



## CITY OF HEALDSBURG

Business License/Finance Department

401 Grove Street

Healdsburg, CA 95448

Phone: (707) 431-3304

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[businesslicense@ci.healdsburg.ca.us](mailto:businesslicense@ci.healdsburg.ca.us)

Visit us at [www.ci.healdsburg.ca.us](http://www.ci.healdsburg.ca.us)

## City of Healdsburg Business License FAQ's

### **Why is a City Business License required?**

Per City Code Section 5.04.090: "it shall be unlawful for any person to transact and carry on any business, trade, profession, calling or occupation in the City without first having procured a license from the City".

### **Who is required to obtain a City Business License?**

All businesses operating in the City of Healdsburg (City) are required to obtain a business license. "Operating" is defined as **ALL** businesses within City limits including but not limited to fixed site, itinerant, mobile, non-profit, home-based, consignment, subcontractor, & web businesses, as well as business located outside City limits generating revenue from within the City such as contractors with a jobsite within the City, a service provider performing onsite within the City, Farmers Market vendors, etc.

A separate license shall be required for each branch establishment/location and for each separate type of business at the same location (i.e., service, retail, wholesale, etc.).

### **When must I file for a business license application?**

The business license application is to be submitted and approved prior to conducting any business within the City.

Those business related to taxi/cab service, massage therapy (without a state license), street vendors, and solicitors must register with the Healdsburg Police Department prior to submitting a business license application.

### **Do I need a new license if I sell or move my business?**

Because licenses are non-transferrable, businesses that change ownership, ownership structure, or location are required to file an updated business license application.

A separate license shall be required for each branch establishment/location and for each separate type of business at the same location (i.e., service, retail, wholesale, etc.).

### **Are any businesses exempt from paying a business license fee?**

While all businesses require a business license, the following are exempt from license fees: Commercial sites for banks, insurance companies, non-profit organizations, warehouses/storage facilities, secondary locations whereby revenue is reported via the primary location, businesses dealing solely in self-produced farm products, and for-hire motor carriers of property.

### **What period does a Business License cover?**

The City's annual license period is July 1<sup>st</sup> through June 30<sup>th</sup> of each year.

**What is the Business License fee based on?**

Taxes are paid in advance of anticipated gross receipts and subject to correction or confirmation the following year.

For most businesses, the license fee is based on type of business and gross annual receipts within City limits. Gross receipts are defined as the total revenues generated from all activities within the City during the year, before subtracting any costs or expenses. Please refer to the Tax Chart on our website @ [www.ci.healdsburg.ca.us](http://www.ci.healdsburg.ca.us)

Based on the opening day of your business, fees may be prorated on a quarterly basis (excluding the mandatory \$1.00 CA SB1186 fee). Contractors are excluded from proration.

No portion of a license fee, once paid, is refundable, unless erroneously levied or erroneously calculated.

**Can I get a refund if I over estimate my gross receipts?**

No portion of a license fee, once paid, is refundable, unless erroneously levied or erroneously calculated.

**Once I submit my license what is the City process for approval?**

Upon submission of a completed application and related license fee payment, the clearance process is as follows:

- Building and Planning Department - review and approval of the business zoning, signing, home occupation, etc.
- Public Works Department – review and clearance of sewer discharge.
  - If the business is discharging anything other than domestic wastewater, a Wastewater Discharge Application is required. See the City website for a Discharge Permit Application.
- Fire Department – review and clearance for fire codes. Any hazardous materials used must be listed on the application. See our website for a sample listing of hazardous materials.

**How long will it take for my Business License to be approved?**

Approval for a “Home-Based” and “Out of City Limits” business usually take less than five (5) business days. “Within City Limits” businesses can take between 5 -10 business days depending on the complexity of the business. If additional questions arise during the process, a City representative will contact the business owner and the process may be further delayed.

**What is considered a Hazardous Material?**

Please refer to the Hazardous Materials list on our website @ [www.ci.healdsburg.ca.us](http://www.ci.healdsburg.ca.us)

**How do I get utilities for my new business?**

If the business requires utility services at a City location, submission of a completed business license application is required to obtain a utility connection. To apply for utility service, please call Utility Billing Customer Service at (707) 431-3307.

