

# Petaluma Business Certificate Application Instructions

Please follow the instructions below to be sure you complete your application fully and correctly. An incomplete or incorrect application could delay 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. If you are incorporated or have employees, you will need a tax ID number from the IRS.

**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 is required.

**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 Department. To get a Zoning Clearance for your business, you need to discuss the location and type of business with the Planning Department.

### **WORKING FROM HOME**

If you are working from your home and your home is located within 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 fee, contact for current price.

### **Short Term Vacation Rentals**

If you are renting all or a portion of your dwelling unit for stays less than 30 days, you will need a **Short-Term Vacation Rental Permit (which is renewed annually)** from the Planning Department before your Business Certificate can be issued. The fees vary whether it is a first-time permit or a renewal permit.

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

## **HELPFUL CONTACTS**

|                                |                |              |                                    |
|--------------------------------|----------------|--------------|------------------------------------|
| Business Certificate Questions | Robin Ferrari  | 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          |