



**TOWN OF SAN ANSELMO  
REGULATIONS FOR NEW BUSINESSES**

**Welcome to the Town of San Anselmo. We are delighted you have chosen San Anselmo as your place of business. Please read the following regulations that may apply to your type of business.**

**To Obtain a Business License:** Submit a completed application form with a check payable to the Town of San Anselmo. The license period is based on a calendar year, January through December. Renewal forms are mailed to all businesses at the end of the year. You can expect to receive your business license certificate in approximately a week after submittal of the application . .

**To Determine the Business License Tax Amount:** For businesses located in Town, the tax amount is based on estimated gross receipts or gross earnings for the current year (no deductions permitted except for sales tax). The range of gross receipts/earnings and the corresponding tax amount due is shown on the reverse side of the application form. When renewing the following year, the business license tax is based on the actual gross receipts/earnings of the previous year. Adjustments can be made, if over or underpaid at the start of the business. Please, always notify the Business License Department, if you close or move your business.

**Fictitious Name Statement:** By law, it is required that you register and publish your business name with the County Clerk at the Civic Center. The address is: 3501 Civic Center Drive, Room 247, San Rafael. For taped information on fees and office hours, call: 499-3003 or if you have specific questions, call 499-6152.

**To Obtain a Resale Permit:** If you are in the sales business, either wholesale or retail, you are required to contact the State Board of Equalization for a special seller's permit account. Their address and phone number are: 50 D Street, Santa Rosa, CA - phone #: 800-432-2829 or 707-576-2100

**If You Hire Employees:** State Law requires all businesses must provide Workers Compensation Insurance for their employees.

**Home Occupations:** San Anselmo permits home-based businesses/occupations only if they meet Town regulations designed to ensure that these businesses do not adversely impact other residents or property in the neighborhood. See the reverse side of the application form for the conditions that apply.

**Commercial District:** You will need to fill out a "Use Proposal" application for the Planning Department who will determine whether a Use Permit, Parking Variance or Design Review is needed. If one or more of these actions is required, approval is sought through a noticed hearing before the Planning Commission. The Planning Department staff will be glad to walk you through the process and answer any of your questions, on Monday through Thursday between 8:30 and 12:00 only. Once your application has been approved, a business license certificate will be issued if you have submitted your application to the Finance Department.

**Awnings & Signs:** All awnings and signs, including lettering and signs inside windows, are subject to review by either the Planning Department Staff or the Planning Commission. Awnings and signs painted or erected prior to obtaining a permit are subject to double the normal application fee.

**Building Permits:** All awnings, fences, structural, electrical, plumbing, heating and ventilation work require a permit from the Building Department. Work begun prior to obtaining a permit is subject to double the normal application fee.

**REGULATIONS FOR HOME-BASED BUSINESSES**

The Town of San Anselmo permits home-based occupations as long as they meet the regulations listed below. The Town is very adamant that all home-based business must adhere to these regulations to preserve and protect the peaceful quality of life in the residential neighborhoods. The Town reserves the right to cancel the business license and abate the use if complaints are received from the neighborhood.

Section 10-3.1701 of the San Anselmo Municipal Code states that a "home occupation" means a business, profession, or non-profit organization conducted by the principal resident or residents of a residential unit, subject to the following conditions:

1. not more than one person who is not a principal resident of the residential unit shall be employed; and
2. to be conducted wholly within the main residence, and not conducted within a garage, carport, or accessory structure; and
3. shall not increase vehicular traffic on the street on which the residential unit is located by more than four (4) individual visits per day, and which does not increase parking demands on the street on which the residential unit is located; and
4. shall not include outdoor displays or storage or signage; and
5. shall not create noise levels exceeding levels permitted by Chapter 7 of Title 4 of the San Anselmo Municipal Code, and which does not create dust, vibration, odor, smoke, fumes, glare, electrical interference, fire hazards, or other hazards, nuisances or disturbances.

**BUSINESS LICENSE TAX SCHEDULE**

		<b><u>Gross Earnings/Receipts</u></b>	<b><u>Tax Amount Due</u></b>
\$	-0-	to 7,500 .....	15.00
	7,501	to 15,000 .....	30.00
	15,001	to 25,000 .....	45.00
	25,001	to 50,000 .....	60.00
	50,001	to 100,000 .....	100.00
	100,001	to 250,000 .....	150.00
	250,001	to 500,000 .....	300.00
	500,001	to 750,000 .....	450.00
	750,001	to 1,000,000 .....	600.00
	1,000,001	to 2,000,000 .....	800.00
	2,000,001	to 3,000,000 .....	1,200.00
	3,000,001	to 4,000,000 .....	1,500.00
	4,000,001	to 5,000,000 .....	2,100.00
	5,000,001	to 10,000,000 .....	3,000.00
	10,000,001	to 25,000,000 .....	4,500.00
	25,000,001	to and over .....	4,500.00 + .01%

