



## Guide for Berkeley Property Owners: Common Fees

*Property owners are responsible for understanding and meeting their payment obligations. The following information has been prepared as a courtesy.*

### **Rent Stabilization Board Annual Registration Fees**

#### **Fees/Penalties**

Owners of units that are fully or partially covered under Berkeley's Rent Ordinance must pay an annual, per-unit registration fee. There is a 100% penalty if the fee is not received by the due date (i.e., the bill will double).

- FY 25-26 fee for Fully Covered units: \$344 per unit
- FY 25-26 fee for Partially Covered units: \$212 per unit

#### **Due Date**

July 1 of each year or the following Monday if July 1 falls on a weekend.

#### **More Information**

*If you're looking at a hardcopy version of this guide, to access these webpages linked below, go [rentboard.berkeleyca.gov](http://rentboard.berkeleyca.gov) and click on the Registration button.*

- [Fully Covered Unit Registration](#)
- [Partially Covered Unit Registration](#)

#### **Contact**

- Phone: (510) 981-7368 (RENT)
- Email: [rent@berkeleyca.gov](mailto:rent@berkeleyca.gov)
- Office: 2000 Center St., Suite 400, Berkeley, CA 94704

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***The list below will point Berkeley property owners to City of Berkeley resources where they can find the most current information about various programs and fees. If you are looking at a hardcopy version of this guide, to access webpages, go to the City of Berkeley website at [berkeleyca.gov](http://berkeleyca.gov) and type the name of the webpage into the search bar.***

### **Rental Housing Safety Program (RHSP)**

Owners are expected to self-certify that rental units meet Berkeley Housing Code standards each year using the RHSP checklist (Schedule A). RHSP inspectors may also proactively inspect units.

Each October, the RHSP bills owners a fee "per unit" (for residential rental buildings) or "per room" (for residential hotels/boarded houses with five or more rooms), with penalties that increase over time for unpaid bills. Please visit the City of Berkeley's [Rental Housing Safety](#)

[Program](#) webpage for current fees, penalties, program requirements, and the self-certification checklist.

- **Phone:** (510) 981-5445
- **Email:** [RHSPbilling@berkeleyca.gov](mailto:RHSPbilling@berkeleyca.gov)
- **Mail:** Rental Housing Safety Program, 1947 Center Street, 3rd Floor, Berkeley, CA 94704

## **Housing Code Inspections**

Both landlords and tenants can request a housing code inspection by the City of Berkeley.

There is no service fee for an initial inspection (with or without cited code violations) or a first reinspection if all violations are corrected. If violations remain, there is a service fee for the first reinspection, and the service fee increases for subsequent re-inspections. Penalties may also apply to late payments. Please visit the City of Berkeley's [Housing Code Inspection webpage](#) or the [City of Berkeley Tenant Request for Housing Inspection](#) webpage for fees, penalties, and instructions for requesting an inspection.

- **Phone:** Main (510) 981-5444, Billing (510) 981-5445
- **Email:** [hci@berkeleyca.gov](mailto:hci@berkeleyca.gov)
- **Mail:** Housing Code Enforcement, 1947 Center Street, 3rd Floor, Berkeley, CA 94704

## **New Business License**

Owners of residential property with three or more dwelling units and/or owners of five or more residential rental units must register for a Berkeley business license.

Fees include a registration fee, a "minimum tax" for rental properties, and a state-mandated fee. There are penalties for failing to obtain a business license within 30 days of purchasing a qualifying property. Please visit the City of Berkeley's [New Business Licenses](#) webpage for requirements, fees, and penalties.

- **Phone:** (510) 981-7200
- **Email:** [finance@cityofberkeley.gov](mailto:finance@cityofberkeley.gov)
- **Mail:** Finance Department, Revenue Collection, 1947 Center Street, 1st Floor Berkeley, CA 94704

## **Annual Business License Renewal**

All City of Berkeley business licenses expire on December 31. You will need to file for renewal and pay before March 1. The fee is subject to change based on the gross receipts of the business.

Please visit the City of Berkeley's [Business License Renewals, Changes, and Closures](#) webpage for fees, requirements, and instructions on what to do if you "close" your rental property

business (for example, you sell your property).

- **Phone:** (510) 981-7200
- **Email:** [finance@cityofberkeley.gov](mailto:finance@cityofberkeley.gov)
- **Mail:** Revenue Collection, 1947 Center Street, 1st Floor Berkeley, CA 94704

### **Residential/Business Fire Inspection**

The Fire Department inspects all buildings, except single-family homes and duplexes. The City of Berkeley and the State of California mandate some buildings to be inspected annually.

The total fee varies depending on how long it takes to inspect/re-inspect the property. Late fees apply if the bill is not paid on time. Please visit the City of Berkeley's [Fire Prevention](#) webpage for the rate at which the Fire Department charges for inspections and late fees.

- **Phone:** (510) 981-5585
- **Email:** [bfdfireprevention@berkeleyca.gov](mailto:bfdfireprevention@berkeleyca.gov)
- **Mail:** Fire Prevention Division, Berkeley Fire Department, 2100 Martin Luther King Jr. Way Berkeley, CA 94704

### **Sewer Service Fee**

The City's Sewer Service Fees (SSF) are added to the EBMUD water bill. Whether the landlord or tenant pays the SSF varies depending on the tenancy start date and the agreement between the landlord and tenant. For information on current SSF rates, please see the City of Berkeley's [Sewers](#) webpage.

- **Phone:** (510) 981-6300
- **Email:** [PublicWorks@berkeleyca.gov](mailto:PublicWorks@berkeleyca.gov)