

ONLINE BUSINESS LICENSE PORTAL USER GUIDE

City of Berkeley
Finance Department
Revenue Collections
1947 Center Street, 1st Floor
Berkeley, CA 94704

www.berkeleyca.gov/BusinessLicense

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I. SIGN IN TO THE PORTAL

1. Go to <https://aca-prod.accela.com/BERKELEY>, enter your credentials, and click **SIGN IN**.

CITY OF BERKELEY

Register for an Account Login

Home Building Permits Housing Zoning Fire Permits Business Licenses Public Works

Advanced Search ▾

Welcome
The City of Berkeley is pleased to offer electronic submittal requests for permit applications, business license applications, online payments and inspection scheduling 24 hours a day, 7 days a week.

Building Permits

- Apply for a Permit
- Schedule an Inspection
- Schedule a Permitting Service Center Appointment

Public Works

- Apply for a Permit
- Schedule an Inspection

Business Licensing

- Apply for a License
- Renew your License
- Link an Existing License to Your Account
- Learn about Applying for a License

Short Term Rentals

- Apply for a Zoning Certificate
- Learn about Short Term Rentals

Sign In

USER NAME:*

PASSWORD:*

[Forgot Password?](#)

SIGN IN

Remember me on this device

Not Registered?
[CREATE AN ACCOUNT](#)

2. Once successful login, click the **Home** tab to get to the main menu of the portal.

CITY OF BERKELEY

Logged in as: Finance Systems Collections (0) Account Management Logout

Home Building Permits Housing Zoning Fire Permits Business Licenses Public Works

Dashboard My Records My Account Advanced Search ▾

Hello, Finance Systems

My Collection (0) [View Collections](#)

You do not have any collections right now.

Work in progress [View All Records](#)

Record Name	Record ID	Module	Creation Date	Action
No records found				

3. On the home menu, you can apply for a license (rental of real property businesses that began in the current year only), renew your license, or link an existing license.

The screenshot shows the City of Berkeley online business license portal. At the top, there is a blue header with the text "CITY OF BERKELEY" and a logo on the left. To the right of the logo, it says "Logged in as: Finance Systems" followed by links for "Collections (0)", "Account Management", and "Logout". Below the header is a navigation bar with a "Home" button and links for "Building Permits", "Housing", "Zoning", "Fire Permits", "Business Licenses", and "Public Works". Underneath this is a secondary navigation bar with "Dashboard", "My Records", "My Account", and "Advanced Search" with a dropdown arrow. The main content area features a large heading "Welcome Finance Systems". Below this, there are four sections: "Building Permits" with links for "Apply for a Permit", "Schedule an Inspection", "Schedule a Permitting Service Center Appointment", and "View Inspections Scheduled for Today"; "Public Works" with links for "Apply for a Permit" and "Schedule an Inspection"; "Business Licensing" with links for "Apply for a License", "Renew your License", "Link an Existing License to Your Account", "User Guide", and "Learn about Applying for a License"; and "Short Term Rentals" with links for "Apply for a Zoning Certificate" and "Learn about Short Term Rentals".

II. APPLY FOR A LICENSE ONLINE

Beginning in December 2024, rental of real property businesses can apply for a license online. Due to system limitations, **only rental of real property businesses that started in the current calendar year are eligible to apply online.**

At this time, all other business types are ineligible and must submit an application by mail or in person. The process for submitting applications by mail or in person is the same for all business types, including rental of real property businesses that started in a previous calendar year.

Please review [GUIDE TO APPLYING FOR A BERKELEY BUSINESS LICENSE](#).

Then, fill out a [BUSINESS LICENSE APPLICATION FORM](#). For more information regarding new licenses, please visit the [NEW BUSINESS LICENSES](#) page.

We will reach out to you regarding further documentation which may be needed to make your license current.

To submit your application by mail, please print, sign, and return your renewal form, including a check made payable to City of Berkeley, and send to:

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

If you prefer to pay in person, you are welcome to visit the Customer Service enter located at 1947 Center Street, 1st Floor. The hours of operation are Monday through Thursday, 8:30 AM to 2:00 PM.

