



Current Availability:

Suite \_\_\_\_\_ Approximately \_\_\_\_\_ Sq Ft Monthly Rent\$ \_\_\_\_\_ 1-year \$\_\_\_\_\_ MTM

Suite \_\_\_\_\_ Approximately \_\_\_\_\_ Sq Ft Monthly Rent\$ \_\_\_\_\_ 1-year \$\_\_\_\_\_ MTM

Application Fee: \$35 Non-refundable - Must be paid in certified funds.

Security deposit: \$ \_\_\_\_\_ Must be paid in certified funds.

*We require proof of liability insurance and 3  
months' worth of bank statements.*

Suites on the 2nd floor include electricity and janitorial services.

### LEASING REQUIREMENTS

All prospective tenants must be provided with an application packet. Each applicant is required to complete and submit all necessary information. Applications must be fully completed for a suite to be held. Please note that suites are rented on a **first-come, first-served basis**.

Each applicant must provide the following items:

- **Financial Statements (Corporate or Personal) (3 months' worth)**
- **Copies of Business Licenses**
- **Certificates of Insurance**
- **First Page of Tax Return**

**Note:** It is the applicant's responsibility to ensure all required documentation is accurate and complete before submission.

Balboa Office Building  
7710 Balboa Ave Suite 115 San Diego, CA 92111  
858.278.5090

## COMMERCIAL LEASE APPLICATION

Location of Leased Premises: \_\_\_\_\_ Date of Application: \_\_\_\_\_

Monthly Rent: \$\_\_\_\_\_ Term: \_\_\_\_\_

Business Name: \_\_\_\_\_ Business License Number: \_\_\_\_\_

Applicants Name: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

Home Address: \_\_\_\_\_

Social Security Number: \_\_\_\_\_ Driver's License No. \_\_\_\_\_

Phone Number: \_\_\_\_\_ Email Address: \_\_\_\_\_

Present Business Address: \_\_\_\_\_

Type of Business: Corporation    Partnership    S Corporation    Sole Proprietorship    LLC

State Chartered: \_\_\_\_\_ Year: \_\_\_\_\_ Federal Tax I.D: \_\_\_\_\_

Dun & Bradstreet Number: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_

### CORPORATE OFFICERS OR PRINCIPAL OWNERS:

Name: \_\_\_\_\_ Title: \_\_\_\_\_ SSN: \_\_\_\_\_

Address: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Name and address of Parent Company: \_\_\_\_\_  
\_\_\_\_\_

Name and address of Bonding Company: \_\_\_\_\_  
\_\_\_\_\_

### Trade References:

Name: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Name: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Proposed use of premises? \_\_\_\_\_

I hereby certify that all the information provided in this application is true, complete, and accurate to the best of my knowledge. I understand that any misrepresentation or omission may result in disqualification. I authorize Balboa Office Building to conduct a credit check and any other necessary verifications as part of the qualification process.

Name: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_

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## **Mail Delivery Authorization**

Tenant is aware that U.S mail is delivered in bulk to the Balboa Office Building and is distributed into the individual mailboxes by staff members.

In addition: Authorization is hereby given to the Property Manager to handle all incoming USPS mail and packages. Please note that Balboa Office Building is not responsible for any lost or misplaced packages. Additionally, we will only accept and place mail that includes approved names registered.

Name: \_\_\_\_\_ Company Name: \_\_\_\_\_

## **Business License Request**

The City of San Diego requires that “a person or entity engaged in business at a fixed place of business shall keep the certificate posted in a conspicuous place upon the premises where the business is conducted.” “Separate Business Tax Certificates must be obtained for each branch establishment or business location.”

To ensure that you are compliant with the requirements of the City of San Diego please provide us with a copy of your **Business Tax Certificate** prior to move in.

## **Certificate of Liability Insurance requirements**

We require a Certificate of Insurance for your liability coverage for the suite you will occupy. As the lessee, you are responsible for maintaining current liability insurance with the following coverage amounts:

- \$1,000,000.00 per occurrence
- \$2,000,000.00 aggregate

Additionally, **Cameron Brothers Construction Co., LP d.b.a. Balboa Office Building, LLC** must be listed as an additional insured on the certificate.

Certificates must be emailed to [casey@camerombros.net](mailto:casey@camerombros.net) prior to move in.

