



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](tel: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](tel: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

420 Litho Street • Sausalito, CA • 94965-1933
Phone (888)602-0239 • Sausalito@HdLGov.com • FAX (909)348-0465

ACCOUNT #
NEW
UPDATE / RE-ACTIVATE
CLERK INITIALS:

1) PRINT OR TYPE ONLY 2) DO NOT WRITE IN SHADED AREAS 3) MAKE CHECK PAYABLE TO CITY OF SAUSALITO

A	TYPE CODE	B	TYPE DESCRIPTION	C	DISTRICT	6	BUSINESS START DATE
1	PRIMARY FUNCTION OF BUSINESS					7	IS THIS A HOME BASED BUSINESS? <input type="checkbox"/> YES <input type="checkbox"/> NO
2	LEGAL ENTITY <input type="checkbox"/> SOLE PROPRIETOR <input type="checkbox"/> PARTNERSHIP <input type="checkbox"/> CORP / LLC CORP. NAME OR LEGAL OWNER					8	STATE BOARD OF EQUALIZATION SELLERS PERMIT #
3	D.B.A. (NAME OF BUSINESS)					9	STATE LICENSE #
						10	STATE CLASS CODE
4	BUSINESS LOCATION ADDRESS CITY STATE ZIP					11	TAXPAYER IDENTIFICATION # (EIN OR SSN)
5	BUSINESS PHONE #					12	MAILING ADDRESS CITY STATE ZIP
13	OWNER / PRINCIPAL / CORP. OFFICER NAME HOME ADDRESS CITY STATE ZIP						TITLE TELEPHONE #
14	OTHER OWNER / PRINCIPAL / CORP. OFFICER NAME HOME ADDRESS CITY STATE ZIP						TITLE TELEPHONE #
15	BUSINESS E-MAIL					16	OWNER DL #

FOR FIRE AND POLICE PROTECTION, LIST TELEPHONE NUMBER OF PERSON(S) TO BE CONTACTED.

SAUSALITO BASED BUSINESSES ONLY	17	EMERGENCY NAME	PHONE #
---------------------------------	----	----------------	---------

18	Gross Receipts	Number of Employees	Number of Units	Number of Vehicles	Square Footage
----	----------------	---------------------	-----------------	--------------------	----------------

<p>THE PAYMENT OF A BUSINESS LICENSE DOES NOT RELIEVE THE BUSINESS OF THE REQUIREMENT TO COMPLY WITH OTHER REGULATIONS OF THE CITY, COUNTY, STATE OR FEDERAL GOVERNMENT. I UNDERSTAND THAT THE BUSINESS IS REQUIRED TO NOTIFY THE CITY OF SAUSALITO IF ANY CHANGES ARE MADE TO THE BUSINESS INFORMATION CONTAINED HEREIN. I UNDERSTAND THAT THE CITY OF SAUSALITO DOES NOT WAIVE LATE FEES AND/OR PENALTIES.</p> <p>I DECLARE UNDER PENALTY OF PERJURY THAT THE INFORMATION PROVIDED ABOVE IS TRUE AND CORRECT. I CERTIFY I WILL OPERATE IN ACCORDANCE WITH ALL APPLICABLE LAWS AND REGULATIONS. I UNDERSTAND THAT PROVIDING ANY FALSE STATEMENTS IS IN VIOLATION OF THE CITY OF SAUSALITO MUNICIPAL CODE AND ARE GROUNDS FOR REVOCATION OF THE BUSINESS LICENSE CERTIFICATE. I AUTHORIZE THE CITY OF SAUSALITO AND ITS AGENTS TO SEEK INFORMATION AND/OR CONDUCT AN INVESTIGATION ON THIS APPLICATION AND THE INFORMATION HEREIN.</p>	<p>NOTICE: Under federal and state law, compliance with disability access laws is a serious and significant responsibility that applies to all building owner and tenants with buildings open to the public. You may obtain information about your legal obligations and how to comply with disability access laws at the following agencies:</p> <p>The Division of the State Architect at www.dgsa.ca.gov/disability appo- The Department of Rehabilitation at www.rehab.ca/about.gov</p> <p>The California Commission on Disability Access at www.ccdc.ca.gov</p>
--	--

DATE: _____ SIGNATURE: _____ PRINT NAME: _____

D	CYCLE CODE	E	EXPIRATION DATE	F	BILL YEAR	G	BILL NUMBER	COMMENTS (FOR OFFICE USE ONLY)
	PLANNING DEPT YES <input type="checkbox"/> NO <input type="checkbox"/>		SIGNED				DATE	
	COMMENTS							
	HEALTH DEPT YES <input type="checkbox"/> NO <input type="checkbox"/>		SIGNED				DATE	
	COMMENTS							
	FIRE DEPT YES <input type="checkbox"/> NO <input type="checkbox"/>		SIGNED				DATE	
	COMMENTS							
	BUILDING & SAFETY YES <input type="checkbox"/> NO <input type="checkbox"/>		SIGNED				DATE	
	COMMENTS							