1. Sign in as described in the [SIGN IN TO THE PORTAL](#) section, click the **Home** tab.

The screenshot shows the City of Berkeley online business license portal dashboard. At the top, there is a blue header with the text "CITY OF BERKELEY" and a logo on the left. To the right of the logo, it says "Logged in as: Finance Systems" followed by links for "Collections (0)", "Account Management", and "Logout". Below the header is a navigation menu with tabs for "Home", "Building Permits", "Housing", "Zoning", "Fire Permits", "Business Licenses", and "Public Works". The "Home" tab is highlighted with a red box. Below the navigation menu is a secondary menu with "Dashboard", "My Records", "My Account", and "Advanced Search" with a dropdown arrow. The main content area starts with a greeting "Hello, Finance Systems". Below this is a section titled "My Collection (0)" with a "View Collections" button. The content of this section is "You do not have any collections right now." Below that is a section titled "Work in progress" with a help icon and a "View All Records" button. Underneath is a table with columns: "Record Name", "Record ID", "Module", "Creation Date", and "Action". The table contains one row with the text "No records found".

2. Click **Apply for a License**.

CITY OF BERKELEY

Logged in as: Finance Systems Collections (0) Account Management Logout

Home Building Permits Housing Zoning Fire Permits Business Licenses Public Works

Dashboard My Records My Account Advanced Search ▾

Welcome Finance Systems

Building Permits

- Apply for a Permit
- Schedule an Inspection
- Schedule a Permitting Service Center Appointment
- View Inspections Scheduled for Today

Public Works

- Apply for a Permit
- Schedule an Inspection

Business Licensing

- Apply for a License**
- Renew your License
- Link an Existing License to Your Account
- User Guide
- Learn about Applying for a License

Short Term Rentals

- Apply for a Zoning Certificate
- Learn about Short Term Rentals

3. Read the General Disclaimer, check the box to accept the terms, then click **Continue Application**.

CITY OF BERKELEY



Logged in as: Finance Systems Collections (0) Account Management Logout

Home Building Permits Housing Zoning Fire Permits **Business Licenses** Public Works

Create an Application

Online Business License Application and/or Renewal

Welcome to the City of Berkeley's Online Portal.

Using this system you can:

- Apply for a new license only if your business started in the current calendar year
- Track your application status
- Link your business license (e.g., Administrative Headquarters, Business Personal Repair, Cannabis, Entertainment, Grocer, Manufacturing, Non-Profit, Professional-Semi-professional, Rental of Real Property, Retail, and Wholesale)
- Renew and pay for your license renewal
- View receipt and copy of your license

Please "Allow Pop-ups from This Site" before proceeding. You must accept the General Disclaimer below before beginning your application.

General Disclaimer

While the City of Berkeley attempts to keep its Web information accurate and timely, the City of Berkeley neither warrants nor makes representations as to the functionality or condition of this Web site, its suitability for use, freedom from interruptions or from computer virus, or non-infringement of proprietary rights. Web materials have been compiled from a variety of sources and are subject to change without notice from the Agency as a result of updates and corrections.

I have read and accepted the above terms.

Continue Application »

4. Select the **Rental of Real Property** type and click **Continue**.

CITY OF BERKELEY



Logged in as: Finance Systems Collections (0) Account Management Logout

Home Building Permits Housing Zoning Fire Permits **Business Licenses** Public Works

Create an Application

Select a Record Type

At this time, the City of Berkeley only accepts applications for rental of real property businesses that have started in the current calendar year.

For all other business types, please download a copy of the application and mail it along with a check made payable to City of Berkeley to:

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

If you prefer to complete the form in person, you are welcome to visit the Customer Service Center at 1947 Center Street, 1st Floor. The hours of operation are Monday to Thursday, 8:30AM to 2:00PM.

If you already have a license, please select the "Link Existing License to my Account" option.

Link Existing License to my Account
 Rental of Real Property

Continue »

- 5. Provide a **Doing Business As (DBA)** name and **Detailed Description of Business Activity**. Note: Limit your description of primary work activities to 25 characters.

CITY OF BERKELEY



Logged in as: Finance Systems Collections (0) Account Management Logout

Home Building Permits Housing Zoning Fire Permits **Business Licenses** Public Works

Create an Application

Rental of Real Property

1 License Application	2 Owner and Location	3 Acknowledgement	4 Review	5 Record Issuance
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Step 1: License Application > Application Questions

For more information about Business Licensing, visit <https://berkeleyca.gov/doing-business/operating-berkeley/business-licenses>

The following are subject to public disclosure:

- Business Name
- Detailed Description of Business Activity
- Ownership Type
- Contractor's License #
- Contractor's License Expiration Date
- State Resale #

* indicates a required field.

