

Revised October 2023



Town of San Anselmo Business License Tax Application

• Business Licensing Division •

8839 N Cedar Ave #212, Fresno, California 93720

PH (415) 472-9430 • FAX (909) 348-0465

Apply Online Today At: <https://sananselmo.hdlgov.com/>

OFFICIAL USE ONLY

Business License Tax No. _____
Expiration Date _____
NAIC Code _____
Tax & Fees _____
\$ Check # _____ ☐ Credit Card

Business Name _____ **Bus. Start Date** _____
Corporate Name _____ ☐ New Application ☐ Change ☐ Home Occupation
(if applicable) _____
Business Location _____ **Email Address** _____
(Cannot be P.O. Box per State of California Business & Professions Code-Section 17538.5)
Mailing Address _____ **State Sales Tax No.** _____
_____ **Federal ID No.** _____
_____ **State ID No.** _____
_____ **State License No.** _____
_____ **State License Type** _____
Phone No. _____ **Alt. No.** _____ **Expire Date** _____

Detailed description of Business _____

Ownership ☐ Corporation ☐ Corp-Ltd Liability ☐ Partnership ☐ Sole Proprietor ☐ Trust ☐ Non-Profit

PERSONAL INFORMATION - Enter below names of Owners, Partners, or Corporate Officers (attach additional sheet, if necessary)

1st Owner Name _____ **Title** _____ **Social Security No.** _____
Home Address _____ **Driver's License No.** _____
(Cannot be P.O. Box) _____ **Other ID No.** _____
_____ **Phone No.** _____
2nd Owner Name _____ **Title** _____ **Social Security No.** _____
Home Address _____ **Driver's License No.** _____
(Cannot be P.O. Box) _____ **Other ID No.** _____
_____ **Phone No.** _____

- Do you have an alarm system? ☐ Yes ☐ No (If Yes, alarm must be registered with SBPD) **Permit No.** _____
- Are you planning on doing any of the follow (please select all that apply) : ☐ Commission or Brokerage ☐ Real Estate Agent ☐ Money Lending ☐ Advertising Service ☐ Manufacture/Process/Fabricate
☐ Sell club plans & memberships ☐ None of these Categories

Per AB 2184, you may protect your residential address by providing a different Service of Process address in accordance with Sections 16000.1(a)(2) and 16100.1(a)(2) of the Business and Professions Code. To do so, please fill out the section on the back of this form.

THE INFORMATION BELOW MUST BE COMPLETED FOR YOUR BUSINESS LICENSE TAX TO BE PROCESSED
The Town of San Anselmo's business license tax application has been updated in accordance with California Senate Bill No. 205. The primary Standard Industrial Classification (SIC) code, identifying the primary activity of your business, must now be provided with your renewal, and your subjectivity to the State's Industrial General Permit (IGP) must be evaluated as part of this process. Please complete section 2 in Page 2 to fulfill this new requirement.

EMERGENCY NOTIFICATION - In case of emergency and I cannot be reached, please call:

Name _____ **Title** _____
Address _____ **Phone No.** _____
_____ **Cell Phone No.** _____

PLEASE FILL IN THE APPROPRIATE BOXES BELOW AND SIGN

CERTIFICATION AND ACKNOWLEDGEMENT

I declare under penalty of perjury that the statements made in this application are true. I further agree that business shall be conducted in accordance with the Town of San Anselmo Municipal Code. I understand that Sales or Use Tax may apply to my business activities. Upon issuance of a Business License Tax, it shall be my responsibility to renew the license before the expiration date.

Sign Here → _____
Signature of Owner or Representative
Title _____ **Date** _____

Thank you for doing business in the Town of San Anselmo

Business License Tax Application Fees

No. of Full-time Employees **No. of Vehicles**
No. of Part-time Employees

NOTICE: Under federal and state law, compliance with disability access laws is a serious and significant responsibility that applies to all California building owners and tenants with buildings open to the public. You may obtain information about your legal obligations and how to comply with disability access laws at the following agencies: The Division of the State Architect at www.dgs.ca.gov/dsa - The Department of Rehabilitation at www.dor.ca.gov - The California Commission on Disability Access at www.cdda.ca.gov.

