



# Petaluma Business Certificate Application Instructions

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Please follow the instructions below to be sure you complete your application fully and correctly. An incomplete or incorrect application could delay the issuance of your Certificate.

## **BUSINESS INFORMATION**

Your business location is the actual physical business location address. **P.O. Box / mailbox** locations are suitable for a mailing address but are **NOT** acceptable as a business location.

## **BUSINESS DESCRIPTION**

A brief description of your business is necessary to classify your business correctly.

## **OWNERSHIP INFORMATION**

Please indicate your entity type: Sole proprietorship, Partnership, Corporation or Limited Liability Company. Furnish the name and address of at least one of the owner(s) or corporate officer(s).

## **OTHER REQUIRED INFORMATION**

Tax ID - Every business **must** supply a federal tax ID. This can be your social security number **if** you are the sole owner or husband and wife partnership, 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.

Tax Permit / Resale # - If you are a **wholesale or retail business**, you need a sales tax permit/resale number from the State Board of Equalization.

Contractor's License - If you are a **contractor**, your contractor's license number and classification are required. The Contractors State License Board can supply this for you.

**PLANNING CLEARANCE** – You will need one of the following before your Business Certificate can be issued:

### Zoning Clearance

If you are operating your business on commercial property, you cannot receive a Business Certificate without first getting a **Zoning Clearance** from the Planning Division. To get a Zoning Clearance for your business, you need to discuss the location and type of business with the Planning Division and pay a \$30.52 fee.

### Home Occupation Permit

If you are working from your home and your home is located in the city limits of Petaluma, you must first obtain a [Home Occupation Permit](#) from the Planning Division. To get a Home Occupation Permit, you need discuss the location and type of business with the Planning Division and pay a \$116.63 fee.

### Short Term Vacation Rentals

If you are renting out all or a portion of your dwelling unit for stays less than 30 days, you will need a [Short Term Vacation Rental Permit](#) (which are renewed annually) from the Planning Department before your Business Certificate can be issued. The fee for the Permit is \$334.63.

## **POLICE CLEARANCE**

Solicitors, mobile vendors, massage therapists, and taxicabs, will need clearance from the Police Department.

## **HELPFUL CONTACTS**

|                                |                |              |                                    |
|--------------------------------|----------------|--------------|------------------------------------|
| Business Certificate Questions | Leona Le Cara  | 707-778-4354 | bustax@ci.petaluma.ca.us           |
| Planning Division Questions    | Ellen McDowell | 707-778-4470 | petalumaplanning@ci.petaluma.ca.us |
| Police Department Questions    | Nicole Litzie  | 707-778-4462 | nlitzie@ci.petaluma.ca.us          |