

PASO ROBLES CA

Guide for Starting Catering Services

QUICK START PERMIT GUIDE



QUICK START PERMIT GUIDE

CATERING SERVICES

QUICK START STEPS

1. Visit the Paso Robles Chamber of Commerce (PRCC) Website

- a. The PRCC website has a number of resources available to help you plan, launch, manage and grow your business
- b. For further inquiries, the PRCC can be contacted at (805) 238-0506

2. Determine Operation Type

- a. Call the Community Development Department to determine if your catering business operation would be considered commercial, or a home occupation
- b. Community Development Department can be contacted at (805) 237-3970

3. Home Occupation Permit

- a. If your business operation will be a home occupation, the City Paso Robles requires a Home Occupation Permit
- b. This permit application can be found at the city's Community Development Department web page <http://www.prcity.com/government/departments/commdev/planning/forms-applications/index.asp>
- c. For more information on home occupation regulations visit http://library.municode.com/ca/el_paso_de_robles/codes/code_of_ordinances?nodeId=TIT21ZO_ARTIIIIDEST_CH21.23ZOADERVAAPAP_21.23.070HOOC

4. Find Location and Check Zoning

- a. If your catering business is a non home based business then a commercial location must be selected
- b. Commercial catering space is permitted in zones: CP, C1, C2, C3, RC, M, PM, or AP, T4-F, T4-NC, TC-1, TC-2 (Zoning Descriptions at end of the document)
- c. More information on zoning and access to zoning maps is available online at <http://www.prcity.com/government/departments/commdev/planning/zoning.asp>

ZONING DESCRIPTIONS

C1: Commercial-General Retail

C2: Commercial-Highway

C3: Commercial/Light Industrial

RC: Regional Commercial

M: Industrial

PM: Planned Industrial

AP: Airport

TC-1: Town Center

TC-2: Town Center

T4-F: Flex

T4-NC: Neighborhood Center

QUICK START PERMIT GUIDE

CATERING SERVICES

5. Apply for Business License

- a. Apply online at <https://businesslicense.prcity.com/PrimeWeb/Apply/GettingStarted/BusinessLicense>
- b. Your business license may remain in a pending status until you are issued a building permit if your selected commercial location requires tenant improvements

6. Set-up a Meeting With the BEST

- a. The Business and Entrepreneurial Success Team (BEST) was created for you!
- b. This resource, offered by the Paso Robles Chamber of Commerce, includes a diversified team of Paso Robles professionals and business owners who are passionate about supporting business and entrepreneurs interested in starting, expanding, or relocating in/to Paso Robles

Here is how it works:

1. Give us a call at (805) 238-0506 and answer a few questions about your proposed or existing business
2. We will take your information, set-up a meeting, and put together a customized team of local professionals eager to assist you
3. Meet our team. Ask questions, get advice, build a network of contacts to assist you moving forward
4. Continue to work with your BEST contacts as new questions/issues arise



IMPORTANT NOTE

This quick start guide is specific to acquiring a permit and license in the City of Paso Robles. This does not cover information regarding state licensing as the applicant is responsible for acquiring the proper licensing and certifications from the state in their respective industry.