RETURN APPLICATION BY MAIL TO:

Town of San Anselmo - Business Licensing Tax
8839 N. Cedar Ave #212
Fresno, CA 93720-1832

SCAN & RETURN APPLICATION BY EMAIL TO:

sananselmo@HdLgov.com

SERVICE OF PROCESS ADDRESS, PURSUANT TO AB 2184 - AVAILABLE FOR PUBLIC INSPECTION

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If you wish to protect your residential address with a different service of process address, please provide it here.

NOTE - if your service of process address is a post office box or private mailbox, it must comply with paragraph (2) of subdivision (b) of Section 17538.5 of the California Business and Professions Code.

Service of Process Address _____

Residential Address to protect

☐ Business Location

☐ Mailing Address

☐ Owner/Partner/Officer Address

NPDES PERMIT PROGRAM, PURSUANT TO SB 205 - STORMWATER DISCHARGE

* If you are a business that is a regulated industry with storm water discharge requirements in accordance with the SB 205 NPDES permit program, please complete the following:

SIC # _____

Permit # _____

* Otherwise, please provide the following identification numbers:

Notice of Non-Applicability # _____ **OR** **No Exposure Certification #** _____

If you do not have an SIC number or a Permit number, or if you are unaware of the requirement, please contact the State Water Resources Control Board at www.waterboards.ca.gov/water_issues/programs/stormwater/contact.html. The State Water Resources Control Board will issue your "Water Discharge Identification Number", "Notice of Non-Applicability" identification number, or "No Exposure Certification" identification number.

The Town of San Anselmo Business License Division

How to Apply



Telephone

For immediate assistance, please call the Town of San Anselmo Business Support Center at:

(415) 472-9430

A specialist will be available to assist you in the processing of your application and payment over the phone



Online

APPLYING ONLINE CAN BE QUICK AND EASY!

You can apply for a Business License online from the comfort of your home or office

Please visit: <https://sananselmo.HdLGov.com>



Mail

Request an application to be sent by mail by calling:
(415) 472-9430

Mail your completed form to:

**Town of San Anselmo
Business Support Center
8839 N. Cedar Ave #212 Fresno, CA 93720**

**OR scan and email your completed form to
sananselmo@HdLGov.com**

NOTE: No payment will be required until your application has been reviewed and accepted. You will receive an email or telephone call verifying the receipt of application. After the license fees are paid, a Business account number will be issued. A Business License will be mailed or e-mailed to you once the process is completed. Upon receipt of your Business License, the Town of San Anselmo Municipal Code requires it be posted in a conspicuous place at your place of business.

BUSINESS SUPPORT CENTER

8839 N. Cedar Ave #212 Fresno, CA 93720-1832 | Phone: (415) 472-9430 | Fax: 909-348-0465 | E-mail: sananselmo@HdLGov.com



TOWN OF
SAN ANSELMO
EST. 1907

The Town of San Anselmo Business License Division

How to Renew



Telephone

The Town of San Anselmo Business Support Center can assist you with your renewal over the phone today at:

(415) 472-9430

Please make sure to have your account number available



Online

RENEWING ONLINE CAN BE QUICK AND EASY!

You can renew your Business License online from the comfort of your home or office

Please visit: <https://sananselmo.HdLGov.com>

If you do not have your account and pin number, please contact our Business Support Center



Mail

Mail your completed form to:

**Town of San Anselmo
Business Support Center**

8839 N. Cedar Ave #212 Fresno, CA 93720

**OR, scan and email your completed form to
sananselmo@HdLGov.com**

**If you did not receive a form by mail, please contact our
Business Support Center. A specialist will be happy to mail or
email you a form immediately**

NOTE: After the business license fee is paid, a Business License will be issued to you by mail or email. Upon receipt of your Business License, the Town of San Anselmo Municipal Code requires it be posted in a conspicuous place at your place of business.

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