



Finance Department  
 Revenue Collection  
 1947 Center Street, 1<sup>st</sup> 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](http://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): Penalty rate, if applicable \$ \_\_\_\_\_
- E. Subtotal: (Add lines C and D) \$ \_\_\_\_\_
- F. Interest 1: Interest rate, if applicable: \_\_\_\_\_ \$ \_\_\_\_\_
- G. Penalty 2 (40% of C): Penalty rate, if applicable \$ \_\_\_\_\_
- H. Interest 2: Interest rate, if applicable: \_\_\_\_\_ \$ \_\_\_\_\_
- I. State Mandated Disability Access Fee: \$ \_\_\_\_\_
- J. Total Amount Due: (Add lines E through I) \$ \_\_\_\_\_

<b>License Tax:</b>	
Rental Properties	\$77.00
Non-Profits	\$26.00
All Other Businesses	\$51.00
<b>Penalty 1:</b> applies if license is paid 30 days after business start date	<b>Penalty 2:</b> applies if license is paid 60 days after start date
<b>Interest 1:</b> add 1% per month from 30 days after business start date	<b>Interest 2:</b> 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.

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/](http://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](http://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, 3<sup>rd</sup> 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-notices.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, 1<sup>st</sup> 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](http://berkeleyca.gov/doing-business/operating-berkeley/business-licenses/business-license-renewals-changes-and-closures)