



CITY OF NOVATO
922 Machin Avenue
Novato, CA 94945

Business License No. _____

Tel: 415/899-8917 Email: lmcpeck@novato.org

CHANGE OF ADDRESS /NAME FOR BUSINESS LICENSE

Name change to a "DBA" needs a copy of Fictitious name registration from the County of Marin. A change in ownership type/ Tax ID # implies a new entity and will require an application for a NEW business license.

BUSINESS DATA (All boxed items are public information)

Business Name _____ Phone (____) _____
New Business Address _____ City _____ Zip _____

Billing Address _____ City _____ Zip _____
(If different from above address)

Old Name and Address _____ City _____ Zip _____

Email Address: _____

Type/Nature of Business/Activity (please specify the exact nature of the business and all the related activities of this business):

No. of owners and employees (contractor NA) _____

Professional/Contractor License Number _____

Type of business space: [] Office [] Rental sales floor [] Warehouse [] Storage yard [] Residence (H.O.P. is required)

II. OWNERSHIP TYPE:

[] Proprietorship [] Partnership [] Corporation [] LLC

[] Federal ID #, [] California Tax ID #, or [] Social Security # _____

(For more than one owner, attach additional sheets)

Owner's Name _____ Phone (____) _____

Address _____ City _____ State _____ Zip _____

III. FEE - Payable to CITY OF NOVATO

A BUSINESS LICENSE is issued as a receipt for payment of fees and does not automatically sanction establishment of a business within the community. New business applications, modification to or relocation of existing businesses must meet requirements of all applicable laws and regulations. Contact the appropriate controlling agency to assure this stipulation has been met. A sales or use tax may apply to your business activities.

IV. APPLICANT _____ Date _____

Print Name _____ Title _____

OFFICE USE ONLY

AP # _____ Bldg. Code Class _____

Land Use _____ Zoning _____

Planning Approval _____

Home Occupation Permit # _____ Fee Paid _____

Special limitations _____

_____ Out of City _____ change of address for business license form.wpd; 9/23/14