



Town of Tiburon  
1505 Tiburon Blvd.  
Tiburon, California 94920

## Business License General Information

### Business License General

1. **Renewals: Payment Due Dates** – The business license tax payment due date is March 1<sup>st</sup> of each year for the annual business license, unless specified differently by the Business License Administrator. Renewals are sent to each business or merchant currently licensed no later than January 15<sup>th</sup> of the tax year.
2. **Penalties** – Penalties are assessed on renewals received later than March 1<sup>st</sup> of each year at the rate of 10% of total tax due for each month or fraction of a month. The minimum is \$10.
3. **Dissolution of Business/Move Out** – If you are no longer in business or are no longer conducting business in Tiburon, please fill out the applicable form “Dissolution of Business/Move Out” and return.
4. **Zoning and Business Requirements** – A business license is issued as a receipt for payment of fees and does not automatically sanction establishment of a business within the community. New business applications, modification to relocation of existing businesses must meet requirements of all applicable laws and regulations.
5. **Change of Address/Name for Business License** – Name change to a “DBA” needs a copy of Fictitious Name registration from the County of Marin. A change in ownership type/Tax ID# implies a new entity and will require an application for a **New Business License**.
6. **A. State Licenses** – In addition to a Business License, certain professions and selected businesses require state licenses. Many of these activities, such as liquor sales, contractors, insurance, real estate, lawyers and medical professionals, are regulated by bureaus or divisions of the CA State Consumer Affairs Department. To obtain telephone numbers for these bureaus, call the **Consumer Affairs General Information (800) 952.5210**.  
**B. Retail Sales Permit/Resale Numbers** – Sales or Use Tax may apply to your business activities. Retailers, wholesalers and manufacturers must obtain seller’s permits from the **CA State Board of Equalization, 50 D Street, Rm 230, Santa Rosa, Ca (Mailing: PO 730, Santa Rosa, Ca 95402) (707)576.2100**.  
**C. Petition of Fictitious Business Names** – Any name used other than your own name must be filed with the Marin County Clerk. This must be done within 40 days of starting a business. For applications and requirements contact **Marin County Clerk Office – 3501 Civic Center Dr/Rm 234, San Rafael, Ca (415)473.6152**.
6. **Confidentiality** – Business Name, Business Address, Business Phone, Type/Nature of Business/Activity, and Owner’s Name are public information. All other information provided with the application is confidential.