

City of Sebastopol
HOME OCCUPATION BUSINESS LICENSE APPLICATION
Return to: Sebastopol City Finance Department, 7120 Bodega Ave, Sebastopol, CA 95472
(707)823-7863 || www.ci.sebastopol.ca.us

A. General Business Information

- 1 Business Name: _____
- 2 Business Street Address: _____
- 3 Business Mailing Address: _____
- 4 Business Phone: _____ Emergency Phone: _____
- 5 Email Address: _____
- 6 Principal Contact Person: _____
- 7 Detailed Description of Business: _____

- 8 Type of Business Ownership:
 Sole Proprietorship - Social Security #: _____ - _____ - _____
 Partnership
 Corporation.- State: _____ Articles of Inc. #: _____
- 9 Number of persons devoting more than 20 hours weekly to the business:
Owners: _____ Employees: _____
- 10 Principal Owner(s) of business, name and address: _____

B. PROPERTY OWNER DATA

- 1 Property owner of business location: _____
- 2 Address/phone # of property owner: _____
- 3 Signature/ Approval of Property Owner: _____

C. OTHER GOVERNMENTAL REQUIREMENTS

- 1 Date Fictitious Business Name Statement filed: _____

2. Federal Employer Identification #: _____
3. State Employer Identification #: _____
4. State Board of Equalization Sales or Use Tax #: _____
5. Sonoma County Health Permit #: _____
6. Other permits and/or licenses: _____
7. Does your business use flammable or hazardous materials? Yes _____ No _____
8. Attach a site plan to describe the location of business use in your house or other structure.

Application is hereby made, in accordance with the City of Sebastopol business license ordinance, for a City business license as indicated below:

Business Class: _____ Yearly Rate: _____ Amount Paid (if pro-rated): _____

1. Licenses issued under the business license ordinance are **not transferrable to new owners**.
2. License taxes for new operations shall be pro-rated as follows: 75% of annual rate due if operations begin on or after April 1st; 50% on or after July 1st; and 25% on or after Oct. 1st. **License taxes must be paid before conducting business.**
3. Annual renewal license is due and payable in advance on Jan. 1st and becomes delinquent 30 days thereafter. Unpaid licenses will be assessed a 25% late penalty on Feb. 1st, Mar. 1st, April 1st, and May 1st (until a 100% penalty is assessed).
4. Violation of any provisions of the business license ordinance or knowingly misrepresenting any material fact in procuring a license constitutes a misdemeanor punishable by fine or imprisonment.

AFFIDAVIT

I declare, under penalty or perjury, that the information given in this application is correct and complete to the best of my knowledge and belief:

Signature
Date

DEPARTMENT APPROVALS:

Finance: _____	Invoice # / \$: _____
Planning: _____	Date to B/M: _____
Planning Review Fee Paid: _____	Bus Imp Area: 50% _____ 25% _____
Building Inspection: _____	Date Billed/Posted: _____
Fire Dept.: _____	License Issued: _____
Fire Inspection Fee Paid: _____	

NOTES: _____