### **Acknowledgment of Request**

Please sign below to acknowledge receipt and understanding of this request:

Name: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Balboa Office Building  
7710 Balboa Ave Suite 115 San Diego, CA 92111  
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# SAN DIEGO REGIONAL HAZARDOUS MATERIALS QUESTIONNAIRE

OFFICE USE ONLY	
UPFP#	_____
HV#	_____
BP DATE	___/___/___

Business Name	Business Contact	Telephone # ( )	
Project Address	City	State	Zip Code
Mailing Address	City	State	Zip Code
Project Contact	Telephone # ( )		

The following questions represent the facility's activities, NOT the specific project description.

**PART I: FIRE DEPARTMENT – HAZARDOUS MATERIALS DIVISION: OCCUPANCY CLASSIFICATION:** Indicate by circling the item, whether your business will use, process, or store any of the following hazardous materials. If any of the items are circled, applicant must contact the Fire Protection Agency with jurisdiction prior to plan submittal.

- |                                  |                       |                                     |                          |
|----------------------------------|-----------------------|-------------------------------------|--------------------------|
| 1. Explosive or Blasting Agents  | 5. Organic Peroxides  | 9. Water Reactives                  | 13. Corrosives           |
| 2. Compressed Gases              | 6. Oxidizers          | 10. Cryogenics                      | 14. Other Health Hazards |
| 3. Flammable/Combustible Liquids | 7. Pyrophorics        | 11. Highly Toxic or Toxic Materials | 15. None of These.       |
| 4. Flammable Solids              | 8. Unstable Reactives | 12. Radioactives                    |                          |

**PART II: SAN DIEGO COUNTY DEPARTMENT OF ENVIRONMENTAL HEALTH – HAZARDOUS MATERIALS DIVISIONS (HMO):** If the answer to any of the questions is yes, applicant must contact the County of San Diego Hazardous Materials Division, 1255 Imperial Avenue, 3<sup>rd</sup> floor, San Diego, CA 92101. Call (619) 338-2222 prior to the issuance of a building permit.

FEES ARE REQUIRED.

Expected Date of Occupancy: \_\_\_/\_\_\_/\_\_\_

- |                             |                          |  |
|-----------------------------|--------------------------|--|
| YES                         | NO                       |  |
| 1. <input type="checkbox"/> | <input type="checkbox"/> | Is your business listed on the reverse side of this form? (check all that apply).  |
| 2. <input type="checkbox"/> | <input type="checkbox"/> | Will your business dispose of Hazardous Substances or Medical Waste in any amount?   |
| 3. <input type="checkbox"/> | <input type="checkbox"/> | Will your business store or handle Hazardous Substances in quantities equal to or greater than 55 gallons, 500 pounds, 200 cubic feet, or carcinogens/reproductive toxins in any quantity? |
| 4. <input type="checkbox"/> | <input type="checkbox"/> | Will your business use an existing or install an underground storage tank?   |
| 5. <input type="checkbox"/> | <input type="checkbox"/> | Will your business store or handle Regulated Substances (CalARP)?  |
| 6. <input type="checkbox"/> | <input type="checkbox"/> | Will your business use or install a Hazardous Waste Tank System (Title 22, Article 10)?  |

<input type="checkbox"/> CalARP Exempt	_____
Date	Initials
<input type="checkbox"/> CalARP Required	_____
Date	Initials
<input type="checkbox"/> CalARP Complete	_____
Date	Initials

**PART III: SAN DIEGO COUNTY AIR POLLUTION CONTROL DISTRICT:** If the answer to any of the questions below is yes, applicant must contact the Air Pollution Control District (APCD), 10124 Old Grove Road, San Diego, CA 92131-1649, telephone (858) 586-2600 prior to the issuance of a building or demolition permit. Note: if the answer to questions 3 or 4 is yes, applicant must also submit an asbestos notification form to the APCD at least 10 working days prior to commencing demolition or renovation, except demolition or renovation of residential structures of four units or less. Contact the APCD for more information.

