



Date this business became active under your ownership: _____

Check here if this business was already active and you are a new owner

Check here if you have an ownership interest in another business in Berkeley

Name/s of other business/es in which you have an ownership interest: _____

Rev May 2007

NEW BUSINESS LICENSE APPLICATION FORM

Please read all instructions on the other side before completing this application and TYPE or PRINT CLEARLY.

Business Type _____

Address in Berkeley _____

Business Name (DBA) _____

Owner Name: FIRST _____ LAST _____

Mailing Address _____

City, State & Zip _____

For Finance Use Only

BL # _____

NAICS Code _____

Tax Code _____

Loc Verified: Yes No

Dt started in Berk _____

Planning _____ Health _____
Fire _____ Police _____ Building _____ Toxics _____

PLEASE COMPLETE THE FOLLOWING INFORMATION

- | | |
|--|--|
| 1. Business Phone _____ | 8. # of Employees _____ |
| 2. Emergency Phone _____ | 9. # of Business Vehicles _____ |
| 3. Fed ID or Soc Sec # _____ | 10. Female Owned: <input type="checkbox"/> Yes <input type="checkbox"/> No |
| 4. <input type="checkbox"/> Partnership <input type="checkbox"/> Corporation <input type="checkbox"/> Sole Owner | 11. Minority Owned: <input type="checkbox"/> Yes <input type="checkbox"/> No |
| 5. State Seller's Permit/Resale # _____ | 12. Date Fiscal Year Ends _____ |
| 6. Contractors Lic #/Exp Dt _____ | 13. Email Address _____ |
| 7. Do you sell tobacco products? <input type="checkbox"/> Yes <input type="checkbox"/> No | |

COMPUTING THE PAYMENT AMOUNT FOR YOUR NEW BUSINESS LICENSE

14. New Business License Tax: \$51 for most businesses; \$77 for rental property (See note)	\$ _____
15. New Business License Registration Fee	\$ <u>25.00</u>
16. TOTAL AMOUNT DUE FOR NEW BUSINESS LICENSE	PLEASE REMIT \$ _____

NOTE: Some businesses require different fees for a new license. Please contact Customer Service for more information. MAKE CHECKS PAYABLE TO: **City of Berkeley** and mail or deliver to Finance – Customer Service, 1947 Center Street, Berkeley, CA 94704.

Under penalty of perjury, I declare I am authorized to make this application and that to the best of my knowledge and belief it is a true, correct and complete statement made in good faith for the period stated, in compliance with the provisions of the Berkeley Business License Ordinance.

Signature/Title _____ Date _____

See the other side for important information and instructions before completing this application.

Bus. Lic. # _____ Amount Paid \$ _____

NEW BUSINESS LICENSE APPLICATION INFORMATION & INSTRUCTIONS

Please read these instructions before completing the application on the other side.

Basic information: The City's regulations are incorporated in the Berkeley Municipal Code (BMC). Copies of the BMC are at all branches of the Berkeley Public Library. You may also access the BMC and Zoning Ordinance on the City's website at: <http://www.cityofberkeley.info/bmc/> BMC Chapter 9.04 is the primary source of information on business licenses, including definitions of terms, business classifications, current business license tax rates, and allowable deductions to gross receipts.

Additional information: Visit the **Customer Service Center** at **1947 Center Street**, Monday – Friday 9:00 am to 4:30 pm. Customer Service Representatives are available by phone at **510.981.7200** or by email to **BusLic@ci.berkeley.ca.us**.

If you have not already done so: Please go to the Permit Service Center (PSC) at 2120 Milvia Street and complete the process to obtain all necessary permits for your business license. For additional information, call the PSC at 510.981.7500.

BUSINESS INFORMATION

Please print all information clearly:

Line 1 & Line 2: Business & Emergency phone numbers.

Line 3: Business Federal ID # or Owner's Social Security number.

Line 4: Check the box designating form of ownership that applies to this business.

Line 5: If this business has a State Seller's Permit/Resale #, please enter that # here.

Line 6: If you are a contractor, please enter your Contractors License number & its expiration date.

Line 7: Check the box indicating if this business sells tobacco products.

Line 8: Enter the number of employees working **in the City of Berkeley only**.

Line 9: Enter the number of vehicles used **in the City of Berkeley only**. The maximum number of vehicle decals per business license is 4. These allow use of yellow zones for business loading/unloading up to 20 minutes.

Line 10: Check the box indicating if this is a Female Owned business.

Line 11: Check the box indicating if this is a Minority Owned business.

Line 12: Enter date the business Fiscal Year ends (if a calendar year, it's 12/31; if it's another 12 months, please specify date)

Line 13: Please enter the Email address for this business.

Note: You must have a separate business license for each location at which you are conducting business.

YOUR BUSINESS INFORMATION: LINES 1 – 13

Please complete all information requested. If any item is not applicable to your business, please enter "N/A" in space provided.

NOTE: Lines 8 and 9 relate to those employees working and vehicles used **in City of Berkeley only**. The maximum number of vehicle decals per business license is 4. These allow use of yellow zones for business loading/unloading up to 20 minutes.

COMPUTING THE PAYMENT FOR YOUR NEW BUSINESS LICENSE: LINES 14 – 16

Line 14: This is the initial tax payment for your new business license, based on the kind of business it is. (See note, below)

Line 15: The registration fee to process a new business license is \$25 for all businesses.

Line 16: ADD AMOUNTS ON LINES 14 + 15: THIS IS THE TOTAL AMOUNT DUE FOR YOUR NEW BUSINESS LICENSE.

Some businesses require different fees for a new license. Please contact Customer Service for more information.

MAKE CHECKS PAYABLE TO: **City of Berkeley** and mail or deliver to Finance – Customer Service.

REQUIREMENT TO OBTAIN A NEW BUSINESS LICENSE

A new business license is required for the first license of a newly established business, or for a business that has been sold or transferred to a new owner. A person applying for a new business license must pay the minimum tax (**Line 14**) as provided in BMC Section 9.04.230 or 9.04.235. In addition, a registration fee (**Line 15**) of \$25.00 must also be paid. These payments, and a completed new business license application, must be submitted within 30 days from the date of commencement of business activity. *Failure to register will subject the taxpayer to penalty and interest the same as provided for by Section 9.04.110.*

BUSINESSES LOCATED OUTSIDE OF BERKELEY

If your business is located outside of the City of Berkeley and you are conducting business within Berkeley, **you must report gross receipts for business transacted or services performed within the City** during your preceding fiscal year, when you renew your business license. If at any time in the future this business is closed, sold or transferred, you must file a closing business statement within 30 days of such action. Contact Customer Service for more information.

CONTRACTORS DOING BUSINESS IN BERKELEY

- All contractors doing business in Berkeley must have an active business license before applying for a building permit.
- If you will deduct payments to subcontractors, you must attach a list with subcontractor name, address, BL#, amount paid.
- If in the future you are no longer doing business in Berkeley, you must complete and file a closing business statement.