**Who do I contact if I have questions about Business Licenses?**

For additional information or questions about a City business license, please call (707) 431-3304.

## Schedule of Rates

### Healdsburg Municipal Code, Chapter 5

Business' may have more than one (1) type of business tax classification.

Taxes are based on a year's period of time and paid in advance of anticipated gross receipts and subject to correction or confirmation the following year.

The annual business license period is July 1st through June 30th. Depending on the opening date of your business, license fees may be pro-rated on a quarterly basis. Contractors are exempt from pro-ration.

The following businesses are EXEMPT from fees: *banks, insurance companies, non-profit organizations, warehouses/storage facilities, secondary locations where all business revenue are reported through a primary location.*

Service			Wholesale/Manufacturing			Per Item					
Gross Receipts		Tax	Gross Receipts		Tax						
\$ -	\$ 9,999	\$ 15.00	\$ -	\$ 99,999	\$ 35.00	<b><u>Coin or Token Game Machines</u></b>					
10,000	24,999	\$ 40.00	100,000	199,999	\$ 50.00	1.5% of Gross Receipts					
25,000	49,999	\$ 75.00	200,000	299,999	\$ 85.00	<b><u>Coin or Token Vending Machines</u></b>					
50,000	74,999	\$ 105.00	300,000	399,999	\$ 115.00	1% of Gross Receipts					
75,000	99,999	\$ 130.00	400,000	499,999	\$ 150.00	<b><u>Barbershops &amp; Beauty Salons</u></b>					
100,000	149,999	\$ 175.00	500,000	599,999	\$ 185.00	Per Chair \$ 10.00					
150,000	199,999	\$ 215.00	600,000	999,999	\$ 235.00	<b><u>Hotel, Motel, B&amp;B Inns, RV's</u></b>					
200,000	and over	\$ 250.00	1,000,000	and over	\$ 330.00	For the first 10 units \$ 25.00					
						Each additional unit \$ 2.00					
						Max for Hospitals \$ 250.00					
						<b><u>Auto Rentals</u></b>					
						First Vehicle \$ 25.00					
						Each additional vehicle \$ 10.00					
						<b><u>Transportation</u></b>					
						For delivery trucks, taxicabs, ambulance, and bus transportation.					
						Each vehicle \$ 25.00					
Retail			Contractor			Professional					
Gross Receipts		Tax	Gross Receipts		Tax	# of Professionals in Office					
						1                      2                      3                      4					
\$ -	\$ 14,999	\$ 25.00	\$ -	\$ 9,999	\$ 16.00	\$ -	\$ 29,999	\$ 65.00	\$ 130.00	\$ 195.00	\$ 260.00
15,000	44,999	\$ 35.00	10,000	49,999	\$ 35.00	30,000	39,999	\$ 100.00	\$ 165.00	\$ 230.00	\$ 295.00
45,000	99,999	\$ 50.00	50,000	99,999	\$ 50.00	40,000	49,999	\$ 135.00	\$ 200.00	\$ 265.00	\$ 330.00
100,000	149,999	\$ 75.00	100,000	149,999	\$ 85.00	50,000	and over	\$ 200.00	\$ 265.00	\$ 330.00	\$ 395.00
150,000	174,999	\$ 125.00	150,000	199,999	\$ 115.00						
175,000	199,999	\$ 150.00	200,000	249,999	\$ 150.00						
200,000	224,999	\$ 175.00	250,000	299,999	\$ 185.00						
225,000	249,999	\$ 200.00	300,000	399,999	\$ 250.00						
250,000	299,999	\$ 220.00	400,000	499,999	\$ 300.00						
300,000	349,999	\$ 240.00	500,000	599,999	\$ 365.00						
350,000	399,999	\$ 260.00	600,000	699,999	\$ 430.00						
400,000	449,999	\$ 280.00	700,000	799,999	\$ 500.00						
450,000	499,999	\$ 300.00	800,000	899,999	\$ 565.00						
500,000	599,999	\$ 320.00	900,000	999,999	\$ 630.00						
600,000	699,999	\$ 340.00	1,000,000	and over	\$ 665.00						
700,000	799,999	\$ 360.00									
800,000	899,999	\$ 380.00									
900,000	and over	\$ 400.00									
<i>The following qualify as Professional: Accountants, Appraisers, Architects, Attorney's, Dentists, Engineers, Finance Companies, Investment Brokers, Morutaries, Physicians, Suveyors and Veterinarians.</i>											

