

TOWN OF TIBURON
1505 Tiburon Blvd., Tiburon, Ca 94920
(415) 435-7373

BUSINESS LICENSE TAX - GENERAL INFORMATION

A business license tax is imposed on all persons doing business within the Tiburon Town limits. This tax is imposed solely to raise revenue for municipal purposes, and is not intended for regulation.

The business license application must be completed in its entirety.

NEW BUSINESS LICENSES: If the license is for a business operating in the Town for the first time, the license tax shall be \$100 for the calendar year. This fee is pro-rated by the quarter, i.e. April-June \$75; July-Sept. \$50; October-December \$25.

PAYMENT DUE DATES: The business license tax payment due date is March 1st of each year for the annual business license, unless specified differently by the Business License Administrator.

PENALTIES: For failure to pay a business license tax when due, a penalty of 10% of the total amount due shall accrue the last day of each month after the due date thereof, plus a \$25 administrative charge.

RENEWAL NOTICES: Renewal notices are sent to each business or merchant currently licensed no later than January 15th of the tax year. The annual fee will be based on the fee schedule on the back side of this page.

STATE LICENSES: In addition to a business license, certain professions and selected businesses require state licenses. A few of the more common are auto repair shops, bars, liquor stores, electrical appliance repair shops, contractors, cosmetologist, insurance sales, collection agencies, real estate sales, lawyers, and medical professionals. Many of these activities are regulated by bureaus or divisions of the California State Consumer Affairs Department. To obtain telephone numbers for these bureaus, call the Consumer Affairs General Information Number (800) 344-9940.

PETITION OF FICTITIOUS BUSINESS NAMES: Most businesses are required to file a Petition of Fictitious Business Name with the County Clerk's Office in Marin. A fictitious business name is defined as a name that does not include the surnames of all owners of a business, or in the case of a corporation, does not include the full corporate name.

If you need to file, you should do so within 40 days of starting business. The forms can be obtained from the County Clerk's Office in the Marin Civic Center Room 247, San Rafael, between 9 a.m. and 4 p.m., Monday through Friday, or by sending a self addresses, stamped envelope to P.O. Box E, San Rafael, CA 94913, ATTN: FBN, or call (415) 499-6152. The current filing fee is \$32.00 for businesses with one owner and one business name. There is an additional charge of \$7.00 for each additional business owner or business name.

SELLER'S PERMIT/RESALE NUMBERS: Retailers, wholesalers and manufacturers must obtain seller's permits from the California State Board of Equalization, 50 D Street, Room 230, Santa Rosa, CA (707) 576-2100 (Mailing address is P.O. Box 730, Santa Rosa CA 95402-0730). Retail sellers are taxed on their gross receipts and are frequently required to place a deposit based on a six months estimate of sales. The Board issues all sellers a resale number which enables them to buy wholesale without paying sales tax.

TOWN OF TIBURON ANNUAL BUSINESS LICENSE FEES

GROSS RECEIPTS: For all businesses located within the Tiburon Town Limits:

Gross Receipts Annual License Fee

\$0 - \$5,000 \$ 15

\$5,001 - \$25,000 \$ 25

\$25,001 - Over .0012 of Gross Receipts

DELIVERY BUSINESSES: For all businesses located outside the Tiburon Town Limits, but coming into Tiburon to conduct business.

Not exceeding ½ Ton capacity, per vehicle \$ 22.50

Not exceeding ½ Ton to 1 Ton Capacity, per vehicle 37.50

Over 1 Ton to 1-1/2 Ton capacity, per vehicle 50.00

Over 1-1/2 Ton to 2 Ton capacity, per vehicle 100.00

Over 2 Ton capacity to 3 Ton capacity, per vehicle 150.00

Over 3 Ton capacity, per vehicle 200.00

LIVING ACCOMMODATIONS:

\$20.00 per rental unit

COMMERCIAL FILMING

Persons Employed on Location Rate per Day

1-3 \$150.00

4-6 \$300.00

7-9 \$600.00

10-over \$1,000.00

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(415) 435-7373

APPLICATION FOR BUSINESS LICENSE

1. Business Information:

- a. Business Name _____
- b. Type of Business (describe) _____
- c. Business Location (Street) _____
(City) _____ State _____ Zip _____
- d. Business Mailing Address (Street) _____
(City) _____ State _____ Zip _____
- e. Business Phone No. () _____ Other Phone No. () _____
- f. Sales Tax ID # _____
- g. Date Business Commenced in Tiburon _____
- h. Business Category (circle one) **Retail** **Wholesale** **Professional** **Delivery** **Main Street Sales**

Apartment Owner

2. Owner Information:

- a. Owner(s) Name _____
- b. Owner(s) Address (Street) _____
(City, State, Zip) _____
(Phone Number) _____
- c. Owner(s) Drivers License No. & Exp. Date _____
- d. Ownership Type:
Sole Proprietorship _____ Social Security No. _____
Partnership _____ Federal Employers ID No. _____
Corporation _____ Federal Employers ID No. _____

I hereby certify under penalty of perjury that the information provided in this application is true and I am in compliance with all applicable state and county ordinances governing my business.

Authorized Signature _____ Date _____
Print Name _____ Title _____

For questions regarding the application or in determining payment required, contact the Business License Department at (415) 435-7373.

**RETURN THIS APPLICATION WITH A CHECK FOR YOUR BUSINESS LICENSE TAX
PAYABLE TO "TOWN OF TIBURON" AND MAIL TO 1505 TIBURON BLVD., TIBURON, CA
94920.**



**Application Fee \$100
Annual Renewal Fee \$50**

**COMMUNITY DEVELOPMENT DEPARTMENT
PLANNING DIVISION (415) 435-7390**

APPLICATION FOR HOME OCCUPATION

PLEASE COMPLETE ALL OF THE FOLLOWING INFORMATION

BUSINESS ADDRESS: _____ **BUSINESS NAME:** _____

OWNER OF PROPERTY: _____

MAILING ADDRESS: _____

CITY STATE AND ZIP: _____

PHONE NUMBER: _____ FAX NUMBER: _____

APPLICANT (IF OTHER THAN OWNER): _____

MAILING ADDRESS: _____

CITY STATE AND ZIP: _____

PHONE NUMBER: _____ FAX NUMBER: _____

BRIEFLY DESCRIBE PROPOSED BUSINESS (USE SEPARATE SHEET IF NECESSARY): _____

NUMBER OF EMPLOYEES ON SITE: _____ HOURS AND DAYS OF OPERATION: _____

HOW OFTEN WOULD YOU ANTICIPATE VISITORS/CLIENTS COMING TO YOUR RESIDENCE?: _____

WHAT AREAS OF YOUR RESIDENCE WOULD BE USED FOR THE BUSINESS?: _____

WOULD THERE BE ANY VEHICLES ASSOCIATED WITH BUSINESS; IF SO WHAT TYPE?: _____

WOULD ANY MATERIALS ASSOCIATED WITH THE BUSINESS BE STORED ON SITE; IF SO WHERE?: _____

IS YOUR BUSINESS PART TIME (LESS THAN 20 HRS./WK.) OR FULL TIME (20 HRS./WK. OR MORE)?: _____

IS YOUR BUSINESS A SHORT TERM (LESS THAN 3 YEARS) OR LONG TERM PROPOSITION (3 YEARS OR MORE)?: _____

PLEASE READ THE "IMPORTANT NOTE" AND THE "HOME OCCUPATION PERMIT PROCESS" ON THE REVERSE SIDE OF THIS APPLICATION FORM PRIOR TO SIGNING BELOW. THIS APPLICATION MUST BE SIGNED BY THE PROPERTY OWNER AND THE APPLICANT, IF OTHER THAN OWNER.

PROPERTY OWNER'S SIGNATURE

DATE

APPLICANT'S SIGNATURE (IF OTHER THAN OWNER)

DATE

FOR STAFF USE ONLY, PLEASE DO NOT WRITE BELOW THIS LINE

APPLICATION NUMBER: _____

FEES PAID: _____

DATE RECEIVED: _____ RECEIVED BY: _____

RECEIPT #: _____

ACTIONING BODY/PERSON: _____ ACTION: _____

DATE: _____



Important Note

By signing the front side of this document you declare the following:

I have read and understand the Zoning Ordinance regulations governing home occupations, Section 4.10 (please see attached), and will comply with the regulations if approval is granted for this request.

