

# BUSINESS TAX CERTIFICATES



## General Information

Each of the incorporated cities in Sonoma County (Santa Rosa, Petaluma, Rohnert Park, Cotati, Sonoma, Sebastopol, Cloverdale, and Healdsburg) requires businesses doing business in their cities to pay a business tax. In Santa Rosa the tax is based on gross receipts earned and must be renewed at the end of each calendar year.

## Where to get information about Business Tax requirements?

City of Santa Rosa  
Revenue & Collections  
90 Santa Rosa Avenue  
Post Office Box 1673  
Santa Rosa, CA 95402  
(707) 543-3170  
Fax: (707) 543-3136

Email:  
[srbustax@srcity.org](mailto:srbustax@srcity.org)

Web Site:  
[www.srcity.org/bt](http://www.srcity.org/bt)

## Who is taxed?

Businesses that are either located in Santa Rosa or that are located out of Santa Rosa but generate receipts within the City limits are required by City Ordinance to pay a business tax to the City. Such businesses will then receive a Business Tax Certificate.

## What information do I need to provide to receive my Certificate?

To obtain a Business Tax Certificate, you will be asked to complete an application asking information about the business and requesting an estimate of gross receipts to be earned in Santa Rosa during the calendar year. If the business is located in Santa Rosa, you will also need a Zoning Clearance or Home Occupation Use Permit from the Department of Community Development. In addition, some businesses may need clearance from the Police Department.

## Where do I go to get a Zoning Clearance / Police Clearance?

***Santa Rosa Police Department***  
***965 Sonoma Ave., Santa Rosa, CA 95404***  
***(707)543-3580***

***City of Santa Rosa***  
***Department of Community Development***  
***100 Santa Rosa Avenue, Room 3***  
***Santa Rosa, CA 95404***  
***(707)543-3223***  
***Business Hours Monday-Friday 8:30-4:30***

A Zoning Clearance should be obtained by all new businesses locating within the City of Santa Rosa, as well as businesses relocating within the City limits.

Prior to obtaining a Zoning Clearance it may be necessary to apply for a Conditional Use Permit, depending upon the type of business and the proposed location. If a Conditional Use Permit is required, the processing time may vary from "over the counter" to several weeks or longer.

If the zoning allows the proposed use without additional planning approvals, a Zoning Clearance may be issued immediately upon request in Room 3 free of charge.

Additional information regarding Zoning Clearances and/or requirements including applicable fees may be obtained from the technical staff at the counter in Room 3 at City Hall, or by calling (707)543-3223.

### **How is the tax calculated?**

The initial tax will be based on your estimate of gross receipts. Those businesses located outside of Santa Rosa should only use the gross receipts earned within the city limits of Santa Rosa to calculate their tax due. At the end of each year Revenue and Collections will send the necessary forms for renewal. The prepaid tax will then be adjusted to actual gross receipts. Any additional amount due maybe paid at the time, or any amount overpaid will be credited or refunded. If the business is no longer in operation at the time of renewal, gross receipt to time of closure must be reported and the City notified that you will not be renewing.

### **What if my business is in the County? Where do I go to get information?**

The County of Sonoma does not require a Business License or Business Tax payment at this time. However, if you are located in the County but are generating receipts within the City limits of Santa Rosa, you are required to pay a business tax and may need County zoning clearances. The County of Sonoma is divided into many zoning districts. Within each district certain rules apply. For more information on whether or not a business will require county permits contact:

***County of Sonoma Department of Planning - Zoning Enforcement  
2550 Ventura Ave.  
Santa Rosa, CA 95403 (707)565-1900***