

Frequently Asked Questions (FAQs) about Business Licenses in Berkeley

Q: Is a Business License Required for conducting business in Berkeley, i.e. Restaurants, Rental Properties, etc.?

A: Any person conducting business in Berkeley is required to obtain a Berkeley Business License, including rental properties with three or more units.

See Berkeley Municipal Code for more: [Chapter 9.04.035 License Required](#) , [Chapter 9.04.195 Rental of Real Property](#) and [Chapter 9.04.075 New Business Registration](#).

Q: How and where can I obtain a New Business License Application in Berkeley?

A: New business license applications are available in person at the Customer Service Center or online via the City of Berkeley's Website. However, applications are **only accepted** in person or by mail for processing. **Pay by phone or internet submissions and payments are not accepted at this time.**

Finance Customer Service Center

1947 Center Street

Berkeley, CA 94704

(510) 981-7200 or 311 within Berkeley City limits

Email: finance@cityofberkeley.info

Hours: Monday - Thursday 8:30am- 4:00pm (closed every Friday and Holidays)

Please note: The application process can take a day to several weeks for issuance depending on the business type. Also, Business License Fees may vary depending on the business type and classification.

See Berkeley Municipal Code for more: [Chapter 9.04.075 Fee for First License--New Business Registration](#).

To Obtain an Application Online – visit www.CityofBerkeley.info and view [How to Obtain Your New Business License](#) and [Useful Information & Contacts for Your Business License](#).

Q: Do I need a resale permit before I apply for a business license?

A: Yes, you will. You can't get a business license to resale things without it.

Q: Does the previous business owner have to close their business license account, before I can apply/obtain a license?

A: The previous account must be closed before a new license is issued. The previous owner can close the account or you provide a copy of the escrow document or the sell agreement. The document must be signed by all parties involved and notarized (if submitted by new owner). The Customer Service Center processes all business licenses. They are located at 1947 Center St. 1st Floor, Berkeley, CA 94704 (510) 981-7200. Hours: Monday - Thursday 8:30am- 4:00pm (closed every Friday and Holidays)

Q: What is the process to update a Business Name, Physical Business Address, Mailing Address, or close a Business License?

A: To change the **physical location address** of a business, the community member must complete section 1a. (New Berkeley Location) on a business license renewal application. The completed application must be taken to the Zoning Division within the Planning Department to receive approval of an address change request.

If the new address is approved, the Zoning Division will sign-off on the business license renewal application and fees may apply. The signed-off application must be returned to the Customer Service Center for processing. **Please note:** Other Departments may require approval of an address change depending on the business type.

To update or change the **mailing address** of a business, section 1b. (New Mailing Address) on the business license renewal application must be completed and submitted to the Customer Service Center for processing.

If the **business name** has changed but the business functions and ownership remain the same, the business owner must submit (by mail or in person) the required documentation that reflects the new business name, i.e. Articles of Incorporation, Fictitious Business Name Statement, or completed Limited Liability documentation, etc.

Reprints and business license replacements will be issued as a courtesy with no additional costs. Please click to view the [Business License Renewal Application](#) and or [BLR Information & Assistance](#).

If a business has **closed, property sold, or moved** out of Berkeley, a closing declaration must be filed within 30 days of the closure.

Please click to view the [Closing Business Declaration](#).