

TOWN OF SAN ANSELMO
 525 San Anselmo Ave, San Anselmo, CA 94960-2682
 (415) 258-4600 FAX: (415) 459-2477

BUSINESS LICENSE APPLICATION FORM

Business Licenses are issued in accordance with Title 6, Chapter 1 of the San Anselmo Municipal Code. Businesses located in the commercial district as well as home-based businesses/occupations 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. San Anselmo permits home-based occupations only if they meet Town regulations designed to ensure that these businesses do not adversely impact other residents or property in the neighborhood.

Business Name: _____ **Bus. Phone:** _____

Business Physical Location: _____

Business Mailing Location: _____

Business Type (see list enclosed): _____ **Description:** _____

Date Business Opened: _____ **Number of Employees: Full-time:** _____ **Part-time:** _____

Federal Tax ID Number: _____ **Seller's Permit ID Number:** _____

Provide your business web address if you wish to be added to the Town website business directory:

Business Owner Information:

Name: _____ **Phone:** _____ **Email:** _____

Residential Address: _____

Social Security Number: _____

Complete the Declaration of Gross Receipts box below and fill in the amounts to determine your license tax due.

Declaration of Gross/Receipts/Revenues: (kept confidential)

BUSINESS LICENSE TAX SCHEDULE

Estimated Gross Receipts for this calendar year: + \$ _____

Add any commissions, tips, misc. fees: + \$ _____

Total Amount of Gross Receipts/Revenues: \$ _____

Business Tax Due: (Schedule to the right) + \$ _____

Disability Access & Education Fee: (SB 1186)** + \$ **4.00****

TOTAL AMOUNT DUE: + \$ _____

\$0.00	To	\$7,500.00	\$15.00
\$7,501.00	To	\$15,000.00	\$30.00
\$15,001.00	To	\$25,000.00	\$45.00
\$25,001.00	To	\$50,000.00	\$60.00
\$50,001.00	To	\$100,000.00	\$100.00
\$100,001.00	To	\$250,000.00	\$150.00
\$250,001.00	To	\$500,000.00	\$300.00
\$500,001.00	To	\$750,000.00	\$450.00
\$750,001.00	To	\$1,000,000.00	\$600.00
\$1,000,001.00	To	\$2,000,000.00	\$800.00
\$2,000,001.00	To	\$3,000,000.00	\$1,200.00
\$3,000,001.00	To	\$4,000,000.00	\$1,500.00
\$4,000,001.00	To	\$5,000,000.00	\$2,100.00
\$5,000,001.00	To	\$10,000,000.00	\$3,000.00
\$10,000,001.00	To	\$25,000,000.00	\$4,500.00
\$25,000,001.00	To	And over	\$4,500.00 + .01%

Signature: _____ **Date:** _____

**Senate Bill (SB) 1186 (Chapter 383, Statutes of 2012) created Government Code Section 4467. This statute was recently amended by Assembly Bill 1379 (Chapter 667, Statutes 2017). Among other things, this statute requires: January 1, 2018 through December 31, 2023, a four-dollar (\$4) additional fee is to be paid by any applicant for a local business license. The fee is divided between the local entity that collected the funds, which retains 90 percent, and DSA, which receives 10 percent.

TOWN OF SAN ANSELMO
REGULATIONS FOR NEW BUSINESSES

To obtain a Business License: Submit a completed application form with a check payable to the Town of San Anselmo. The license period is based on a calendar year, January through December. Renewals forms are mailed to all businesses at the end of the year.

Home Businesses: Any business operating from a home in the Town of San Anselmo, including internet and mail order businesses, requires Zoning approval from current planning at the Planning, Building and Public Works counter at Town Hall. For more information contact current Planning staff at 415-258-4617 or 415-258-4636.

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 application form. When renewing the following year, the business license tax is based on the actual gross receipts/earnings of the previous year. Please 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 Marin County Civic Center, 3501 Civic Center Dr., Room 234, San Rafael, CA. Hours 9:00–4:00pm. Phone: 415-473-6152. <http://www.marincounty.org/depts/ar/divisions/county-clerk>

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 address and phone number are 50 D Street#230, Santa Rosa, CA 95404. Phone: 707-576-2100.

If You Hire Employees: State Law requires all businesses must provide Workers Compensation Insurance for 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.

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 the 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 of your questions, contact planning@townofsananselmo.org or (415) 258-4636. Once your application has been signed/ approved by the Planning Department you can submit your business license 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. A-frame sign permits are issued by the Public Works Department.

Building Permits: All awnings, fences, structural, electrical, plumbing, heating and ventilation work require a permit from the Building Department. Work begun prior to obtaining a permit is subject to double the normal application fee.

Instructions: Please use the list below to identify, by category number, which kind of business you are and fill in on the Business license form where it asks for Business type.

