



SEBASTOPOL

Local Flavor. Global Vision.

HOW TO OPEN A NEW BUSINESS IN SEBASTOPOL

www.ci.sebastopol.ca.us

Opening a business is a challenging prospect. Sebastopol welcomes new businesses which add to the vitality and diversity of the City. A Sebastopol location offers several unique advantages:

- A vibrant small-town economy
- A location at a gateway to the North Coast and the Russian River
- Excellent schools and public services
- An accessible and responsive local government
- A diverse population in the City and the greater market area
- Outstanding community spirit

This brochure is intended to provide an outline of permits which may be needed to open a business in Sebastopol as well as resources available to you. If you have any questions, please call - we are here to help!

Business License

Will you need a business license? All businesses in Sebastopol require a City business license.

Sebastopol Administrative Services
7120 Bodega Avenue
Sebastopol, CA 95472
(707) 823-7863

Home Occupations, Signs and Zoning

Do you plan to operate a business out of your home? Sebastopol facilitates home businesses which do not disrupt residential neighborhoods. The City Planning Department can outline the parameters of "home occupation" regulations for you. Contact (707) 823-6167.

Is your business a permitted use in Sebastopol? Will it need a Use Permit or other special permits? Be sure to review applicable regulations and procedures before signing a lease or opening a business.

Do you want to install a sign for your business? The City has a local ordinance controlling the size, location and type of signs. Approvals are required before installing a sign.

Sebastopol Planning Department
714 Johnson Street, Sebastopol, CA
(707) 823-6167

Tenant Improvements/Construction

Do you plan on remodeling? Building permits are needed for most types of tenant improvements, such as electrical and plumbing changes, installation of new interior walls, or additions to buildings, as well as some types of sign installations. New buildings, additions, and some types of tenant improvements may also need Planning permits.

Sebastopol Building Department
7425 Bodega Ave., Sebastopol, CA
(707) 823-8597

Encroachment Permits

Will you need to use public streets or sidewalks in your remodeling project? Use of the public sidewalks or streets for construction staging or other purposes requires an encroachment permit from the City. If the work involves use of a State Highway or right-of-way, separate approval from Caltrans is also necessary.

Sebastopol Engineering Department
714 Johnson St., Sebastopol, CA
(707) 823-2151

- Caltrans District 4
4030 Occidental Road
Santa Rosa, CA 95401
(707) 576-2857

County/Regional Approvals

Are Sonoma County approvals needed for your business? For some types of businesses, approval from other agencies may be needed. Food sales require a Health Permit. Some commercial and industrial uses require a waste discharge permit from the City of Santa Rosa Environmental Compliance. A fictitious business name statement may need to be filed with the County Clerk.

- So Co Environmental Health
475 Aviation Blvd., Suite 220
Santa Rosa, CA 95403
(707) 565-6565
www.sonoma-county.org/health/eh
- Santa Rosa Environmental Compliance
4300 Llano Road
Santa Rosa, CA 95407
(707) 543-3369
- County Clerk
2300 County Center Dr., Suite B-177
Santa Rosa, CA 95403
(707) 565-3700
www.sonoma-county.org/clerk

State/Federal Requirements

Will you need State or Federal approvals or filings? For example, the State Department of Alcoholic Beverage Control issues licenses for sale of alcohol. The IRS will issue a Federal Employer Identification Number, the State Employment Development Department will issue a State Employer Identification Number. Sales or Use Tax may apply to your business; the State Board of Equalization issues permits. The Secretary of State accepts filings of articles of incorporation.

- Alcohol Permits:
Alcoholic Beverage Control
50 "D" Street, Room 130
Santa Rosa, CA 95404
(707) 576-2165
www.abc.ca.gov
- Internal Revenue Service
777 Sonoma Ave.
Santa Rosa, CA 95404
(707) 523-0924 / (800) 829-1040
www.irs.gov
- State Employer ID #:
Employment Development Department
50 "D" Street, Room 415
Santa Rosa, CA 95404
(888) 745-3886
www.edd.ca.gov
- Sales or Use Tax:
State Board of Equalization
50 "D" Street, Suite 230
Santa Rosa, CA 95405
(707) 576-2101
www.boe.ca.gov
- Articles of Incorporation:
Secretary of State
1500 11th Street
Sacramento, CA 95814
(916) 657-5448
www.sos.ca.gov/business/corp/corporate.htm

Utilities

- Gas and Electric Service:
Pacific Gas and Electric (PG&E)
(800) 743-5000
www.pge.com
- Water and Sewer:
City of Sebastopol
7120 Bodega Ave., Sebastopol
(707) 823-7863
www.ci.sebastopol.ca.us
- Trash Collection:
Waste Management
(707) 585-0291
www.wastemanagement.com

Chamber of Commerce

Do you have questions about business in Sebastopol? The Chamber of Commerce provides a range of information and services to prospective and existing businesses.

Sebastopol Chamber of Commerce
265 South Main St.
Sebastopol, CA
(707) 823-3032
www.sebastopol.org/

New Business Outreach Committee

Do you want to introduce yourself and your business to the City? The New Business Outreach Committee, created by the City Council as a business-City bridge, provides a forum for new businesses.

Sebastopol City Council (707) 823-1153

Other Services

- Small Business Development Center
606 Healdsburg Ave.
Santa Rosa, CA 95401
(707) 524-1770
www.santarosa.edu/instruction/jtwd/sbdc/
- Economic Development Board
401 College Ave., #D
Santa Rosa, CA 95401
(707) 565-7170
Business Assistance Guide at:
www.sonoma-county.org/edb/busguide/index.htm
- Sebastopol Public Library
7140 Bodega Ave., Sebastopol CA
(707) 823-7691
www.sonoma.lib.ca.us
- "Bad Check Program" information can be obtained from the Sonoma County District Attorney's Office at:
www.sonoma-county.org/da/divisions/bad_check.htm
- Sebastopol Police Department
6850 Laguna Park Way
Sebastopol, CA 95472
(707) 829-4400

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