

## **CHECKLIST OF REQUIREMENTS FOR NEW BUSINESSES**

- Decide what form your business will take: Sole proprietor, partnerships, corporation, LLC, etc. This decision will affect your exposure to personal liability, how you draw profits and pay taxes.
- Check the California Trade & Commerce Agency at [www.commerce.ca.gov](http://www.commerce.ca.gov) and click on Permits & Licenses to determine if your business requires a state license.
- File a fictitious name statement, if applicable, with the County Clerk, Civic Center, Room 234 (415) 473-6152.
- Your fictitious business name only allows you to use your name in the county of registration. Consider researching and/or registering your trade name on the Internet to reduce the possibility of using a similar name.
- Obtain a business license from your local City Hall if your business location is within city limits or the Marin County Department of Finance if your business is located in an unincorporated area (see bottom of page for contact info).
- Check zoning ordinances at your local City Hall (see bottom of page) or, if location is in unincorporated Marin County, contact Marin County Community Development-Planning Division, Marin County Civic Center Room 308, 3501 Civic Center Drive, San Rafael, CA, 415-473-6269.
- Contact the Marin County Assessor Business/Personal Property Division at 415-473-7208 (or in person at the Marin County Civic Center Room 208, 3501 Civic Center Drive, San Rafael, CA) to register your business for business property assessment purposes.
- Contact the IRS ([www.irs.gov](http://www.irs.gov)) for self-employment tax information or withholding tax requirements.
- If you will be selling tangible goods you must collect sales tax by applying for a seller's permit from the California State Board of Equalization. For more info call 800-400-7115 or <http://boe.ca.gov/>.
- If you are a food establishment, you must contact the Marin County Environmental Health Department. Marin County Civic Center Room 236, 3501 Civic Center Drive, San Rafael, CA, 415-473-6907 or <http://www.co.marin.ca.us/depts/CD/Main/comdev/EHS/food/food.cfm>
- Consult an insurance agent regarding liability, theft, fire and other types of commercial insurance.
- Retain an attorney and a CPA/accountant/bookkeeper for legal and financial advice.

### **BUSINESS LICENSES FOR**

### **UNINCORPORATED AREAS OF MARIN COUNTY**

**MARIN COUNTY DEPARTMENT OF FINANCE 415-473-7045**

## **REFERENCE MATERIALS**

- A local library (<http://countylibrary.marin.org/civic/bus.html>).
- California Trade & Commerce Agency ([www.commerce.ca.gov](http://www.commerce.ca.gov))
- IRS Small Business Center (<http://www.irs.gov/businesses/small/>)
- Small Business Administration at [www.sba.gov](http://www.sba.gov)
- Secretary of State at [www.ss.ca.gov](http://www.ss.ca.gov)
- American Small Business Development [www.ASBDC-US.org](http://www.ASBDC-US.org)
- Canal Business Alliance [www.omarc@canalalliance.org](mailto:www.omarc@canalalliance.org)
- San Rafael Chamber of Commerce [www.sanrafaelchamber.com](http://www.sanrafaelchamber.com)  
Hundreds of local businesses network and provide referrals through The San Rafael Chamber of Commerce.

## **FREQUENTLY REQUESTED INFORMATION NUMBERS**

Building Permits for unincorporated Marin County	(415) 473-6550
California Secretary of State	(916) 653-6814
State Board of Equalization (Re-sale permits)	(800) 400-7115
Contractors State License Board (District Office)	(800) 321-2752
State Compensation Insurance Fund (Workman's Comp)	(707) 573-6300
California Department of Consumer Affairs	(800) 952-5210
Federal ID # IRS (for Federal ID#)	(800) 829-4933
California Franchise Tax Board (for employer ID #)	(800) 852-5711

## **CITY HALLS: FOR CITY BUSINESS LICENSES, ZONING & BUILDING PERMITS (All area code 415)**

BELVEDERE	435-3838	ROSS	453-1453
CORTE MADERA	927-5055	SAN ANSELMO	258-4600
FAIRFAX	453-1584	SAN RAFAEL	485-3051
LARKSPUR	927-5110	SAUSALITO	289-4100
MILL VALLEY	388-4033	TIBURON	435-7379
NOVATO	897-4382		