In addition to applicable license fee(s) above, **a mandatory CA SB-1186 \$1.00 fee will be charged per license.** The purpose of the state fee is to increase disability access and compliance with construction related accessibility requirements and to develop educational resouces for businesses in order to facilitate compliance with federal and state disability laws.

# City of Healdsburg Hazardous Materials List

Please mark any and all hazardous materials:

- |   |   |  |
|---|---|--|
| <input type="checkbox"/> Acetone                            | <input type="checkbox"/> Hydrochloric Acid  | <input type="checkbox"/> Solvents (specify)                    |
| <input type="checkbox"/> Acetylene Gas                      | <input type="checkbox"/> Hydrogen (in cylinders)  | <input type="checkbox"/> Sulfuric Acid                         |
| <input type="checkbox"/> Adhesives (specify)                | <input type="checkbox"/> Inks (specify)   | <input type="checkbox"/> Thinner, Paint/Lacquer                |
| <input type="checkbox"/> Aluminum Etching Agent             | <input type="checkbox"/> Kerosene   | <input type="checkbox"/> Turpentine                            |
| <input type="checkbox"/> Ammonia                            | <input type="checkbox"/> Lime (Calcium Oxide)   | <input type="checkbox"/> Gum Spirits                           |
| <input type="checkbox"/> Anti-Freeze                        | <input type="checkbox"/> Lye (Sodium Hydroxide,<br>Potassium Hydroxide)   | <input type="checkbox"/> Oil of Turpentine                     |
| <input type="checkbox"/> Arsenic Compounds                  | <input type="checkbox"/> Magnesium  | <input type="checkbox"/> Varnishes                             |
| <input type="checkbox"/> Asbestos                           | <input type="checkbox"/> Methanol (Methyl Alcohol)  | <input type="checkbox"/> Water Proofing Agents (specify)       |
| <input type="checkbox"/> Benzene (in cylinders)             | <input type="checkbox"/> Methyl Ethyl Ketone<br>(2-butanone)  | <input type="checkbox"/> Wood Alcohol (Methanol)               |
| <input type="checkbox"/> Bleaching Agents                   | <input type="checkbox"/> Motor Oil additive   | <input type="checkbox"/> Wood Preservative                     |
| <input type="checkbox"/> Carbon Black                       | <input type="checkbox"/> Muriatic Acid<br>(Hydrochloric Acid)   | <input type="checkbox"/> Xylene                                |
| <input type="checkbox"/> Carbon Monoxide                    | <input type="checkbox"/> Nitroglycerine   | <input type="checkbox"/> Etching Agents                        |
| <input type="checkbox"/> Caustic Soda<br>(Sodium Hydroxide) | <input type="checkbox"/> Oxalic Acid  | <input type="checkbox"/> Polishes for metal floors             |
| <input type="checkbox"/> Chromate salts                     | <input type="checkbox"/> Paint Remover/Stripper   | <input type="checkbox"/> Propanol                              |
| <input type="checkbox"/> Chromium                           | <input type="checkbox"/> Paints/Lacquers  | <input type="checkbox"/> Flux (Zinc Chloride, fluorides, etc.) |
| <input type="checkbox"/> Cobalt                             | <input type="checkbox"/> Pentachlorophenol  | <input type="checkbox"/> Shellac                               |
| <input type="checkbox"/> Cresol                             | <input type="checkbox"/> Photographic developers and fixers   | <input type="checkbox"/> Diesel Gas, Diesel Oil                |
| <input type="checkbox"/> Cutting Oil                        | <input type="checkbox"/> Photogravure Ink<br>(copy machine)   | <input type="checkbox"/> Ethyl Alcohol                         |
| <input type="checkbox"/> De-emulsifier for oil<br>(specify) | <input type="checkbox"/> Other substances that may be considered corrosives,<br>oxidizers, radio-active, or toxic. Please list below: | <input type="checkbox"/> Freon 20, R20                         |
| <input type="checkbox"/> Graphite                           |   | <input type="checkbox"/> Gasoline (petrol, ethyl)              |

