



Finance Department
Revenue Collection
1947 Center Street, 1st Floor
Berkeley CA 94704

For Office Use Only

Tax Code* _____ NAICS* _____

Form: FINRC-BL-APP
Revised: 12/25

NEW BUSINESS LICENSE APPLICATION

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

Berkeley Business Start Date: _____

Berkeley Location (No PO Boxes)*: _____ Berkeley, CA Zip: _____

Mailing Address*: _____

Detailed Description of Business Activity*: _____

Note: If business is a non-profit, you must provide your IRS exemption determination letter.

2. BUSINESS OWNER(S) INFORMATION

How do you file business taxes? Please check the applicable box and provide the number below. ☐ FEIN ☐ Social Security Number

First Name	Last Name	Social Security #, if FEIN is not available	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 ☐ Co-op Corporation ☐ Sole Owner ☐ LLC ☐ LLP/LP

State Resale License Number*: _____ Renting booth/chair/space in salon? Yes No

Will you pull a building permit? Yes No Contractor's License #: _____ Exp. Date *: _____

4. BUSINESS QUESTIONS

Do you sell tobacco or tobacco products to the public? ☐ Yes ☐ No
Do you perform body arts (e.g., tattoos)? ☐ 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

State NPDES Wastewater Permit Business**?

☐ Yes ☐ No

If yes, WDID #: _____

**SB 205 Stormwater Discharge Compliance.
Questions? Visit: www.waterboards.ca.gov

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

A. Registration Fee: \$ _____
B. License Tax: (See grey box to the right) \$ _____
C. Subtotal: (Add lines A and B) \$ _____
D. Penalty 1 (10% of C): \$ _____
E. Subtotal: (Add lines C and D) \$ _____
F. Interest 1: Interest rate, if applicable: _____ % \$ _____
G. Penalty 2 (40% of C): \$ _____
H. Interest 2: Interest rate, if applicable: _____ % \$ _____
I. State Mandated Disability Access Fee: \$ _____
J. Total Amount Due: (Add lines E through I) \$ _____

License Tax:

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

Penalty 1:

applies if license is paid 30 days after business start date

Interest 1:

add 1% per month from 30 days after business start date

Penalty 2:

applies if license is paid 60 days after start date

Interest 2:

add 1% per month from 60 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: _____ (mm/dd/yyyy)

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

Finance Revenue Collection-Business License Application

Phone: 510-981-7200 TDD: 510-981-6903 Email: BusLic@berkeleyca.gov Website: www.berkeleyca.gov/businesslicense

BLA- _____
Payment Type: _____
Ck # _____
Payment \$ _____

INSTRUCTIONS

Please read instructions in order to complete this form correctly.

A business license is required for a business:

- located in Berkeley
- located outside of Berkeley with customers in Berkeley
- sold or transferred to a new owner
- entering into a contract with the City of Berkeley

Per Berkeley Municipal Code (BMC) 9.04.075, there is a mandatory \$25 registration and minimum tax due per BMC 9.04.230 and/or 9.04.235. A completed business license application and payment must be submitted within 30 days from the date of commencement of business activity in Berkeley. Failure to submit application and payment may result in penalty and interest per by BMC 9.04.110.

GENDER DISCRIMINATION NOTIFICATION: AB 1607 California Civil Code §51.6 prohibits businesses from engaging in gender-based discrimination. A full notice of the business's legal obligations is available in English and other languages at www.dca.ca.gov/publications/ or by request from our office.

SECTION 1: BUSINESS NAME, LOCATION, DESCRIPTION

Provide your business name, Berkeley location (if applicable) – PO Boxes not allowed, business start date within Berkeley, mailing address, and a detailed description of the business' activity. A Fictitious Business Name Statement (FBN) is required if the business name differs from the owner's name. If an FBN is needed, contact Alameda County at 510-272-6363, acgov.org/business/fictitious.htm, or visit 1106 Madison Street, Oakland, CA.

For businesses located in Berkeley, visit the Permit Service Center at 1947 Center Street, 3rd 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, business' FEIN or each owner's Social Security Number (SSN).

SECTION 3: BUSINESS INFORMATION

Complete all applicable information; if an item is not applicable, enter "N/A" on the space provided.

Loading zone decals allow use of yellow zones in Berkeley for up to 20 minutes of active loading/unloading.

Business e-mail addresses are public information. The City 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.

To obtain a building permit, 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(es).

SECTION 5: APPLICATION FEES - **SUBMIT FORM WITH PAYMENT BY MAIL OR IN PERSON ONLY**

- A. Registration Fee:** \$25.00 registration fee
- B. License Tax:** Enter the license tax due based on the type of business performed. See box in Section 5 on reverse.
- C. Subtotal:** Add Lines A and B.
- D. Penalty 1:** 10% penalty applies if license is established more than 30 days after the business start date.
- E. Subtotal:** Add lines C and D.
- F. Interest 1:** 1% monthly interest on Penalty 1 (see box on reverse side); Penalty 1 Interest rate x Line E.
- G. Penalty 2:** additional 40% penalty applies if license is established more than 60 days after the business start date.
- H. Penalty 2 Interest:** 1% monthly interest on Penalty 2 (see box on reverse side); Penalty 2 Interest rate x Line G.
- I. State Mandated Disability Access Fee:** This is a State Mandated Fee (SB 748). For information regarding this fee and other state mandated information for those operating businesses in California, please visit: <https://berkeleyca.gov/sites/default/files/documents/state-business-notice.pdf>.
- J. Total Amount Due:** Add lines E through I. This is the total amount due; make checks payable to the City of Berkeley and mail to Finance Department, Revenue Collection, 1947 Center Street, 1st Floor, Berkeley, CA 94704.

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. Businesses must renew their license before March 1 to avoid assessment of penalties and interest. For forms, please visit: berkeleyca.gov/doing-business/operating-berkeley/business-licenses/business-license-renewals-changes-and-closures