CHECKLIST OF REQUIREMENTS FOR NEARLY ALL NEW BUSINESS

- 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 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) 499-6152.
- Take into account that 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 confusingly similar name.
- Obtain a business license from your local City Hall if your business location is within city limits or the Marin County Tax Collector if your business is located in an unincorporated area (see bottom of page).
- Check zoning ordinances at your local City Hall (see bottom of page) or, if location is in unincorporated Marin County, contact Community Development-Planning Division, Rm. 308, 415-499-6269.
- Contact the Marin County Assessor Business/Personal Property Division at 415-499-7208.
- Contact the department of Agriculture/Weights and Measures if your business will use Scanners/Point-of-Sales system or Weighing and/or Measuring Devices. All scanners and devices must be registered. For more information call (415) 473-6700 or visit marincounty.org/ag.
- Be prepared to make estimated income tax payments almost immediately after starting your business or incorporating. See www.irs.gov for self-employment 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 State Board of Equalization at 800-400-7115.
- If you are a food establishment, contact Environmental Health, Room 236, 415-499-6907.
- 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 TREASURER/TAX COLLECTOR 499-7045
OR GO TO ROOM 217 AT THE CIVIC CENTER.

SEEK REFERENCE MATERIALS

- A local library (http://countylibrary.marin.org/civic/bus.html).
- California Trade & Commerce Agency (www.commerce.ca.gov)
- Small Business Administration at www.sba.gov
- Legal Publications at www.nolo.com
- Secretary of State at www.ss.ca.gov
- American Small Business Development www.ASBD-US.org
- Canal Business Alliance www.omarc@canalliance.org
- San Rafael Chamber of Commerce www.sanrafaelchamber.com
  Hundreds of local businesses network and provide referrals through the Chamber. 415-454-4163 (ask for Jean Kramers)

FREQUENTLY REQUESTED INFORMATION NUMBERS

Building Permits for unincorporated Marin County (415) 499-6550
California Secretary of State (916) 653-6814
  For: Corporations X1, Uniform Commercial Code X2, Servicemark/Trademark, LLC/Partnerships X3, Notary Division X4, Non-Profit Charitable Trusts X5
Medical Board of California (Name approval) (916) 263-2462
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
Dept. of Consumer Affairs (800) 952-5210
Federal ID # IRS (Form SS04 see www.irs.gov) (866) 816-2065
State ID# Franchise Tax Board (for employer ID #) (800) 852-5711
Canal Business Alliance (130 Alto St., SR) (415) 454-2640

CITY HALLS: FOR CITY BUSINESS LICENSES, ZONING & BUILDING PERMITS

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