Business Description

Enter the Doing Business As (DBA) name.

If the name differs from the owner's name, a Fictitious Business Name Statement (FBN) is required. To apply for an FBN, contact Alameda County at 510-272-6363, acgov.org/business/fictitious.htm, or visit 1106 Madison Street, Oakland, CA.

If an FBN is not provided, your business license will be established with the business owner's first and last name.

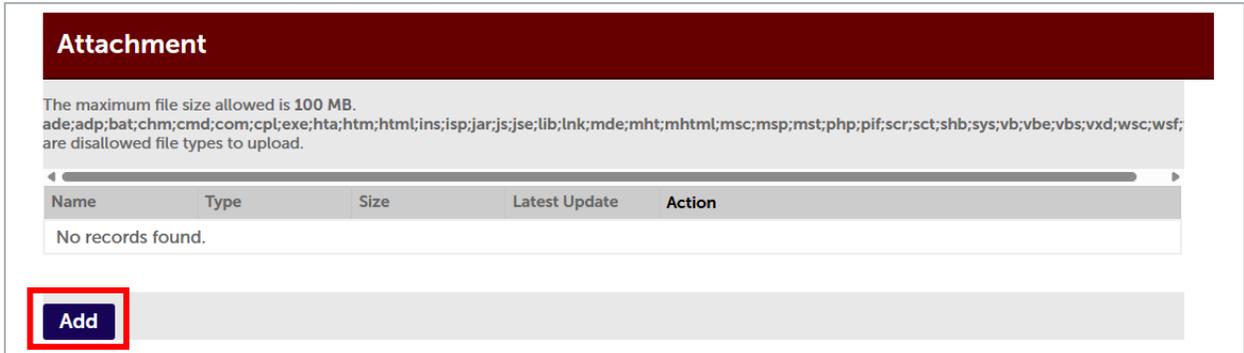
You will need to upload a copy of your FBN Statement below.

* Doing Business As (DBA):

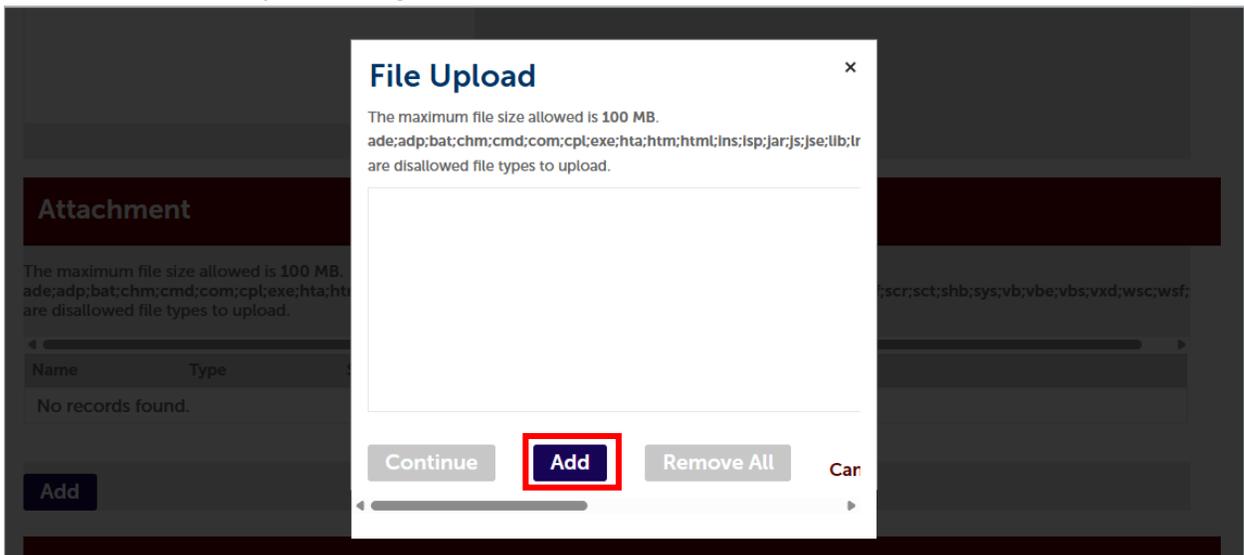
* Detailed Description of Business Activity:

- If the DBA name is different than your legal name or a registered LLC, a Fictitious Business Name (FBN) Statement is required; otherwise, the license will be established under your legal name. Click **Add** to attach the statement.

