

CITY OF PETALUMA
NEW BUSINESS TAX INFORMATION

Here is information to help you to complete the City of Petaluma business tax application.

Business Information

Please fill this section out as completely as possible. Note that your business location is your actual physical business location address as required by the Petaluma Municipal Code. P.O. Boxes and mail box places are fine for a mailing address but are not acceptable as a business location.

Business Description

A brief description of your business activity is needed to classify your business correctly.

Ownership Information

Please indicate whether you are a sole proprietor, a legal partnership or a corporation. Also please furnish the name and address of at least one of the owner(s) or corporate officer(s).

Other Required Information

Every business needs to furnish a federal tax ID. This can be your social security number IF you are the sole owner, have no partners or employees and you are not incorporated. Otherwise, you will need to obtain a tax ID number from the Internal Revenue Service.

If you are a wholesale or retail business, please furnish a sales tax permit or resale number.

If you are a contractor, your contractor number and classification are required.

If you are working from your home and your home is located in the city limits of Petaluma, **YOU MUST OBTAIN A HOME OCCUPATION PERMIT FROM THE PLANNING DEPARTMENT BEFORE YOUR BUSINESS RECEIPT CAN BE PROCESSED.** The Planning Department (778-4301) is located in the West Wing of City Hall.

There are some types of businesses, such as going door to door or selling from public property, that requires permits from other departments. If you are engaged in these types of business, please ask for further information.

Failure to provide the information needed will result in a delay in processing your application. If you have questions, please ask someone at the front desk. Once you have completed the form, have someone check it and talk to you about fees.

Attached is a fee schedule and a listing of the other agencies you may need to contact in order to complete your business tax application.

PLEASE NOTE THAT MOST BUSINESS TAX RECEIPTS EXPIRE 12-31 OF EACH YEAR.

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FEE SCHEDULE**

The business tax is calculated on the business's gross receipts generated within the City of Petaluma for the previous year. The following are the current rates for different types of businesses:

Group 1

Retailers, Wholesalers, Administrative Headquarters, Miscellaneous businesses	\$ 0.16 per \$1,000
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Group 2

Contractors, Service Businesses, Rental of Property, Amusement	\$ 0.32 per \$1,000
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Group 3

Professionals	\$ 0.48 per \$1,000
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THERE IS A MINIMUM OF \$45.00 FOR ALL BUSINESS TAXES AND THAT IS WHAT IS CHARGED TO MOST NEW BUSINESSES WHEN THEY OPEN.

In addition, there are certain other types of businesses that are charged a flat rate instead of a rate based on gross receipts, such as peddlers, solicitors, seasonal sales, and special events. If you are in any of these types of businesses, please talk to someone at the front desk about the rates.

As a new business, you have 30 days to take care of your business taxes before you are charged penalty fees.

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FICTITIOUS NAME FILING

Sonoma County Clerk's Office
2300 County Center Dr
Santa Rosa, CA 95403
707-565-3800

SALES TAX/RESALE PERMIT

State of California
State Board of Equalization
50 D Street
Santa Rosa, CA 95404
707-576-2100

FEDERAL TAX IDENTIFICATION NUMBER

Internal Revenue Service
777 Sonoma Ave
Santa Rosa, CA 95404
800-829-1040

STATE TAX IDENTIFICATION NUMBER

State of California
Employment Development Department
50 D Street, Room 415
Santa Rosa, CA 95404
800-852-5711

SOCIAL SECURITY NUMBER

Social Security Administration
2099 Range Ave
Santa Rosa, CA 95401
707-544-4302

PUBLIC HEALTH DEPARTMENT

Sonoma County Health Services
625 Fifth Street
Santa Rosa, CA 95404
707-565-4400

LIQUOR LICENSING/REGULATIONS

State of California
Alcoholic Beverage Control Board
50 D Street
Santa Rosa, CA 95404
707-576-2165