

## Business License General Information

### *Who is required to obtain a business license?*

All persons and business entities located or doing business in the City of Novato are required by City ordinance to obtain a business license. A new business license is also required if a business changes location or ownership. For most businesses the business license fee is a fixed rate depending on the number of employees.

### *Where do I get information and apply for a business license?*

City of Novato  
Finance Department  
922 Machin Avenue  
Novato, CA 94945  
From 101 exit DeLong Avenue  
Turn right at Machin Avenue.  
☎ Tel: (415) 899-8917  
Fax No. (415) 899-8215  
Monday – Thursday  
9:00 a.m.– 4:30 p.m.  
For same day approval, please come between  
9:00 a.m. to 11:00.  
Forms of payment accepted: Cash or Check

The application can also be downloaded from our website:

[www.novato.org/doingbusiness](http://www.novato.org/doingbusiness)

### *What information do I need to provide in order to apply for a business license?*

To obtain a business license, you will be asked to complete an application form. If the business is located in Novato, you will also need a zoning approval or a Home Occupation Permit from the Planning Division. In addition, some businesses may need a permit from the Police Department.

### *Where do I go to get a zoning approval or a Home Occupation Permit?*

The City's zoning ordinance regulates land uses. Some businesses are not allowed in certain areas or may require a use permit. If you plan to operate a business in your home, a Home Occupation Permit is required in addition to obtaining a business license.

Contact the Planning Division for more information:

City of Novato  
Community Development Dept.,  
Planning Division  
922 Machin Avenue  
Novato, CA 94945  
☎ (415) 899-8989  
Counter Planning Schedule:  
Monday to Thursday  
9:00 a.m. to 11:00

### **Remodeling/Construction and Sign Permits**

Any remodeling or construction planned for a business may require a building permit. Before doing any construction, check with the Building Division. If you plan to put up or change a sign, first contact the Planning Division. A sign permit may be required.

### **Public Health**

All food service businesses, e.g., restaurants, snack bars, delis, catering and grocery stores must be licensed by the County of Marin Environmental Health Services.

If you plan to serve or sell alcoholic beverages, a license is required from the State Department of Alcoholic Beverage Control and a Use Permit is required from the Planning Division.

### **Fictitious Business Names (DBA)**

Any name used other than your own name (i.e., John Doe, Consulting) must be filed with the Marin County Clerk's office.

### **Retail Sales Permit**

Sales or Use Tax may apply to your business activities.

You can obtain more information by contacting the State Board of Equalization.

### **Tax Identification Numbers**

If you are planning to have employees, you will need an employee tax ID number from the Federal and State governments. Contact IRS and EDD.

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## **BUSINESS LICENSE HELPFUL INFORMATION**

### **Business License Application**

City of Novato Finance Division  
922 Machin Avenue  
Novato, CA 94945  
(415) 899-8917  
Monday to Friday - 9:00 a.m. to 5:00 p.m.  
**City Offices Closed on Alternating Fridays**  
[www.novato.org](http://www.novato.org)

### **Home Occupation Permit**

City of Novato Planning Division  
922 Machin Avenue  
Novato, CA 94945  
(415) 899-8989  
Monday to Thursday - 9:00 a.m. to 11:00

### **Building Permit /Business Signs (exterior) City of Novato Community Development**

922 Machin Avenue  
Novato, CA 94945  
(415) 899-8989  
Monday to Thursday - 9:00 a.m. to 11:00

### **Fictitious Name Registration**

### **County Business License - County of Marin**

Marin Civic Center  
Room 234, 3501 Civic Center Drive  
San Rafael, CA 94913 Hrs: (9-4)  
(415) 473-6152

[www.marincounty.org](http://www.marincounty.org)

### **Food Business Marin County. Environmental Health Services**

3501 Civic Center Drive, Room 236  
San Rafael, CA 94903-4175  
(415) 473-6907

**California Secretary of State**

111 Capitol Mall Rm 312  
Sacramento, CA 95814  
(916) 657-5448-Incorporating/  
Limited Partnerships  
[www.ss.ca.gov](http://www.ss.ca.gov)

**California Department of Consumer Affairs**

400 R Street  
Sacramento, CA 95814  
(916) 445-1254 (800) 952-5210  
[www.dca.ca.gov](http://www.dca.ca.gov)

**California Alcoholic Beverage Control**

50 D Street, Suite 130  
Santa Rosa, CA 95404  
(707) 576-2165  
[www.abc.ca.gov](http://www.abc.ca.gov)

**State Board of Equalization  
State Resale Permit/Sales Tax/  
Sale of Business**

50 D St Rm 230  
Santa Rosa, CA 95404  
(707) 576-2100  
[www.boe.ca.gov](http://www.boe.ca.gov)

**California State Contractors Board**

50 D Street, #105  
Santa Rosa, CA 95404  
(800) 321-2752 (707) 576-6759  
[www.cslb.ca.gov](http://www.cslb.ca.gov)

**Federal Employer Identification Number  
Internal Revenue Service**

(800) 829-4933  
[www.irs.gov](http://www.irs.gov)

**Board of Barbering and Cosmetology**

P.O. Box 944226  
Sacramento, CA 94244-2260  
(800) 952-5210 or (916) 575-7281  
[www.barbercosmo.ca.gov](http://www.barbercosmo.ca.gov)

**Novato Chamber of Commerce**

807 DeLong Avenue  
Novato, CA 94945  
(415) 897-1164

**Better Business Bureau**

510 -16<sup>th</sup> St., Ste 550  
Oakland, CA 94612-1584  
(510) 238-1000 or (866) 411-2221  
[www.goldengatebbb.org](http://www.goldengatebbb.org)

**California Tax Service  
Identification Number  
Small Business Assistance Center**

[www.taxes.ca.gov/small\\_business\\_assistance](http://www.taxes.ca.gov/small_business_assistance)

**Agricultural / Weights and Measure  
County of Marin**

(415) 473-6700

**Waste Management Division  
County of Marin**

799 Northgate Dr # 100 San Rafael ca 94903  
(415)473-6647

**Child Care/RCFE/Adult Care  
California Department of Social Services**

(408)324-2126 (510)286-0379  
[www.cclid.ca.gov](http://www.cclid.ca.gov)

**Occupations that require Police Permit in  
addition to a business license:**

- Charitable Solicitation
- Commercial Solicitation
- Escort Service
- Massage Establishment/Technician
- Pawn Shop/Second Hand Dealer
- Taxi Companies or Drivers
- Private Police, Security Guards, Night Watchmen,  
Private Detectives
- Weapons Dealer Permit

For questions regarding the permit, please contact the  
Police Department, (415) 899-7008.

**Police Permits for occupations listed above:**

Apply at City of Novato  
Finance Department  
922 Machin Avenue  
Novato, CA 94945  
(415) 899-8917

**City Offices (excluding Police) are  
Closed on Alternating Fridays**

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THE CITY OF  
NOVATO  
CALIFORNIA

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