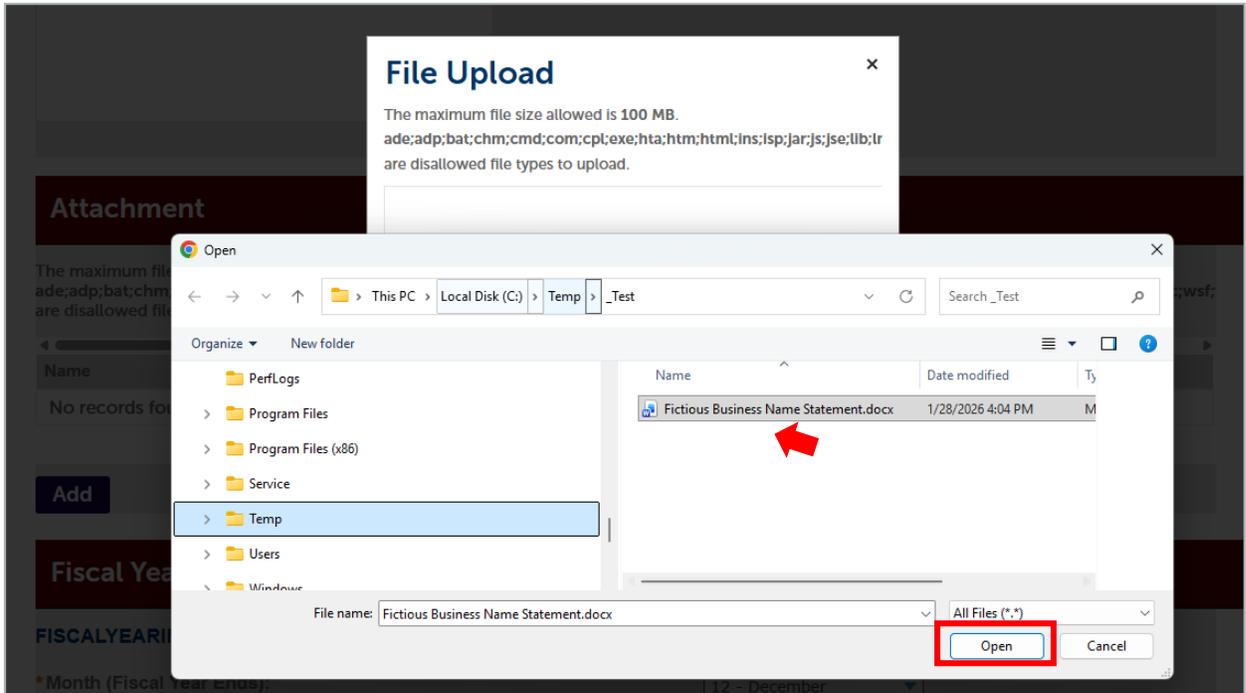
If an FBN is not needed, **jump to step 11**.



