



## Regulations for New Businesses

Welcome to the Town of San Anselmo. We are delighted you have chosen San Anselmo as your place of business. Please read the following regulations that may apply to your type of business.

**To Obtain a Business License:** Submit a completed application form with payment of check or credit card to the Administration/ Finance counter at Town Hall. You can also submit via email with a completed Credit Card Authorization form to [Accountspayable@townofsananselmo.org](mailto:Accountspayable@townofsananselmo.org). The license period is based on a calendar year, January through December. Renewal forms are mailed to all businesses at the end of the year. You can expect to receive your business license certificate approximately 10 days after the submittal of the application.

**To Determine the Business License Tax Amount:** For businesses located in Town, the tax amount is based on estimated gross receipts or gross earnings for the current year (no deductions permitted except for sales tax). The range of gross receipts/ earnings and the corresponding tax amount due is shown on the reverse side of the application form. When renewing the following year, the business license tax is based on the actual gross receipts/ earnings of the previous year. Adjustments can be made, of over or underpaid at the start of the business. Please, always notify the Business License Department, if you close or move your business.

**Fictitious Name Statement:** By law, it is required that you register and publish your business name with the County Clerk at the Civic Center. The address is: 3501 Civic Center Drive, Room 247, San Rafael. For recorded information on fees and office hours, call: (415)499-3003 or if you have specific questions, call (415) 499-6152.

**To Obtain a Resale Permit:** If you are in the sales business, either wholesale or retail, you are required to contact the State Board of Equalization for a special seller's permit account. Their website is <https://www.boe.ca.gov/>

**If You Hire Employees:** State Law requires all businesses must provide Workers Compensation Insurance to their employees.

**Home Occupations:** San Anselmo permits home-based businesses/occupations only if they meet Town regulations designed to ensure that these businesses do not adversely impact other residents or property in the neighborhood. See the reverse side of the application form for the conditions that apply.

**Commercial District:** You will need to fill out a "Use Proposal" application for the Planning Department who will determine whether a Use Permit, Parking Variance or Design Review is needed. If one or more of these actions is required, approval is sought through a noticed hearing before the Planning Commission. The Planning Department staff will be glad to walk you through the process and answer any questions during counter hours, Monday through Thursday from 8:30am – 12noon. Once your application has been approved, a business license certificate will be issued if you have submitted your application to the Finance Department.

- **Awnings & Signs:** All awnings and signs, including lettering and signs inside windows, are subject to review by either the Planning Department Staff or the Planning Commission. Awnings and signs painted or erected prior to obtaining a permit are subject to double the normal application fee.
- **Building Permits:** All awnings, fences, structural, electrical, plumbing, heating and ventilation work required a permit from the Building Department. Work begun prior to obtaining a permit is subject to a fine.