







City of Petaluma

Business License Division

How to Apply

New Business Applications:

-  Download application online. <https://cityofpetaluma.org/documents/business-certificate-application/>
 -  Email completed application to bustax@cityofpetaluma.org. Please see "Is your Business location in Petaluma?"
 -   Once License has been approved credit card payments can be made by phone at 707-778-4354 or by mailing a check to PO Box 61, Petaluma, CA 94953. Please include your business name on the check.
- or
-  Mail application and payment to PO Box 61, Petaluma, CA 94953
- Business License Renewals only**
-  Renewal and Payment available online <https://cityofpetaluma.org/payments/business-license-renewals/>

* Is your Business location in Petaluma?

No – Complete application as indicated above and make payment.

Yes – Complete application as indicated above and email the application to

petalumaplanning@cityofpetaluma.org **AND** bustax@cityofpetaluma.org. In order to issue the Business license, the location and type of business will need a **Zoning Clearance** from the Planning Department.

-Physical commercial addresses for new and relocating businesses need to schedule and complete safety inspections with the Building department and the Fire Marshal division. To schedule an appointment, email request to bizcheck@cityofpetaluma.org.

-Manufacturing and business that have storm water discharge may need a National Pollutant Discharge Elimination System (NPDES) storm water permit (Senate Bill 2015). If your business requires this permit, Ellis Creek staff will contact you if your business requires this permit.

* Your Business is a home-based business located within Petaluma city limits

1. Obtain a Home Occupation Permit from the Planning department by downloading the form at <https://cityofpetaluma.org/documents/home-occupation-permit-application-form/>.
2. Once completed email the form to petalumaplanning@cityofpetaluma.org
3. After the permit has been approved by planning, follow the New Business Application Process above.

Note: To get a Home Occupation Permit, the location and type of business needs to be approved by the Planning Division and the appropriate fee paid. See permit application for correct price. Fee is also on the Planning Fee Schedule at <https://cityofpetaluma.org/documents/planning-fee-schedule/>

* Your Business is a short-term vacation rental

This applies to rentals of all or a portion of a dwelling unit for stays less than 30 days.

1. Get or download a **Short-Term Vacation Rental Permit** from the Planning department <https://cityofpetaluma.org/documents/short-term-vacation-rental-permit-application-form/>
2. Once completed email the form to petalumaplanning@cityofpetaluma.org
3. After the permit has been approved by planning, follow the New Business Application Process above.

* Your Business is Massage, Mobile Vendor, Taxi or Cannabis Business

Contact the Police department prior to Planning approval and Business license process. Email records@cityofpetaluma.org or call 707-778-4372 during business hours, 8 am to 5 pm.

Massage business information - <https://cityofpetaluma.org/massage-business-requirements/>

Cannabis business information - <https://petalumastar.com/cannabis-business/>

Mobile Vendor Business / Solicitor Permit information <https://cityofpetaluma.org/documents/solicitor-permit-new/>

Taxi Business information - <https://cityofpetaluma.org/documents/taxi-permit-application-new/>

Petaluma Business Certificate Application Instructions and Fees

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

BUSINESS PHYSICAL LOCATION

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 (LLC). 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**, provide your sales tax permit/resale number from the State Board of Equalization in the "CA Dept of Tax and fee admin. Resale Number" field

Contractor's License - If you are a **contractor**, enter your required contractor's license number in the "CSLB Number along with the expiration date:

FEES

The business tax is calculated on a percentage of the business' gross receipts within the City of Petaluma for the *previous year*. Calculation is as follows:

Group 1, Retailers, Wholesaler, Administrative Headquarters, Misc. businesses: 0.016% of total Gross Receipts OR \$49.00 whichever is highest

Group 2, Contractors, Service Businesses, Rental of Property, Amusement: 0.032% of total Gross Receipts OR \$49.00 whichever is highest

Group 3, Professionals: 0.048% of total Gross Receipts OR \$49.00 whichever is highest

For Details on Business License fees please go to <https://cityofpetaluma.org/business-certificate-fees/>

Temporary and Mobile Businesses:

- Transient Sales / Solicitors / Peddlers / Mobile businesses - \$69.00 per 120 days
- Production Film making - \$254.00 per day
- Seasonal Sales - \$129 per event
- Special Events - \$229 per day
- Transportation of persons and goods - \$54 Per vehicle

Payments can be made via:

- phone with Visa or Mastercard. 707-778-4354
- mail with check. PO Box 61, Petaluma, CA 94953

Business License Renewal payments can be made online.

<https://cityofpetaluma.org/payments/business-license-renewals/>

For Assistance

Business Certificate Questions	Finance	707-778-4354	bustax@cityofpetaluma.org
Planning Division Questions	Planning	707-778-4470	petalumaplanning@cityofpetaluma.org
Police Department Questions	Police Records	707-778-4372	records@cityofpetaluma.org