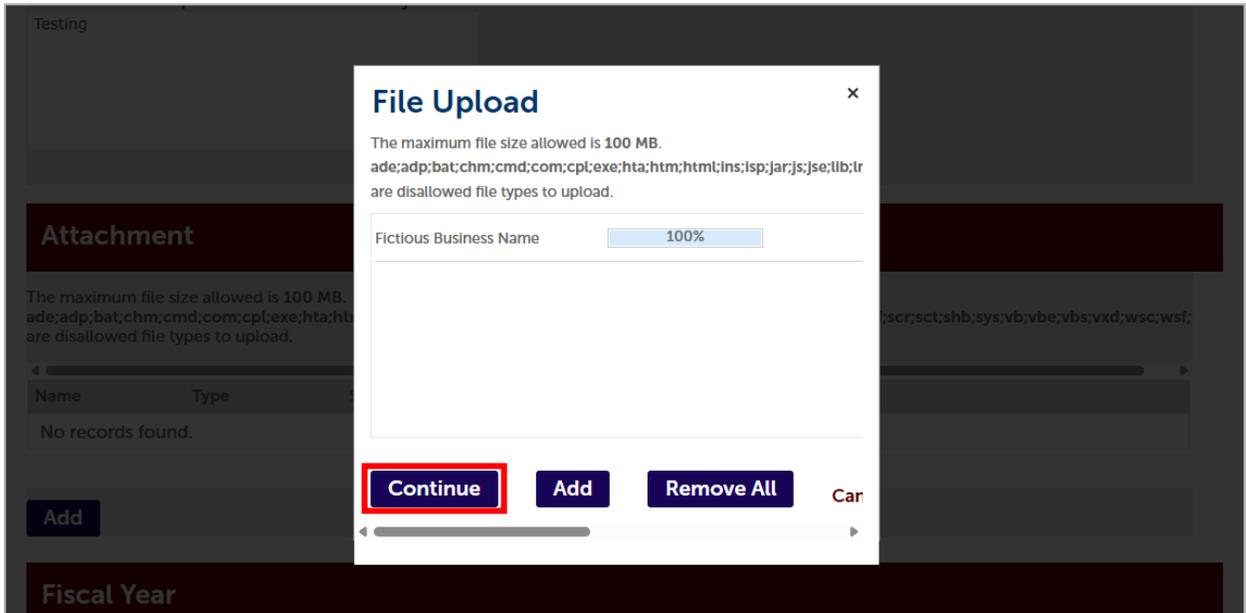
- Click **Add** in the File Upload dialog.



- Browse for the file and select it in the Open dialog, then click **Open**.



- Click **Continue** in File Upload dialog.



10. Select **Fictitious Business Name Statement** from the **Type** menu, enter a description of the attachment, and click **Save**.

Attachment

The maximum file size allowed is 100 MB.
ade;adp;bat;chm;cmd;com;cpl;exe;hta;htm;html;ins;isp;jar;js;jse;lib;lnk;mde;mht;mhtml;msc;msp;mst;php;pif;scr;sct;shb;sys;vb;vbe;vbs;vxd;wsc;wsf; are disallowed file types to upload.

Name	Type	Size	Latest Update	Action
No records found.				

***Type:**
Fictitious Business Name Statement ▼
Remove

File:
Fictitious Business Name Statement.docx
100%

***Description:**
 Fictitious Business Name Statement

Save

Add

Remove All

11. The following screen indicates that the attachment is successfully added to your application. To attach additional documents, click **Add**.

Attachment

The maximum file size allowed is 100 MB.
ade;adp;bat;chm;cmd;com;cpl;exe;hta;htm;html;ins;isp;jar;js;jse;lib;lnk;mde;mht;mhtml;msc;msp;mst;php;pif;scr;sct;shb;sys;vb;vbe;vbs;vxd;wsc;wsf; are disallowed file types to upload.

Name	Type	Size	Latest Update	Action
Fictitious Business Name Statement.docx	Fictitious Business Name Statement	13.05 KB	01/28/2026	Actions ▼

Add

12. Specify the **Month** and **Date** your fiscal year ends. Note, the system defaults to December 31.

Fiscal Year

FISCALYEARINFO

*Month (Fiscal Year Ends):

*Date (Fiscal Year Ends):

13. Answer all questions in the Business Information section, click **Continue**.

Business Information

APPLICATIONINFO

* Berkeley Business Start Date: ?

* Tax Code:

* Business Activity Code (NAICS): ?

* Business Ownership Type:

* How will you report your taxes (FEIN or SSN)?:

* Number of Employees: ?

* Do you need vehicle decals?: ? Yes No

* Will you be pulling a Building Permit?: Yes No

State Resale License Number:

* Do you sell tobacco or tobacco products to the public?: Yes No

* Do you sell or provide food 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

* Are you providing body art or body piercing services (tattooing, branding, permanent cosmetics)?: Yes No

* State NPDES Wastewater Permit Business?: Yes No

Save and resume later

Continue »

14. On the Owner and Location page, click **Select from Account** to enter the business owner’s contact information. If the business owner is different than the current user, click **Add New**.

