
FREQUENTLY ASKED QUESTIONS

Long Term Residential Rental Business License Tax

- **What is this letter for?**

South San Francisco voters approved an update to the City's Business License Tax (BLT) ordinance. As part of that update, the tax on the business of providing a long-term residential rental was updated. The previous BLT ordinance set a threshold of five units or more for residential rental properties that were subject to the BLT ordinance. The passage of Measure W in November 2024 removed the threshold, so all long-term residential rental property owners are subject to the City's BLT, including single family homes and accessory dwelling units (ADUs). This letter was sent to inform you of this update in case you provide a long-term rental and are now subject to the tax.

- **I have been contacted by a company named HDL, is this legit?**

Yes, effective 12/01/25, we've teamed up with HDL companies to streamline online bl tax filing, renewals, new business applications, payments and compliance.

- **Is this letter legitimate?**

Yes.

- **What do I need to do to be in compliant?**

No, I do not provide long-term rental - you don't need to do anything.

Yes, I have a long-term residential rental- you will need to apply for a business license tax for the said rental residential property. You can do this online or via mail.

➔ **Online-** <https://southsanfrancisco.hdlgov.com/>

➔ **Mail-** please complete the business license form and mail to: City of South San Francisco- Business Licensing 8839 N Cedar Ave #212 Fresno, CA


➔ **Email-** complete the business license form, scan and return application to:
Southsanfrancisco@hdlgov.com

- **I need more information:** You can email or call if you have any questions.

Customer Support: for business license inquiries, please contact us at:
City of South San Francisco
Business Support Center
8839 N Cedar Ave #212
Fresno, CA 93720

Monday-Friday
8:00 a.m. – 5:00 p.m. PT

Email: southsanfrancisco@hdlgov.com
Phone: (650) 204-3304
Website: <https://southsanfrancisco.hdlgov.com>

- **How do I pay for this?** Once your account is active, you may pay your fees in two ways:
You can pay online or by mail.
- **What is a SIC code used for?**
The Standard Industrial Classification (SIC) code is a four-digit numerical code used to categorize and identify primary line of business.
- **What is the SIC code Long-term Residential rental?**
6514 -00?
- **Why do I need an account number and a PIN?**
This number is unique to each business license tax. You will need this information to get you to access your account online. Once you have this number, you can now pay/renew online.
- **What if I don't have an account or PIN?**
Please call our customer support line at 650-204-3304 or email us at SouthSanFrancisco@HdLgov.com
- **Where can I find the application?**
You can find the application online by going to the "business license portal".

BL Application download.pdf
<https://southsanfrancisco.hdlgov.com/>
- **What if I don't have or can't operate a computer?**
You can call us at 650-204-3304 and we'll be happy to assist you
- **When is my payment due?**
Payment of business license taxes are due on or before January 31st.
- **How did you get our information?**
Property ownership information is shared from the County of San Mateo with the City of South San Francisco.
- **Is this an annual tax?**
Yes. The business license tax will expire every year on December 31. You will need to renew your license yearly. The renewal period is during the month of January so that you will not incur any late fees.
- **Do I have to pay the per dwelling unit on top of a business license tax?**
The "per dwelling unit" is the business license tax. You will also be assessed an additional state mandated fee with each application. Please note that the rate per unit is adjusted yearly based on CPI-W.
- **It used to be only for more than 5 units, does this now apply to only 1 unit?**
Yes, this was part of the update approved by the voters of South San Francisco through the Business License Tax Measure W.
- **If my kids are living there, do I still need to apply for a business license?**
If you collect rent from your kids/relatives, then you would need to apply for a business license.

However, if you do not charge rent, you will need to provide a statement of affidavit stating that you do not collect any rent from that unit. You must also notify the city if your situation changes.

- **Do I need to apply for a Fictitious Business Name Statement?**

No. The business name and address should be the same as the property tax bill notice from the County.

- **Why do I need a mailing address?**

All correspondence regarding your business license tax will be mailed to that mailing address you indicated.

- **Will I need to go through department reviews?**

No, unless use has been changed.

- **If I have 2 houses on 1 parcel, how many business licenses do I need?**

One license, but mark as 2 units and please include the additional address in the business description area. Tax in this case would be \$100, plus the \$4 state fee and 2% technology fee totaling \$106.

- **What constitutes a dwelling unit?**

If you rent out your entire property, it is considered as one dwelling unit.

- **If the rental property is in the unincorporated area, but has a “South San Francisco” address, is the property subject to the City’s business license tax?**

No.