

CITY OF SAUSALITO

BUSINESS LICENSE REFERENCE GUIDE



Starting a Business in the City of Sausalito?

Great!

The City of Sausalito would like to welcome you to its business community. We know that starting a new business can be exciting and challenging. We wish you success in your new venture!

To operate any business within the City of Sausalito you must first obtain a business license and meet any additional requirements.

The City of Sausalito has partnered with The HdL Companies to provide assistance to the business community for all of their business licensing needs. The Business Support Center offers extended telephone support hours via their toll free telephone number as well as email contact options.

You may contact the Business Support Center for your entire business license needs anytime Monday through Friday from 8am to 5pm at:

By Phone: 415-762-0576

E-mail: Sausalito@HdLGov.com

Apply online: www.Sausalito.HdLGov.com
 Apply by mail: City of Sausalito - City Hall

Business License Department 420 Litho Street Sausalito, CA 94965

HOW TO APPLY FOR A CITY OF SAUSALITO BUSINESS LICENSE



Telephone

 For immediate assistance please call the Sausalito Business License Support Center at: 415-762-0576 A business license service representative will assist you with the application process and answer any questions you may have.



Online

 The City of Sausalito is now accepting business license applications online.

You can now apply for a business license from the comfort of your home or office at a time that is most convenient for you.

To apply online visit: www.Sausalito.HdLGov.com



By Mail

- Please contact a customer service representative at 415-762-0576 to request an application by mail.
- You can use the business license application form included with this guide or download a copy at: www.Sausalito.HdLGov.com
 - Mail completed forms to:

City of Sausalito 420 Litho Street Sausalito, CA 94965

NOTE: No payment will be required until your application has been reviewed and accepted. You will receive an email or telephone call verifying the receipt of your application. Based on the information submitted from your application, your total balance due and payment options will be provided to you by a customer service representative.

BUSINESS LICENSE - FREQUENTLY ASKED QUESTIONS

What is a Business License?

A business license is an annual tax for doing business within the city limits of Sausalito. The City of Sausalito Municipal Code requires that you obtain a license when you conduct any business activity within the City, even if your business is located outside of the city limits or if you have a business license from another city. All businesses based in the City must have a license as well. This includes home based businesses, building contractors, independent contractors, and non-profit businesses.

Business license fees help pay for City services like roads, fire, police and other community services. These services benefit businesses, business owners, and the general public.

Who needs to apply for a Business License?

A business license tax is imposed on all persons conducting business within Sausalito City limits.

Are there any restrictions on where I conduct my business in the City?

Yes, every business operating from a location inside the City of Sausalito must meet Occupational Use Permit requirements to ensure that the business activity and site are compatible. Please submit all approved Occupational Use Permit related documentation to the Business Support Center with your Business License Application.

When should I submit my business license application?

New businesses must apply for business licenses within 30 calendar days from the start date of their business. If you do not obtain a business license within 30 days of starting your business, a penalty charge will result. Thereafter, business licenses need to be renewed in January of each year.

How long is a Business License valid?

A business license is normally good for a year and must be renewed every year by January 31st. Most business licenses expire on December 31st and the City will mail each business a renewal notice; however, it is the business licensee's responsibility to renew on time. Payment is considered delinquent if not postmarked by January 31st, and is subject to late penalty charges

How are fees calculated in Sausalito?

A majority of businesses are subject to a gross receipts tax. In addition, all licenses are subject to a \$15.00 annual processing fee and a \$4.00 State CASp fee. Licenses based on gross receipts are also subject to an annual registration tax of \$100.00 per business.

What is the penalty for late payment?

Penalties accrue at a rate of 10% per month, to a maximum of 60%, of taxes past due or delinquent.

BUSINESS LICENSE - FREQUENTLY ASKED QUESTIONS

What steps are required to apply for a City of Sausalito business license?

Step 1: First time business license applicants must complete an Occupational Use Permit Application and submit the application with payment to the City of Sausalito Community Development Department. The Occupational Use Permit application is available on the City's website at www.ci.sausalito.ca.us. You may also contact the Community Development Department with questions at (415) 289-4128.

Step 2: Once your Occupational Use Permit has been approved, you may apply for a City business license. Forms are available for new businesses on the City's website at www.ci.sausalito.ca.us.

Note: Outside contractors and service providers who perform work in Sausalito and who do not have a physical location in Sausalito do not need an Occupation Use Permit and may skip Step 1.

Why haven't I received my license if I mailed in the application and payment?

The City of Sausalito will hold a license if one or more of the below situations apply:

- ✓ Underpayment of the current year license fee
- ✓ Outstanding balance with City (for previous year(s) licenses and/or other City services and taxes)
- ✓ Required proof of certification and/or City approval was not received with application
- ✓ Failure to apply/purchase for all applicable license schedules. (Example: Trucks/Vans/Delivery Vehicles located within the City Limits are required to report BOTH gross receipts and a number of vehicles. Failure to report both will result in a delay in the issuance of a license)
- ✓ Failure to report gross receipts amount when required
- ✓ Failure to report "unit" amount when required
- ✓ Delinquency on account
- ✓ For reasons not listed above but deemed necessary by the City of Sausalito, CA



CITY OF SAUSALITO Business Support Center

NEW UPDATE! RE-ACTIVATE

420 Litho Street & Sauslito, CA & 94965-1933

Phone (888)602-0239 Sausalito@HdLGov.com FAX (909)348-0465

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