CITY OF BERKELEY

Logged in as: Finance Systems Collections (0) Account Management Logout

Home Building Permits Housing Zoning Fire Permits **Business Licenses** Public Works

Create an Application

Rental of Real Property

1 License Application	2 Owner and Location	3 Acknowledgement	4 Review	5 Record Issuance
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Step 2: Owner and Location > Owner and Location * indicates a required field.

Business Owner

The address associated with the business owner will be used as the mailing address on the physical business license and will be used for all future correspondence.

Select from Account **Add New**

15. Review the business owner’s information.

Business Owner

The address associated with the business owner will be used as the mailing address on the physical business license and will be used for all future correspondence.

✔ **Contact added successfully.**

Finance Systems Test
 FinanceSystems@berkeleyca.gov
 Home phone: 5109817342
 Mobile Phone:
 Work Phone:
 Fax:
Edit Remove

16. Enter Street Number and Name, click **Search**.

Business Location

Enter your street number and street address then click "Search." If your business is located on a numbered street, please spell out the street number, i.e., 68th Street, Sixty-Eighth Street. If you cannot locate your address, email onlinebusinesslicense@berkeleyca.gov.

Note: All business locations within Berkeley must receive Zoning approval, through a Zoning Certificate for Business License (ZCBL) for the new address. Please email Planning staff at planning@berkeleyca.gov and they will provide application instructions. You can also apply online directly at <https://aca.berkeleyca.gov/Community/>.

*Street No.:

Direction:

*Street Name:

Street Type:

--Select--

--Select--

Unit No.:

Unit Type:

--Select--

City:

State:

*Zip:

--Select--

Search

Clear

17. Select the appropriate address from the displayed list.

Address Search Result List

×

Addresses

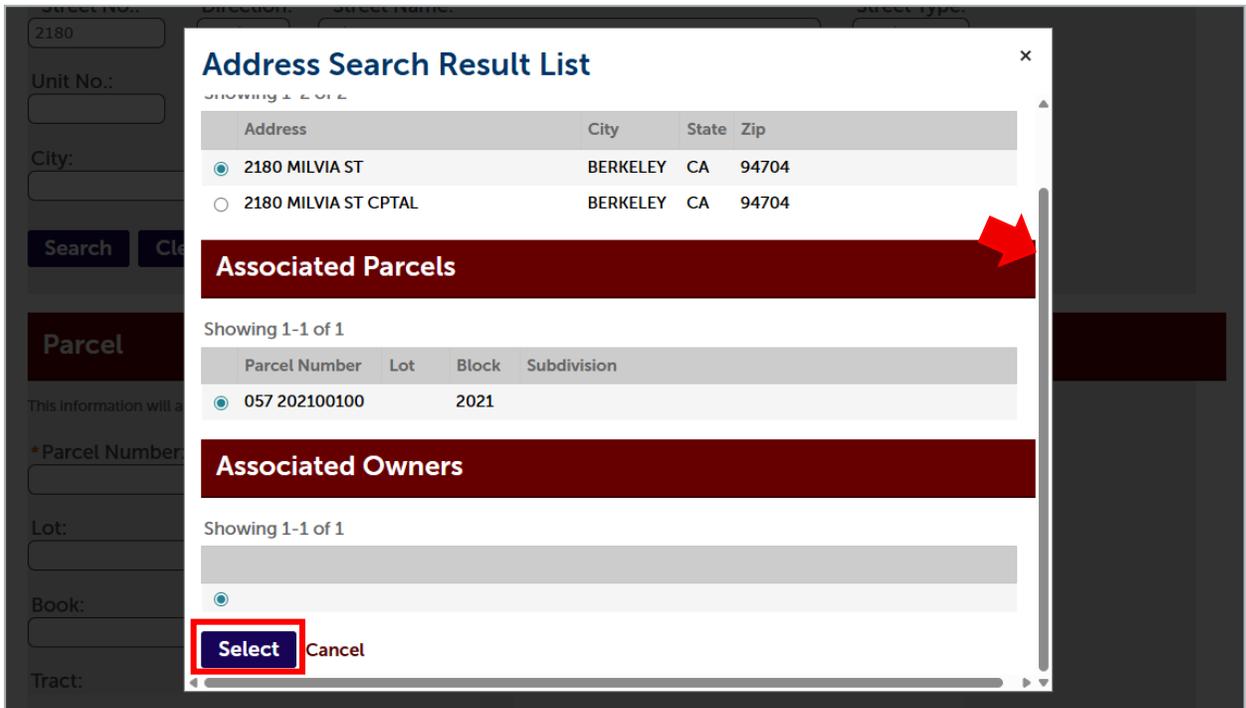
Showing 1-2 of 2

Address	City	State	Zip
<input type="radio"/> 2180 MILVIA ST	BERKELEY	CA	94704
<input type="radio"/> 2180 MILVIA ST CPTAL	BERKELEY	CA	94704

