



CITY OF BERKELEY  
 Finance-Revenue Collection  
 1947 Center Street, Berkeley CA 94704  
 Phone: 510-981-CITY

For Office Use Only	
NAICS: _____	Tax Code: _____
<b>Sign Off:</b>	
Zoning _____	Toxics _____ Building _____
Fire _____	Health _____ Police _____

## NEW BUSINESS LICENSE APPLICATION

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

1. **Business Name:** \_\_\_\_\_
2. **Business 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 – Last Name	Owner(s) Name – First 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>Female Owned:</b> <input type="checkbox"/> Yes <input type="checkbox"/> No<br>10. <b>Number of Employees:</b> _____<br>12. <b>Date Fiscal Year Ends:</b> _____<br>14. <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>15. <b>How do you file Business Taxes:</b> <input type="checkbox"/> FEIN <input type="checkbox"/> SSN<br>17. <b>Contractor's License Number:</b> _____ <b>AND</b><br>19. <b>Resale License Number:</b> _____ | 7. <b>Emergency Phone:</b> _____<br>9. <b>Minority Owned:</b> <input type="checkbox"/> Yes <input type="checkbox"/> No<br>11. <b>Number of Vehicle Decals:</b> _____ (max 4)<br>13. <b>Email:</b> _____<br>16. <b>Federal Tax Id:</b> _____<br>18. <b>Expiration Date:</b> _____<br>20. <b>State License Number:</b> _____ |
|--|--|

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

- |   |  |
|---|--|
| 21. Will you be pulling a building permit?<br>22. Do you sell Tobacco or tobacco products to the public?<br>23. Do you sell or provide food and/or drink to the public?<br>24. Do you provide a swimming pool or a spa for use by the public?<br>25. 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:**

- |  |                 |
|--|-----------------|
| 26. <b>Registration Fee:</b> (Due within 30 days of the business start date) | \$ <u>25.00</u> |
| 27. <b>License Tax:</b> (See box to the right for amount to enter)           | \$ _____        |
| 28. <b>Penalty:</b> (See box to the right)                                   | \$ _____        |
| 29. <b>Subtotal:</b> (Add lines 26 – 28)                                     | \$ _____        |
| 30. <b>Interest:</b> (See box to the right)                                  | \$ _____        |
| 31. <b>State Mandated Disability Access &amp; Education Revolving Fund*</b>  | \$ <u>1.00</u>  |
| 32. <b>Total Amount Due: (Add lines 29 – 31)</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. The purpose is to increase disability access and compliance with construction-related accessibility requirements and to develop educational resources for businesses in order to facilitate compliance with federal and state disability laws, as specified.

**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 31 days after business start date)

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

Lic # \_\_\_\_\_  
 Payment Type: \_\_\_\_\_  
 Payment \$ \_\_\_\_\_  
 Ok # \_\_\_\_\_

# 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, 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 registration fee of \$25.00 (line 26) plus a license tax (line 27) 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 branches of the Berkeley Public Library. You may also access the BMC on the City's website at: <http://codepublishing.com/ca/berkeley/>. BMC Chapter 9.04 is the primary source of information on business licenses, 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 Customer Service Center at 1947 Center Street, Monday – Thursday 8:30 am to 4:00 pm.

**Businesses located in Berkeley:** Please go to the Permit Service Center at 2120 Milvia Street and 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's 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 businesses 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.
6. **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 10 & 11 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.
7. **Business Questions:** Answer the questions regarding the business activity in Berkeley by checking the appropriate box.
8. **Line 26:** Preprinted \$25.00 registration fee.
9. **Line 27:** 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 28 - 30:** 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 31:** 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).  
The Department of Rehabilitation at [www.rehab.cahwnet.gov](http://www.rehab.cahwnet.gov).
12. **Line 32:** Enter the total of lines 29 – 31. 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.

### **Closing a Business License**

If you close your business/sell your property, you must file a closing declaration within 30 days of closure to avoid penalty and interest.