- |                             |                          |  |
|-----------------------------|--------------------------|--|
| YES                         | NO                       |  |
| 1. <input type="checkbox"/> | <input type="checkbox"/> | Will the subject facility or construction activities include operations or equipment that emit or are capable of emitting an air contaminant? (See the APCD factsheet at <a href="http://www.sdapcd.org/info/facts/permits.pdf">http://www.sdapcd.org/info/facts/permits.pdf</a> , and the list of typical equipment requiring an APCD permit on the reverse side of this form. Contact APCD if you have any questions). |
| 2. <input type="checkbox"/> | <input type="checkbox"/> | (ANSWER ONLY IF QUESTION 1 IS YES) Will the subject facility be located within 1,000 feet of the outer boundary of a school (K through 12)? (Public and private schools may be found after search of the California School Directory at <a href="http://www.cde.ca.gov/re/sd/">http://www.cde.ca.gov/re/sd/</a> ; or contact the appropriate school district).   |
| 3. <input type="checkbox"/> | <input type="checkbox"/> | Will there be renovation that involves handling of any friable asbestos materials, or disturbing any material that contains non-friable asbestos?  |
| 4. <input type="checkbox"/> | <input type="checkbox"/> | Will there be demolition involving the removal of a load supporting structural member?   |

Briefly describe business activities:	Briefly describe proposed project:
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I declare under penalty of perjury that to the best of my knowledge and belief the responses made herein are true and correct.

Name of owner or Authorized Agent	Signature of Owner or Authorized Agent	Date
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FOR OFFICIAL USE ONLY:  
FIRE DEPARTMENT OCCUPANCY CLASSIFICATION: \_\_\_\_\_

BY: \_\_\_\_\_ DATE: \_\_\_/\_\_\_/\_\_\_

EXEMPT OR NO FURTHER INFORMATION REQUIRED		RELEASED FOR BUILDING PERMIT BUT NOT FOR OCCUPANCY		RELEASED FOR OCCUPANCY	
COUNTY-HMD	APCD	COUNTY-HMD	APCD	COUNTY-HMD	APCD

**LIST OF BUSINESSES WHICH REQUIRE REVIEW AND APPROVAL FROM THE COUNTY OF SAN DIEGO  
DEPARTMENT OF ENVIRONMENTAL HEALTH – HAZARDOUS MATERIALS DIVISION**

**Check all that apply:**

**AUTOMOTIVE**

- Battery Manufacturing/Recycling
- Boat Yard
- Car Wash
- Dealership Maintenance/Painting
- Machine Shop
- Painting
- Radiator Shop
- Rental Yard Equipment
- Repair/Preventive Maintenance
- Spray Booth
- Transportation Services
- Wrecking/Recycling

**CHEMICAL HANDLING**

- Agricultural supplier/distributor
- Chemical Manufacturer
- Chemical Supplier/Distributor
- Coatings/Adhesive
- Compressed Gas Supplier/Distributor
- Dry Cleaning
- Fiberglass/Resin Application
- Gas Station
- Industrial Laundry
- Laboratory
- Laboratory Supplier/Distributor
- Oil and Fuel Bulk Supply
- Pesticide Operator/Distributor

**CHEMICAL HANDLING**

- Photographic Processing
- Pool Supplies/Maintenance
- Printing/Blue Printing
- Road Coatings
- Swimming Pool
- Toxic Gas Handler
- Toxic Gas Manufacturer

**METAL WORKING**

- Anodizing
- Chemical Milling/Etching
- Finish-Coating/Painting
- Flame Spraying
- Foundry
- Machine Shop-Drilling/Lathes/Mills
- Metal Plating
- Metal Prepping/Chemical Coating
- Precious Metal Recovery
- Sand Blasting/Grinding
- Steel Fabricator
- Wrought Iron Manufacturing

**AEROSPACE**

- Aerospace Industry
- Aircraft Maintenance
- Aircraft Manufacturing

**OTHERS AND MISCELLANEOUS**

- Asphalt Plant
- Biotechnology/Research
- Chiropractic Office
- Co-Generation Plant
- Dental Clinic/Office
- Dialysis Center
- Emergency Generator
- Frozen Food Processing Facility
- Hazardous Waste Hauler
- Hospital/Convalescent Home
- Laboratory/Biological Lab
- Medical Clinic/Office
- Nitrous Oxide (NO<sub>2</sub>) Control System
- Pharmaceuticals
- Public Utility
- Refrigeration System
- Rock Quarry
- Ship Repair/Construction
- Telecommunications Cell Site
- Veterinary Clinic/Hospital
- Wood/Furniture Manufacturing/Refinishing