Examples: “No.4-Wine Store”; or “No.1-Retail Clothing”; or “No.9-Yoga Studio”

1. Retail - Please describe on Business license form which type of retail your business is.
Furniture and Home Furnishings Stores
Bldg. Materials and Garden Equipment and Supplies
Clothing and Clothing Accessories Stores
Sporting Goods, Hobby, Book, and Music Stores
Gift, Novelty and Souvenir Stores
Used Merchandise Stores
Pet Supply Stores
Art Galleries
Other Retail - please describe on form
2. Food Service (restaurants, bars, cafes) - Please describe on form which type of Food Service
Full Service Restaurants
Other Food Service - please describe
3. Personal Care Services (salons, manicure/pedicure) - Please describe on form
4. Food and Beverage Stores – Grocery, convenience, wine/liquor, etc. Please describe on Business License form
5. Manufacturing - Please describe on Business License form
6. Wholesale Trade - Please describe on Business License form
7. Professional and Technical Services - Please describe on Business License form
Finance, Insurance and Real Estate

Architecture and Landscape
Graphic Design and Photography
Veterinarians
Information - Includes publishing, software
Marketing Consulting
8. Educational Services (schools, tutoring) - Please describe on Business License form
9. Arts, Entertainment and Recreation/Fitness - Please describe on Business License form
Fitness and Recreation
Other Arts
10. Health Services - Please describe on Business License form
11. Overnight Accommodations (hotels, short-term rental, B&B) - Please describe on Business License form
12. Gas Stations and Auto Repair - Please describe on Business License form
13. Other - Please describe on Business License form



Planning Department
525 San Anselmo Avenue
San Anselmo, CA 94960
(415) 258-4617

COMMERCIAL USE PROPOSAL

APPLICANT/PROPERTY INFORMATION

APPLICANT AND BUSINESS DBA NAME _____

BUSINESS LOCATION _____

PHONE NUMBER _____ EMAIL ADDRESS _____

ASSESSOR PARCEL NUMBER(S) _____

PROPERTY OWNER NAME/CONTACT INFORMATION _____

INFORMATION REQUIRED

Description of proposed use: _____

If your project involves changing how an existing building or piece of property is used (for instance, from a restaurant to a store), and your new business is permitted by right at your project location, you will be required to submit a Building Permit Application.

Total number of employees _____

Maximum number of employees on site at any one time: _____

Days of operation: _____

Hours of operation: _____

Maximum number of customers/clients expected daily: _____

Current/previous use of building: _____

Maximum number of daily vehicular traffic trips per day (including customers, deliveries, etc.): _____

Type of machines, equipment, materials to be in use: _____

Number of on-site parking spaces (not street parking) for the site: _____

Number of on-site parking spaces (not street parking) for the use: _____

Square footage of building (all floors): _____

Square footage of building intended for proposed use: _____

APPLICANT'S AFFIDAVIT

I am the applicant for this business use. The information presented is true and correct to the best of my knowledge. I understand a permit is required from the Planning Department prior to installing any new signage or making any exterior alterations. Approval of the Building Department and Ross Valley Fire Department is required for any construction or change of building use and I am responsible for securing those approvals.

Applicant Signature/Date: _____

Approved by Planning Department (Signature/Date): _____

Any conditions of approval:



Planning Department
525 San Anselmo Avenue
San Anselmo, CA 94960
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APPLICATION FOR HOME OCCUPATION

APPLICANT/PROPERTY INFORMATION

APPLICANT NAME _____
PROPERTY ADDRESS _____
PHONE NUMBER _____ EMAIL ADDRESS _____
ASSESSOR PARCEL NUMBER(S) _____
DESCRIPTION OF PROPOSED USE: _____

INFORMATION REQUIRED FOR HOME OCCUPATION

- Maximum number of employees that are not a principal resident _____
- Location in primary residence where home occupation work will be performed (e.g., kitchen in main residence). _____
- Number of vehicular traffic trips per day (including customers, deliveries, etc.). _____

APPLICANT'S AFFIDAVIT

I am the applicant for this Home Occupation. The information presented is true and correct to the best of my knowledge. I agree to comply with all of the following regulations for Home Occupations:

- I am a principal resident of the residential unit and will conduct the Home Occupation. Not more than one (1) person who is not a principal resident of the residential unit shall be employed.
- The Home Occupation shall be conducted wholly within the main residence, and not conducted within a garage, carport, or accessory structure.
- The Home Occupation shall not increase vehicular traffic on the street on which the residential unit is located by more than four (4) individual visits per day, and will not increase parking demands on the street on which the residential unit is located.
- I will have no outdoor display or storage.
- Any signage shall comply with San Anselmo Municipal Code [Title 10, Chapter 9](#).
- I will not create noise exceeding levels permitted by San Anselmo Municipal Code [Title 4, Chapter 7](#).
- I will not create dust, vibration, odor, smoke, fumes, glare, electrical interference, fire hazards, or other hazards, nuisances, or disturbances.
- If my business is open to the public I will comply with applicable state and federal disabled access laws.
- This business shall not include the establishment, maintenance, or operation of any medical or non-medical cannabis business, including, but not limited to, cultivation, processing, manufacture, distribution, testing, and sale, which would require a state license to be issued pursuant to California Business and Professions Code § 26000 et. seq.

Applicant Signature/Date: _____

Approved by Planning Department (Signature/Date): _____