



For Office Use Only	
Tax Code: _____	NAICS: _____

## NEW BUSINESS LICENSE APPLICATION

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

**Warning: Information required on this form is subject to Public Disclosure, unless noted with an asterisk (\*)**

1. **Business Name:** \_\_\_\_\_
2. **Berkeley Location:** \_\_\_\_\_
- 2a.  Check box if located outside of Berkeley
- 2b. **Business Start Date:** \_\_\_/\_\_\_/\_\_\_
3. **Detailed Description of Business Activity:** \_\_\_\_\_
4. **Business Owner Information:**

Organization Name &/or Owner(s) Name – First Name	Owner(s) Name – Last Name	*Social Security Number – (if Federal Tax Id is not applicable)	Title (if applicable)
1.			
2.			

5. **Mailing Address:** \_\_\_\_\_  
Attention (if applicable) Street City State Zip

**Business Information:** *Please answer all the following questions*

- |  |   |
|--|---|
| 6. <b>Business Phone Number:</b> _____<br>8. <b>Number of Employees:</b> _____<br>10. <b>Date Fiscal Year Ends:</b> _____<br>12. <b>Type of Ownership:</b> <input type="checkbox"/> Partnership <input type="checkbox"/> Corporation <input type="checkbox"/> Sole Owner <input type="checkbox"/> LLC <input type="checkbox"/> LLP/LP<br>13. <b>How do you file Business Taxes:</b> <input type="checkbox"/> FEIN <input type="checkbox"/> SSN<br>15. <b>*Contractor's License Number:</b> _____<br>17. <b>*State Resale License Number:</b> _____ | 7. <b>*Emergency Phone:</b> _____<br>9. <b># of Loading Zone Decals:</b> _____ (max 4)<br>11. <b>Business Email:</b> _____<br>14. <b>*Federal Tax Id:</b> _____<br>16. <b>*Expiration Date:</b> _____ |
|--|---|

**Business Questions:** *Please answer all the following questions*

- |   |  |
|---|--|
| 18. Will you be pulling a building permit?<br>19. Do you sell Tobacco or tobacco products to the public?<br>20. Do you sell or provide food and/or drink to the public?<br>21. Do you provide a swimming pool or a spa for use by the public?<br>22. Do you handle hazardous materials? | <input type="checkbox"/> Yes <input type="checkbox"/> No<br><input type="checkbox"/> Yes <input type="checkbox"/> No<br><input type="checkbox"/> Yes <input type="checkbox"/> No<br><input type="checkbox"/> Yes <input type="checkbox"/> No<br><input type="checkbox"/> Yes <input type="checkbox"/> No |
|---|--|

**Fee Section:**

- |  |                 |
|--|-----------------|
| 23. <b>Registration Fee:</b>   | \$ <u>25.00</u> |
| 24. <b>License Tax:</b> <i>(See box to the right for amount to enter)</i>    | \$ _____        |
| 25. <b>Penalty:</b> <i>(See box to the right)</i>                            | \$ _____        |
| 26. <b>Subtotal:</b> <i>(Add lines 23 – 25)</i>                              | \$ _____        |
| 27. <b>Interest:</b> <i>(See box to the right)</i>                           | \$ _____        |
| 28. <b>State Mandated Disability Access &amp; Education Revolving Fund**</b> | \$ <u>1.00</u>  |
| 29. <b>Total Amount Due: (Add lines 26 – 28)</b>                             | \$ _____        |

**Warning:** Providing false information on this form may result in the City pursuing civil &/or criminal penalties, in addition to penalties & interest that may be imposed for underpayment of business license tax under provisions of BMC 9.04.110, 9.04.115 & 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:** \_\_\_\_\_

\*\*On September 19, 2012 Governor Brown signed into law SB-1186 which adds a state fee of \$1 on any applicant for a local business license or similar instrument or permit, or renewal thereof.

