



CITY OF NOVATO  
CALIFORNIA

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Business Licensing Division c/o HdL  
8839 N Cedar Ave #212, Fresno, California 93720  
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Business License No. \_\_\_\_\_

## 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.

### BUSINESS DATA (All boxed items are public information)

Business Name _____	Phone (____) _____
New Business Address _____	City _____ Zip _____

Billing Address _____ (If different from above address)	City _____ Zip _____
Old Name and Address _____	City _____ Zip _____
Email Address: _____	

Type/Nature of Business/ Activity *(please specify the exact nature of the business and all the related activities of this business)* : \_\_\_\_\_

No. of owners and employees (contractor NA) \_\_\_\_\_  
Professional/Contractor License Number \_\_\_\_\_

Type of business space:  Office  Rental sales floor  Warehouse  Storage yard  Residence (H.O.P. is required)

### II. OWNERSHIP TYPE:

Proprietorship  Partnership  Corporation  LLC  
 Federal ID #,  California Tax ID #, or  Social Security # \_\_\_\_\_

(For more than one owner, attach additional sheets)

Owner's Name _____	Phone (____) _____
Address _____	City _____ State _____ Zip _____

### III. FEE – Payable to CITY OF NOVATO

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 or relocation of existing businesses must meet requirements of all applicable laws and regulations. Contact the appropriate controlling agency to assure this stipulation has been met. A sales or use tax may apply to your business activities.

IV. APPLICANT \_\_\_\_\_ Date \_\_\_\_\_

Print Name \_\_\_\_\_ Title \_\_\_\_\_