**ELECTRONICS**

- Electronic Assembly/Sub-Assembly
- Electronic Components Manufacturing
- Printed Circuit Board Manufacturing

NOTE: THE ABOVE LIST INCLUDES BUSINESSES, WHICH TYPICALLY USE, STORE, HANDLE, AND DISPOSE OF HAZARDOUS SUBSTANCES ANY BUSINESS NOT INCLUDED ON THIS LIST, WHICH HANDLES, USES OR DISPOSES OF HAZARDOUS SUBSTANCES MAY STILL REQUIRE HAZARDOUS MATERIALS DIVISION (HMD) REVIEW OF BUSINESS PLANS. FOR MORE INFORMATION CALL (619) 338-2222.

**LIST OF AIR POLLUTION CONTROL DISTRICT PERMIT CATEGORIES**

Businesses, which include any of the following operations or equipment, will require clearance from the Air Pollution Control District.

**CHEMICAL**

- 47 – Organic Gas Sterilizers
- 32 – Acid Chemical Milling
- 33 – Can & Coil Manufacturing
- 44 – Evaporators, Dryers & Still Processing Organic Materials
- 24 – Dry Chemical Mixing & Detergent Spray Towers
- 35 – Bulk Dry Chemicals Storage
- 55 – Chrome Electroplating Tanks

**COATINGS & ORGANIC SOLVENTS**

- 27 – Coating & Painting
- 37 – Plasma Arc & Ceramic Deposition Spray Booths
- 38 – Paint, Stain & Ink Mfg
- 27 – Printing
- 27 – Polyester Resin/Fiberglass Operations

**METALS**

- 18 – Metal Melting Devices
- 19 – Oil Quenching & Salt Baths
- 32 – Hot Dip Galvanizing
- 39 – Precious Metals Refining

**ORGANIC COMPOUND MARKETING**

**(GASOLINE, ETC)**

- 25 – Gasoline & Alcohol Bulk Plants & Terminals
- 25 – Intermediate Refuelers
- 26 – Gasoline & Alcohol Fuel Dispensing

**COMBUSTION**

- 34 – Piston Internal – Combustion Engines
- 13 – Boilers & Heaters (1 million BTU/hr or larger)
- 14 – Incinerators & Crematories
- 15 – Burn Out Ovens
- 16 – Core Ovens
- 20 – Gas Turbines, and Turbine Test Cells & Stands
- 48 – Landfill and/or Digester Gas Flares

**ELECTRONICS**

- 29 – Automated Soldering
- 42 – Electronic Component Mfg

**FOOD**

- 12 – Fish Canneries
- 12 – Smoke Houses
- 50 – Coffee Roasters
- 35 – Bulk Flour & Powered Sugar Storage

**SOLVENT USE**

- 28 – Vapor & Cold Degreasing
- 30 – Solvent & Extract Driers
- 31 – Dry Cleaning

**ROCK AND MINERAL**

- 04 – Hot Asphalt Batch Plants
- 05 – Rock Drills
- 06 – Screening Operations
- 07 – Sand Rock & Aggregate Plants
- 08 – Concrete Batch, CTB, Concrete Mixers, Mixers & Silos
- 10 – Brick Manufacturing

**OTHER**

- 01 – Abrasive Blasting Equipment
- 03 – Asphalt Roofing Kettles & Tankers
- 46 – Reverse Osmosis Membrane Mfg
- 51 – Aqueous Waste Neutralization
- 11 – Tire Buffers
- 17 – Brake Debonders
- 23 – Bulk Grain & Dry Chemical Transfer & Storage
- 45 – Rubber Mixers
- 21 – Waste Disposal & Reclamation Units
- 36 – Grinding Booths & Rooms
- 40 – Asphalt Pavement Heaters
- 43 – Ceramic Slip Casting
- 41 – Perlite Processing
- 40 – Cooling Towers – Registration Only
- 91 – Fumigation Operations
- 56 – WWTP (1 million gal/day or larger) & Pump Station

NOTE: OTHER EQUIPMENT NOT LISTED HERE THAT IS CAPABLE OF EMITTING AIR CONTAMINANTS MAY REQUIRE AN AIR POLLUTION CONTROL DISTRICT PERMIT. IF THERE ARE ANY QUESTIONS, CONTACT THE AIR POLLUTION CONTROL DISTRICT AT (858) 586-2600