



Licensing Division

TO: City of Roseville Business License Applicants

FROM: City of Roseville Finance Department/Business License Division

Please note that additional documentation at time of application is required as detailed below:

Filed Fictitious Name Statement

- Sole Proprietorship that does not use his/her last name in his/her business title
- Sole Proprietorship that suggests the existence of additional owners
- Partnership, Corporation, LLP, or LLC that does not use its legally documented business title as its business name

First Two Pages of Articles of Incorporation

- Corporation or LLC
- CA Secretary of State letter of Good Standing from out of state Corporation

Federal Employers ID Number

- Partnership, Corporation, LLP, or LLC

State Employers ID Number

- Manufacturer of Wholesaler **with** employees

Sellers Permit Number or Resale Number

- Wholesale or Retail sales

501(c)(3) or 501(c)(4)

- Non-profit organization

Business License applications cannot be processed unless payment is made at time of application.