Select

Cancel

18. Choose the correct address, **scroll down**, and click **Select**.



19. Click **Continue**.

Business Location

Enter your street number and street address then click "Search." If your business is located on a numbered street, please spell out the street number, i.e., 68th Street, Sixty-Eighth Street. If you cannot locate your address, email onlinebusinesslicense@berkeleyca.gov.

Note: All business locations within Berkeley must receive Zoning approval, through a Zoning Certificate for Business License (ZCBL) for the new address. Please email Planning staff at planning@berkeleyca.gov and they will provide application instructions. You can also apply online directly at <https://aca.berkeleyca.gov/Community/>.

*Street No.: Direction: *Street Name: Street Type:

Unit No.: Unit Type:

City: State: *Zip:

 A notice was added to this work location on 12/13/2015.
 Condition: NPDES: 1 acre Severity: Notice
 Total Conditions: 1 (Notice: 1)
[View additional details](#)

Parcel

This information will automatically populate when a valid address is found above.

*Parcel Number:

Lot: Block: Subdivision:

Book: Page:

Tract: Legal Description:

Parcel Area:

Land Value: Improved Value: Exemption Value:

Save and resume later

Continue »

20. Read the Attestation and click the **checkbox**.

CITY OF BERKELEY

Logged in as: Finance Systems Collections (0) Account Management Logout

Home Building Permits Housing Zoning Fire Permits **Business Licenses** Public Works

Create an Application

Rental of Real Property

1 License Application	2 Owner and Location	3 Acknowledgement	4 Review	5 Record Issuance
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Step 3: Acknowledgement > Declaration * indicates a required field.

Acknowledgement

ATTESTATION

*Warning: 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 BMC 9.04.110, 9.04.115, and 9.04.120 :

21. Click the check box next to the declaration, **type in your full name** to electronically sign your application and click **Continue**.

Declaration

ESIGN

I declare under penalty of perjury under the laws of the State of California that the foregoing is true and correct:

Full Name:

*Signature:

Date:

Save and resume later **Continue »**

22. Review your entire application, edit as needed, and click **Continue** to submit your application.

CITY OF BERKELEY


Logged in as: Finance Systems Collections (0) Account Management Logout

Home
Building Permits
Housing
Zoning
Fire Permits
Business Licenses
Public Works

Create an Application

Rental of Real Property

1 License Application
2 Owner and Location
3 Acknowledgem...
4 Review
5 Record Issuance

Step 4: Review

Save and resume later

Continue »

Please thoroughly review all information listed below. To make edits, click on the appropriate linked tab above. Once you click "Continue," no further changes can be made in the portal. If changes are needed after you click "Continue," please contact buslic@cityofberkeley.info.

Record Type

Rental of Real Property

Business Description
Edit

Doing Business As (DBA): Finance Systems Test
Detailed Description of Business Activity: Testing

Attachment
Edit

The maximum file size allowed is 100 MB.
ade;adp;bat;chm;cmd;com;cpl;exe;hta;htm;html;ins;isp;jar;js;jse;lib;lnk;mde;mht;mhtml;msc;mst;php;pif;scr;sct;shb;sys;vb;vbe;vbs;vxd;wsc;wsf;
are disallowed file types to upload.

Name	Type	Size	Latest Update	Action
Fictitious Business Name Statement.docx	Fictitious Business Name Statement	13.05 KB	01/28/2026	Actions ▾

Fiscal Year

23. Your application has been successfully submitted and will be reviewed. If any issue, business will be contacted for further action.

