Business License
General Information

Who is required to obtain a business license?

All persons and business entities located or doing business in the City of Novato are required by City ordinance to obtain a business license. A new business license is also required if a business changes location or ownership. For most businesses the business license fee is a fixed rate depending on the number of employees.

Where do I get information and apply for a business license?

City of Novato
Finance Department
922 Machin Avenue
Novato, CA 94945
From 101 exit DeLong Avenue
Turn right at Machin Avenue.
☎ Tel: (415) 899-8917
Fax No. (415) 899-8215
Monday – Thursday
9:00 a.m.– 4:30 p.m.
For same day approval, please come between 9:00 a.m. to 11:00.
Forms of payment accepted: Cash or Check

The application can also be downloaded from our website:
www.novato.org/doingbusiness

What information do I need to provide in order to apply for a business license?

To obtain a business license, you will be asked to complete an application form. If the business is located in Novato, you will also need a zoning approval or a Home Occupation Permit from the Planning Division. In addition, some businesses may need a permit from the Police Department.

Where do I go to get a zoning approval or a Home Occupation Permit?

The City's zoning ordinance regulates land uses. Some businesses are not allowed in certain areas or may require a use permit. If you plan to operate a business in your home, a Home Occupation Permit is required in addition to obtaining a business license.

Contact the Planning Division for more information:

City of Novato
Community Development Dept.,
Planning Division
922 Machin Avenue
Novato, CA 94945
☎ (415) 899-8989
Counter Planning Schedule:
Monday to Thursday
9:00 a.m. to 11:00

Remodeling/Construction and Sign Permits

Any remodeling or construction planned for a business may require a building permit. Before doing any construction, check with the Building Division. If you plan to put up or change a sign, first contact the Planning Division. A sign permit may be required.

Public Health

All food service businesses, e.g., restaurants, snack bars, delis, catering and grocery stores must be licensed by the County of Marin Environmental Health Services.

If you plan to serve or sell alcoholic beverages, a license is required from the State Department of Alcoholic Beverage Control and a Use Permit is required from the Planning Division.

Fictitious Business Names (DBA)

Any name used other than your own name (i.e., John Doe, Consulting) must be filed with the Marin County Clerk's office.

Retail Sales Permit

Sales or Use Tax may apply to your business activities.

You can obtain more information by contacting the State Board of Equalization.

Tax Identification Numbers

If you are planning to have employees, you will need an employee tax ID number from the Federal and State governments. Contact IRS and EDD.

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BUSINESS LICENSE HELPFUL INFORMATION

General Information for all Businesses

Business License Application
City of Novato   Finance Division
922 Machin Avenue   Novato CA 94945
Monday to Thursday 9-4:30 and alternate Fridays
(415) 899-8917 email: lmcpeck@novato.org
www.novato.org/doingbusiness

Home Occupation Permit
City of Novato Planning Department
922 Machin Avenue   Novato, CA 94945
(415) 899-8989 email: rmarkwick@gmail.com
One Stop Shop Hours: Monday - Thursday 9:00 a.m. - 11:00 a.m.

Business Signs (exterior)
City of Novato   Community Development
922 Machin Ave,
Novato, CA   94945
(415) 899-8989

Chamber of Commerce - Novato
807 DeLong Avenue
Novato, CA   94945
(415) 897-1164
www.novatochamber.com

Better Business Bureau
510-16th St., Ste 550
Oakland, CA 94612-1584
(510) 238-1000
www.goldebgate.bbb.ord

U.S. Small Business Administration
Starting a business, business taxes, laws
Hiring and firing employees
www.sba.gov

California Secretary Of State
111 Capitol Mall Rm 312
Sacramento, CA 95814
(916) 657-5448-Incorporating /
Limited Partnerships
www.ss.ca.gov

Department of Consumer Affairs
Board of Barbering and Cosmetology
400 R Street
Sacramento, CA   95814
(800)952-5210
www.dca.ca.gov   www.barbercosmo.ca.gov

California Alcoholic Beverage Control
50 'D' Street, Suite 130
Santa Rosa, CA   95404
(707) 576-2165
www.abc.ca.gov

State Resale Permit/Sales Tax
State Board of Equalization
50 D St Rm 230
Santa Rosa, CA 95404
(707) 576-2100
www.boe.ca.gov

Contractors
California State Contractors Board
50 D Street, #105
Santa Rosa, CA   95404
(800) 321-2752
www.cslb.ca.gov

Federal Employer Identification Number
Internal Revenue Service
(800) 829-4933
www.irs.gov

Fictitious Name Statement
Marin County Clerk
Room 234
3501 Civic Center Dr.
San Rafael, CA   94913
(415) 499-6152
**www.marincounty.org/depts/ar/divisions/
county-clerk**

Health Department Certificate (Food Business)
Environmental Health Services
County of Marin
3501 Civic Center Drive, Room 236
San Rafael, CA   94913
(415) 473-6907
**http://www.marincounty.org/depts/cd/divisions
/environmental-health-services/food-program**

Marin County Business License
(For the Unincorporated area only)
3501 Civic Center Dr Rm 217
San Rafael, CA   94913
(415) 473-7045
**http://www.marincounty.org/depts/df/business-
license**

Child Care/RCFE/Adult Care
California Department of Social Services
(408)324-2126   (510)286-0379
www.ccld.ca.gov

Taxi Companies or Drivers (Marin General Services
Authority Taxi Regulation Program)
555 Northgate Dr
San Rafael CA 94903
(415) 883-7889

Occupations that require Police Permit in addition
to business license:
(Forms and fees are available at the City of Novato
business license office and at the City Website)
www.cityofnovato.org/doingbusiness

- ❑ Charitable Solicitation
- ❑ Commercial Solicitation (incl.Mobile Food Truck)
- ❑ Escort Service/Employees
- ❑ Massage Establishment
- ❑ Massage Technician
- ❑ Pawn Shop/Second Hand Dealer
- ❑ Private Police, Security Guards,
     Night Watchmen
- ❑ Weapons Dealer Permit

City Offices (excluding Police Department) are
closed on alternating Fridays.

Business License General Information

THE CITY OF
NOVATO
CALIFORNIA