**TOWN OF SAN ANSELMO  
PLANNING DIVISION**

**USE PROPOSAL - HOME OCCUPATION\***

PROPERTY ADDRESS \_\_\_\_\_ ZONING DESIGNATION \_\_\_\_\_

Applicant: \_\_\_\_\_

Phone No: \_\_\_\_\_ Fax No: \_\_\_\_\_ E-Mail: \_\_\_\_\_

**DESCRIPTION OF PROPOSED USE:**

\_\_\_\_\_

No. of employees: \_\_\_\_\_ Days of operation: \_\_\_\_\_ Hours of operation: \_\_\_\_\_

Maximum number of customers expected daily: \_\_\_\_\_

Maximum number of daily vehicular trips associated with the use: \_\_\_\_\_

Type of machines, equipment, materials used for business: \_\_\_\_\_

Proposed area in residence for use: \_\_\_\_\_

\* **“Home Occupation”** means a business professional, or non-profit organization conducted by the principal resident or residents of a residential unit, subject to the following conditions: (1) not more than one (1) person who is not a principal resident of the residential unit shall be employed; (2) to be conducted wholly within the main residence, and not conducted within a garage, carport, or accessory structure; (3) shall not increase vehicular traffic on the street on which the residential unit is located by more than four (4) individual visits per day, and which does not increase parking demands on the street on which the residential unit is located; (4) Signage: maximum size of display face: 2: square feet; maximum number of display faces: one; mounting methods: attached flat to the residence or garage, or window; and illumination not allowed; and (5) shall not create noise levels exceeding levels permitted by Chapter 7 of Title 4 of the San Anselmo Municipal Code, and which does not create dust, vibration, odor, smoke, fumes, glare, electrical interference, fire hazards, or other hazards, nuisances, or disturbances.

I, as the Applicant, understand and agree to the conditions of Home Occupation.

Applicant’s signature: \_\_\_\_\_ Date of application: \_\_\_\_\_

For Town Use Only:

Approved/Denied by \_\_\_\_\_ Date: \_\_\_\_\_

Reasons for Denial: \_\_\_\_\_

**TOWN OF SAN ANSELMO  
PLANNING DIVISION**

**USE PROPOSAL-COMMERCIAL**

**PROPERTY ADDRESS** \_\_\_\_\_ **ZONING DESIGNATION** \_\_\_\_\_

**Applicant:** \_\_\_\_\_ **Phone No.** \_\_\_\_\_ **Fax No.** \_\_\_\_\_

**Mailing Address:** \_\_\_\_\_ **City** \_\_\_\_\_ **Zip Code** \_\_\_\_\_

**DESCRIPTION OF PROPOSED USE**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**No. of employees:** \_\_\_\_\_ **Days of operation:** \_\_\_\_\_ **Hours of operation:** \_\_\_\_\_

**Maximum number of customers expected daily:** \_\_\_\_\_

**Maximum number of daily vehicular trips associated with the use:** \_\_\_\_\_

**Type of machines, equipment, materials used for business:** \_\_\_\_\_

**Number of on-site parking spaces (do not include street parking)** \_\_\_\_\_

**Square footage of building:** \_\_\_\_\_

**Square footage of building intended for subject use:** \_\_\_\_\_

**Current/previous use of building:** \_\_\_\_\_

**Applicant's signature:** \_\_\_\_\_ **Date of application:** \_\_\_\_\_

**For Town Use Only:**

**Approved/Denied by** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Conditions of Approval:** \_\_\_\_\_

**Reasons for Denial:** \_\_\_\_\_

## BUSINESS CLASSIFICATION CODES

### Construction

- 15 General Building Contractors
- 16 Heavy Construction Contractors
- 17 Special Trade Contractors

### Wholesale Trade

- 50 Durable Goods
- 51 Non-durable Goods (food)

### Retail Trade

- 53 General Merchandise Store
- 54 Food Stores
- 55 Automotive Dealers & Service Stations
- 56 Apparel & Accessory Stores
- 57 Furniture & Home Furnishings
- 58 Eating & Drinking Places
- 59 Miscellaneous Retail

### Finance/Real Estate

- 62 Security, Commodity Brokers & Services
- 64 Insurance Agents
- 65 Real Estate
- 67 Holding & Other Investment Office

### Services

- 07 Landscape/Tree Service/Horticulture
- 72 Personal Services: Laundry Cleaning, Photographic/Portrait Studios, Beauty/Barber Shops, Shoe Repair, Tax Return Preparation, Funeral Services, Miscellaneous Personal
- 73 Business Services: Advertising, Graphic Design, Secretarial, Pest Control, Building Maintenance, Equipment Rental, Computer Processing/Programming, Security Services
- 75 Auto Repair, Service & Garages
- 76 Repair Service – Miscellaneous
- 79 Amusement & Recreation Services
- 80 Health Services
- 81 Legal Services
- 82 Education Services
- 83 Social Services/Daycare Services
- 84 Art Gallery
- 87 Accountants/Architects or Engineers
- 88 Miscellaneous Services
  
- 99 Nonclassifiable Establishments