

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 707-778-4354 bustax@cityofpetaluma.org
Planning Division Questions 707-778-4470 petalumaplanning@cityofpetaluma.org
Police Department Questions 707-778-4462 nlitzie@cityofpetaluma.org