



Finance Department  
 Revenue Collection  
 1947 Center Street, 1<sup>st</sup> Floor  
 Berkeley CA 94704

For Office Use Only	
Tax Code* _____	NAICS* _____

Payment Type: \_\_\_\_\_  
 Ck # \_\_\_\_\_

Payment \$ \_\_\_\_\_

## NEW BUSINESS LICENSE APPLICATION

(Fillable form with no auto calculations)

Please read all instructions on the other side of this form before completing this application.

**\*Attention: Information required on this form may be subject to public disclosure**

### 1. BUSINESS NAME, LOCATION, DESCRIPTION

Business Name\*: \_\_\_\_\_

Check box if located in Berkeley and provide location below **Business Start Date:** \_\_\_\_\_

Berkeley Location\*: \_\_\_\_\_ Berkeley, CA Zip: \_\_\_\_\_

Mailing Address\*: \_\_\_\_\_  
Number Street City State Zip

Detailed Description of Business Activity: \_\_\_\_\_

### 2. BUSINESS OWNER(S) INFORMATION

First Name	Last Name	*Social Security #, if FEIN is not applicable	Business Title

### 3. BUSINESS INFORMATION

Business Phone Number: \_\_\_\_\_ \*Emergency Phone: \_\_\_\_\_

Number of Employees: \_\_\_\_\_ # of Loading Zone Decals: \_\_\_\_\_ (max 4)

Date Fiscal Year Ends: \_\_\_\_\_ Business Email: \_\_\_\_\_

Ownership Type:  Partnership  Corporation  Sole Owner  LLC  LLP/LP

How do you file Business Taxes:  FEIN  SSN \*FEIN/SSN: \_\_\_\_\_

\*Contractor's License Number: \_\_\_\_\_ AND \*Expiration Date: \_\_\_\_\_

\*State Resale License Number: \_\_\_\_\_

### 4. BUSINESS QUESTIONS

Will you be pulling a building permit?  Yes  No

Do you sell tobacco or tobacco products to the public?  Yes  No

Do you sell or provide food and/or drink to the public?  Yes  No

Do you provide a swimming pool or a spa for use by the public?  Yes  No

Do you handle hazardous materials (e.g., gases, oils, paints, etc.)?  Yes  No

Will your business involve cannabis activity?  Yes  No

### 5. APPLICATION FEES (See box on the right for tax, penalty and interest rates)

A. Registration Fee: \$ 25.00

B. License Tax: (See grey box on the right) \$ \_\_\_\_\_

C. Penalty: Penalty rate, if applicable: \_\_\_\_\_ \$ \_\_\_\_\_

D. Subtotal: (Add lines A- C) \$ \_\_\_\_\_

E. Interest: Interest rate, if applicable: \_\_\_\_\_ \$ \_\_\_\_\_

F. State Mandated Disability Access Fee \$ 4.00

G. Total Amount Due: (Add lines D - F) \$ \_\_\_\_\_

License Tax:	
Rental Properties	\$77.00
Non-Profits	\$26.00
All other Businesses	\$51.00
Penalty and Interest: apply if license is established 30 days after business start date.	
<b>Penalty:</b> (on registration fee + license tax) Add 10% (if paid 30 days after business start date) OR Add 50% (if paid 60 days after business start date)	
<b>Interest:</b> (on registration fee + tax + penalty) Add 1% per month from 30 days after business start date	

Providing false information on this form may result in the City pursuing civil and/or criminal penalties, in addition to penalties and interest that may be imposed for underpayment of business license tax under provisions of Berkeley Municipal Code 9.04.110, 9.04.115, and 9.04.120.

I declare under penalty of perjury that to the best of my knowledge all the information contained in this statement is true and correct.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Note: Compliance to the Business License Tax requirement BMC 9.04 does not constitute conformity with Zoning, Building Permits and Toxic Code requirements.

# INSTRUCTIONS

*Please read instructions in order to complete this form correctly.*

A new business license is required for a newly established business located in Berkeley, businesses located outside of Berkeley with customers in Berkeley, for a business that has been sold or transferred to a new owner, or for any business entering into a contract with the City of Berkeley. A person applying for a new business license must pay the registration fee of \$25.00 plus a license tax as provided in the Berkeley Municipal Code (BMC) Section 9.04.230 and/or 9.04.235. A completed new business license application and payment must be submitted within 30 days from the date of commencement of business activity. Failure to submit application and payment may result in penalty and interest as provided by BMC Section 9.04.110.

## SECTION 1: BUSINESS NAME, LOCATION, DESCRIPTION

Provide your business name, location (if in Berkeley), business start date, mailing address, and a detailed description of the business' activity. A Fictitious Business Name Statement may be required if the business name differs from the owner's name. If you do not have a statement, please contact the County of Alameda at 510-272-6363, <http://acgov.org/auditor/clerk/filefbn2.htm>, or visit 1106 Madison Street, Oakland, CA.

For businesses located in Berkeley, visit the Permit Service Center at 1947 Center Street, 3<sup>rd</sup> Floor to obtain all necessary permits for your business license. For additional information call 510-981-7500.

## SECTION 2: BUSINESS OWNER(S) INFORMATION

Enter the name(s) and title(s) of the business owners. If the business does not file taxes by Federal Employer Identification Number (FEIN), you must provide each owner's Social Security Number (SSN).

## SECTION 3: BUSINESS INFORMATION

Complete all information requested that is applicable. If any item is not applicable, enter "N/A" on the space provided.

The number of employees and loading zone decals relate to the vehicles used in the City of Berkeley. There is a maximum of four vehicle decals per business. These allow use of yellow zones within Berkeley for up to 20 minutes of active loading/unloading.

Business emails are public information. The City of Berkeley will not use e-mail addresses for any purpose other than that for which it is explicitly provided but will disclose the information as required under law, such as pursuant to third party public records act requests.

If this business will apply for building permits, enter the business' contractor license number and expiration date.

If entering a Resale License Number, use only numbers, not letters.

## SECTION 4: BUSINESS QUESTIONS

Answer all questions regarding business activity in Berkeley by checking the appropriate box.

## SECTION 5: APPLICATION FEES

- A. Registration Fee:** One-time \$25.00 registration fee.
- B. License Tax:** Enter the license tax due based on the type of business performed. Tax amounts are located in the grey box in Section 5.
- C. Penalty:** Penalty is incurred if the license is established more than 30 days after the business start date. Penalty amounts are located in the grey box in Section 5.
- D. Subtotal:** Add lines A through C.
- E. Interest:** Interest is incurred if the license is established more than 30 days after the business start date. Interest amounts are located in the grey box in Section 5. Interest applies to the registration fee, license tax, and penalty.
- F. State Mandated Disability Access Fee:** Under federal and state law, compliance with disability access laws is a serious and significant responsibility that applies to all California building owners and tenants with buildings open to the public. For more information, please visit:  
Division of the State Architect: [www.dgs.ca.gov/dsa/Home.aspx](http://www.dgs.ca.gov/dsa/Home.aspx)  
California Commission on Disability Access: [www.cdda.ca.gov](http://www.cdda.ca.gov)
- G. Total Amount Due:** Add lines D through F. This is the total amount due. Please make checks payable to the City of Berkeley.

Contractors doing business in Berkeley must have an active Berkeley business license before any building permits are issued.

All business licenses expire on December 31 of each year. Business owners must renew their license by February 28 to avoid assessment of penalties and interest.

Closing a Business License: If you close your business/sell your property, you must file a closing declaration within 90 days of closure.