

Trash Collection



Adequate trash areas must be provided and enclosed by a six (6) foot high decorative masonry wall. Adequate gates and vehicular access to such areas are also required. Regular trash pick-up must be scheduled with the South San Francisco Scavengers.

Landscape Maintenance



All planted areas and irrigation systems are required to be maintained in a neat and healthy manner. Landscaped areas are to be watered and weeded regularly and kept free of litter. Plant materials are to be replaced when diseased or dead with the same species originally approved by the City unless otherwise authorized by the Planning Division. Changes to site landscaping require prior approval by the City and may involve review by the Design Review Board.



The issuance of a Business License / Site Clearance does not exempt you from any of the City's requirements. You will be asked to sign a form in which these requirements are summarized and to acknowledge that you have read and understand this brochure. Failure to comply with the requirements may result in revocation of your business license and financial penalties.

If you have any questions regarding any of the Planning Division requirements, please contact us through one of the following:

By phone: (650) 877-8535

By email: web-ecd@ssf.net

In person: Planning Counter

City Hall Annex

315 Maple Avenue

South San Francisco, CA 94080

City of South San Francisco



Business License / Site Clearance Zoning Compliance



City of South San Francisco
Planning Division

315 Maple Avenue
South San Francisco, CA 94080

P.O. Box 711
South San Francisco, CA 94083

Tel: 650 877-8535
Fax 650 829-6639
Email web-ecd@ssf.net

Business License / Site Clearance Certificate

Dear Business Owner:



Welcome to the City of South San Francisco. While we pride ourselves on being business friendly there are a few requirements that are expected of all businesses. The following list is not all-inclusive, but it provides direction on the main issues of Zoning Compliance as codified in the South San Francisco Municipal Code (SSFMC).

Authorized Use

A Business License/Site Clearance certificate is issued only for the use specified on the application. Planning staff must determine that your proposed business complies with the City's Zoning Ordinance and General Plan requirements. To assist staff in its review, in addition to the standard information requested on the application, you might be required to provide additional written information clarifying the exact nature of your use. Also, any expansion of the business or change in use will require a new application be submitted for review and approval by the City prior to the business owner undertaking such changes.

Building Modifications

No changes to the exterior of your building may be undertaken, including additions, painting, installation of new siding, awnings or canopies, etc., until the Planning Division has approved the modification. Most exterior changes will require prior approval by the City's Design Review Board.



Signs

ALL signs require an approved Sign Permit and Building Permit prior to installation.

(SSFMC Chapter 20.76 governs signs.) Regulated signs include building signs, freestanding signs, and window signs (painted or otherwise attached), temporary banners, flags, pennants, etc. Signs are generally permitted only to identify the name of a business rather than to advertise specific goods or services. Violation of sign requirements may result in citation and fines.

Outdoor Displays

The Zoning Ordinance requires that all uses be conducted entirely within a building unless a Use Permit has been issued to allow outdoor use. Outdoor display or storage of goods or materials is not otherwise permitted. Authorized outside displays are held to a high standard of appearance and cleanliness.



Hours of Operation

Hours of operation are limited to 6 am to 12 midnight daily, unless the Planning Commission and/or City Council has specifically approved a Use Permit authorizing other hours of operation.

Parking

All businesses are required to provide on-site parking spaces as specified in SSFMC Chapter 20.74. In multi-tenant buildings business owners may be asked to complete a comprehensive inventory of the businesses and parking calculations for the property.

Parking Lot Maintenance

All parking spaces, driveways, maneuvering aisles, turn-around areas and landscaping areas must be kept free of debris and weeds at all times. Paving, pavement markings, landscaping, and lighting are required to be permanently maintained in good working order. Changes to parking areas are required to be approved by the City.



Loading and Unloading

All loading and unloading activities must be conducted to minimize impacts on adjacent roadways and properties. Any off-site loading activities must comply with the provisions of SSFMC Chapter 11.40. Among other provisions, this regulation prohibits any loading activities that obstruct the flow of traffic on any public street, lane or alley.