I hereby certify that the information given is true and correct to the best of my knowledge and belief.

I understand that the requested approval is for my benefit (or that of my principal). Therefore, if the Town grants the approval, with or without conditions, and that action is challenged by a third party, I will be responsible for defending against this challenge. I therefore agree to accept this responsibility for defense at the request of the Town and also agree to defend, indemnify and hold the Town harmless from any costs, claims or liabilities arising from the approval, including, without limitation, any award of attorneys fees that might result from the third party challenge.

Home Occupation Permit Process

- Applicant submits both a Business License application and Home Occupation Permit application to the Town.
- Home Occupation Permit application is reviewed by Planning Division Staff.
- If any further information is required, staff will contact the applicant.
- If the proposed business would appear to meet the intent of a home occupation, and the business would meet the criteria as set in Zoning Ordinance Section 4.10, then the Home Occupation Permit can be issued.
- Applicant will be notified by mail of the status of the Home Occupation Permit.
- After the Home Occupation Permit is issued the Business License Administrator will issue a Business License.
- No business can commence until both a Business License and a Home Occupation Permit have been obtained.
- All Home Occupation Permits are subject to an annual renewal fee of \$50.
- Please Contact the Planning Division with any questions (415)435-7390.

General Information

Pursuant to California Government Code Section 65945, applicants may request to receive notice from the Town of any general (non-parcel specific) proposals to adopt or amend the General Plan, Zoning Ordinance, Specific Plans, or an ordinance affecting building or grading permits.

If you wish to receive such notice, then you may make a written request to be included on the mailing list for a periodic notice listing any such pending proposals, and must specify which types of proposals you wish to receive notice upon. The request must also specify the length of time you wish to receive such a notice, and provide a supply of stamped, self-addressed envelopes. Applicants shall be responsible for maintaining the supply of envelopes to the Town for the duration of the time period requesting for receiving such notices.

The notice will also provide the status of the proposal and the date of any public hearings thereon which have been set. The Town will determine whether a proposal is reasonably related to your pending application, and send a notice on that basis.

Such notice shall be updated at least every six weeks unless there is no change to the contents of the notice that would reasonably affect your application.

Requests shall be mailed to:

Town of Tiburon
Community Development Department
1505 Tiburon Boulevard
Tiburon, CA 94920

16-4.10 Home Occupations.

16-4.10.1 Definition.

A “home occupation” is any use which is conducted entirely within a dwelling and carried on by the inhabitants thereof, is clearly incidental and secondary to the use of the dwelling for residential purposes, and does not change the character thereof or adversely affect the uses permitted in the residential district in which it is located, and may be permitted in any residential zone. (Ord. No. 360 N.S., (part))

16-4.10.2 Application and Fee.

Application for a home occupation permit shall be made pursuant to the provisions of section 16-3.1, and shall be accompanied by the appropriate fee. (Ord. No. 360 N.S., (part))

16-4.10.3 General Criteria.

Home occupations shall be limited to the following uses: dressmaking, sewing, millinery, small handcraft, art work, artists and sculptors’ studio activities, the office of a musician, tutor, writer, architect, physician, technical advisor, attorney, insurance agent, and any other uses which may be determined by the director or the commission to be of the same general character as the above occupations, and not objectionable or detrimental to the zone in which they are located.

Home occupations shall meet the following requirements:

- (a) No significant additional traffic shall be created in the neighborhood;
- (b) One additional off-street parking space beyond that required for the residential use shall be maintained;
- (c) No more than one nonresident person shall be employed, at which time an additional off-street parking space shall be required beyond that required by subsection (b) of this section;
- (d) No material may be stored, and no equipment used which is hazardous or visible or audible from outside the building or otherwise creates a nuisance;
- (e) There shall be no display of goods visible from the exterior of the building, and no signs may be placed on the building or property.

The commission or director may impose any conditions on the home occupation that are warranted by the type of activity. All persons conducting businesses from their homes are required to have a valid business license from the Town of Tiburon. (Ord. No. 360 N.S., (part))