for new or modified restaurants must be reviewed and approved by the County of San Diego, Department of Environmental Health.

San Diego Air Pollution Control District

Certain uses such as auto painting require coordination with the San Diego Air Pollution Control District.