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## City of Healdsburg Business Outside City Limits

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### APPLICANT

Applicant's Name: \_\_\_\_\_

Title: \_\_\_\_\_ E-Mail: \_\_\_\_\_

Direct Phone: (\_\_\_\_\_) \_\_\_\_\_ Facsimile: (\_\_\_\_\_) \_\_\_\_\_

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### BUSINESS INFORMATION

Business Legal Name: \_\_\_\_\_

DBA: \_\_\_\_\_

Physical Location: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Business Phone: (\_\_\_\_\_) \_\_\_\_\_ Social Sec/Fed Tax ID#: \_\_\_\_\_-\_\_\_\_\_-\_\_\_\_\_

Nature of Business (please be specific): \_\_\_\_\_

Hazardous Materials (sample list available on City website):  No  Yes

If "Yes" please list: \_\_\_\_\_

Non-Domestic Sewer Discharge:  No  Yes

If "Yes" please explain: \_\_\_\_\_

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Please be advised, if "Yes" completion of a Discharge Permit Application may be required.

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**GROSS REVENUE/PER ITEM COUNT**

(Please mark/complete all that apply)

Retail \$ \_\_\_\_\_     Wholesale \$ \_\_\_\_\_     Service \$ \_\_\_\_\_

Delivery \$ \_\_\_\_\_ and # of Vehicles \_\_\_\_\_     Farming \$ \_\_\_\_\_

Contractor \$ \_\_\_\_\_ and Contractor License # \_\_\_\_\_    Other: \$ \_\_\_\_\_

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**OWNER INFORMATION**

Sole Proprietor     Partnership     Limited Liability Company     Corporation     Non-Profit

1) Owner/Officer Name (s): \_\_\_\_\_ Title \_\_\_\_\_

Direct Phone: (\_\_\_\_) \_\_\_\_\_ E-Mail: \_\_\_\_\_

2) Owner/Officer Name (s): \_\_\_\_\_ Title \_\_\_\_\_

Direct Phone: (\_\_\_\_) \_\_\_\_\_ E-Mail: \_\_\_\_\_

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**EMERGENCY CONTACT(S)**

The Healdsburg Police Department requests emergency contact information solely in the event of an emergency (i.e., burglary, damage to a business, an alarm, a fire, etc.). The information provided will be held in the strictest of confidence. Please provide at least two (2) contacts.

Name: \_\_\_\_\_ Phone: (\_\_\_\_) \_\_\_\_\_ Email: \_\_\_\_\_

Name: \_\_\_\_\_ Phone: (\_\_\_\_) \_\_\_\_\_ Email: \_\_\_\_\_

Name: \_\_\_\_\_ Phone: (\_\_\_\_) \_\_\_\_\_ Email: \_\_\_\_\_

As an added form of communication in the event of a City emergency, we encourage you to take advantage of the NIXLE Communication Alert System which the City utilizes to send emergency notifications. Registration is free, simply go to NIXLE.com and register for email, phone calls or text, or text your zip code to 888-777 and receive text message alerts.

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**APPLICANT STATEMENT**

I hereby certify under penalty of perjury that the information provided within this application is true and correct to the best of my knowledge. I understand that if there is a change which would material affect any information provided above, I will inform the City and apply for the appropriate permits, if required.

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**Applicant's Signature**

**Date**

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**FOR STAFF USE ONLY**

Parcel #: \_\_\_\_\_ NAICS Code: \_\_\_\_\_

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