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

**License Tax:**

Rental Properties	\$77.00
Non-Profits	\$26.00
All other Businesses	\$51.00

**Penalty & Interest:** *apply if license was established 30 days after business start date.*

**Penalty:** (on registration fee + tax)  
 Add 10% (if paid 30 days after business start date) OR Add 50% (if paid 60 days after business start date)

**Interest:** (on registration fee + tax + penalty)  
 Add 1% per month from 30 days after business start date

App # \_\_\_\_\_  
 Payment Type: \_\_\_\_\_  
 Ck # \_\_\_\_\_  
 Payment \$ \_\_\_\_\_

# INSTRUCTIONS FOR COMPLETING THE NEW BUSINESS LICENSE APPLICATION FORM:

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

## REQUIREMENT TO OBTAIN A BUSINESS LICENSE:

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 (line 23) plus a license tax (line 24) as provided in BMC Section 9.04.230 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.

**Basic information:** The City's regulations are incorporated in the Berkeley Municipal Code (BMC). Copies of the BMC are at all Berkeley Public Library branches. You may access the BMC on the City's website at: <http://codepublishing.com/ca/berkeley/>. BMC Chapter 9.04 is the primary source for business license information, including definitions of terms, business classifications and current business license tax rates.

**Additional information:** Customer Service Representatives are available by phone at 510-981-7200 or by email at [BusLic@ci.berkeley.ca.us](mailto:BusLic@ci.berkeley.ca.us). Visit the Finance Customer Service Center at 1947 Center Street, 1<sup>st</sup> Floor, Monday – Thursday 8:30 am to 4:00 pm.

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

1. **Line 1:** Enter the business name under which business will be conducted in Berkeley.
2. **Line 2:** Enter the business' location. Check the box if the business is located outside of Berkeley and enter the date the business started in Berkeley.
3. **Line 3:** Give a detailed description of the type of work the business performs.
4. **Line 4:** Enter the name(s) of the business owners. If the business does not file taxes by FEIN, you must provide the owner's Social Security Number(s).
5. **Line 5:** Enter the Mailing Address for the business. ***Please be advised that the mailing address is Public Information.***
6. **Lines 6 -17: Business Information:** Complete all information requested that is applicable. If any item is not applicable to the business, enter N/A in the space provided.
  - If this business will EVER need to apply for a Building Permit, you must provide the business's contractor license number and expiration date.
  - When entering Resale License number, enter numbers only, no letters.
  - Lines 8 & 9 relate to those employees working and vehicles used in the City of Berkeley only. The maximum number of vehicle decals per business license is 4. These allow use of the yellow zones within Berkeley for loading/unloading up to 20 minutes.
  - Business email: ***Please be advised that the business email address is 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 request.
7. **Lines 18 – 22: Business Questions:** Answer the questions regarding the business activity in Berkeley by checking the appropriate box.
8. **Line 23:** Preprinted \$25.00 registration fee.
9. **Line 24:** Enter the license tax due based on the type of business conducted. Tax amounts are located in the grey box to the right of the fee section.
10. **Line 25 - 27:** Penalty and interest is incurred if the license is established more than 30 days after the business start date. Penalty and interest amounts are located in the grey box to the right of the fee section.
11. **Line 28:** State Mandated \$1 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. You may obtain information about your legal obligations and how to comply with disability access laws at the following agencies: The Division of the State Architect at [www.dgs.ca.gov/dsa/Home.aspx](http://www.dgs.ca.gov/dsa/Home.aspx) and the Department of Rehabilitation at [www.rehab.cahwnet.gov](http://www.rehab.cahwnet.gov).
12. **Line 29:** Enter the total of lines 26 – 28. This total is the application fee; please make checks payable to **City of Berkeley**.

**Contractors Doing Business in Berkeley:** All 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<sup>st</sup>** every year and Business Owners must renew their license by February 28<sup>th</sup> to avoid assessment of penalties and interest. The penalty will be 10% if renewed on March 1<sup>st</sup> thru March 31<sup>st</sup>. The penalty will increase to 50% if renewed on April 1<sup>st</sup> or later. In addition, interest will accrue at 1% per month if renewed on March 1<sup>st</sup> or later.

**Closing a Business License:** If you close your business/sell your property, you must file a closing declaration within 30 days of closure.