CITY OF BERKELEY


Logged in as: Finance Systems Collections (0) Account Management Logout

Home Building Permits Housing Zoning Fire Permits **Business Licenses** Public Works

Create an Application

Rental of Real Property

1 License Application	2 Owner and Location	3 Acknowledgement	4 Review	5 Record Issuance
-----------------------	----------------------	-------------------	----------	-------------------

Step 5: Record Issuance

Your application has been successfully submitted. Please print your record and retain a copy for your records.

Thank you for using our online services.
Your Record Number is BLA-2026-000001.

A notice was added to this record on 12/13/2015.
Condition: NPDES: 1 acre Severity: Notice
Total Conditions: 1 (Notice: 1)

[View additional details](#)

Please print and retain a copy of this page for your records.

View Record Details »

24. Upon successful submission, you will receive an email with a link to check on the status of your application.

Subject: Your application BLA-2024-000511 has been received

Thank you for submitting a Berkeley business license application. Finance staff will review your application and email you with next steps. To check the status of your application online, click here.

If you have questions, please contact (510) 987-CITY or email onlinebusinesslicense@berkeleyca.gov.

III. APPLICATION STATUS

Depending on the nature of your business and location, your application may take one or many steps.

Your application will be automatically routed to pertinent City departments to ensure that all City requirements are met to operate legally and safely (i.e., Zoning, Toxics, Fire, Building, Environmental Health, etc.).

1. Sign in as describe in the [SIGN IN TO THE PORTAL](#) section.
2. Click the **Business Licenses** tab.

The screenshot shows the City of Berkeley online portal. At the top, there is a blue header with the text "CITY OF BERKELEY" and a logo. Below the header, the user is logged in as "Finance Systems" with options for "Collections (0)", "Account Management", and "Logout". A navigation menu includes "Home", "Building Permits", "Housing", "Zoning", "Fire Permits", "Business Licenses" (highlighted with a red box), and "Public Works". Below this is a secondary menu with "Dashboard", "My Records", "My Account", and "Advanced Search". The main content area greets the user as "Hello, Finance Systems" and features a "My Collection (0)" section with a "View Collections" button. A message states "You do not have any collections right now." Below this is a "Work in progress" section with a "View All Records" button. At the bottom, there is a table with columns for "Record Name", "Record ID", "Module", "Creation Date", and "Action", which currently displays "No records found".

- The **Status** of each Business License Application (**BLA**) or Business License (**BL**) is shown in the list. Click the entry in the list view the details.

CITY OF BERKELEY


Logged in as: Finance Systems Collections (0) Account Management Logout

Home
Building Permits
Housing
Zoning
Fire Permits
Business Licenses
Public Works

[Create an Application](#)

Not seeing your license? [Click Here to Link a License Now.](#)

License History

Showing 1-2 of 2 |

<input type="checkbox"/>	Business License Number	Business Name	Record Type	Expiration Date	Status	Action
<input type="checkbox"/>	BL-022726	Finance Systems Test	Rental of Real Property Business License	12/31/2026	Active	
<input type="checkbox"/>	BLA-2026-000001	Finance Systems Test	Rental of Real Property		Approved	

Search for Records

To search for businesses, visit the City of Berkeley's Open Data Portal where you can download or view a list of all businesses with an active City business license.

[Berkeley Open Data Portal](#)

The database is updated daily and provides non-confidential, public data.

4. Click the **Record Info** combo box and select **Processing Status** from the drop-down menu.

The screenshot displays the City of Berkeley Business Licenses portal. At the top, the header reads "CITY OF BERKELEY" with a logo on the left and user information "Logged in as: Finance Systems Collections (0) Account Management Logout" on the right. A navigation bar includes links for Home, Building Permits, Housing, Zoning, Fire Permits, **Business Licenses** (highlighted), and Public Works. Below the navigation is a "Create an Application" button. The main content area shows record details for "Record BLA-2026-000001: Rental of Real Property" with a status of "Approved" and an "Add to collection" link. A tabbed interface includes "Record Info" (highlighted with a red box), "Payments", and "Conditions 1". Under "Record Info", a sub-menu is open with "Processing Status" (highlighted with a red box) selected. The record details show it was added on 12/13/2015, with a description: "NPDES: 1 acre Severity: Notice Conditions: 1 (Notice: 1)". A "View Condition" button is visible. Below this are sections for "Physical Location" (2180 MILVIA St, BERKELEY CA 94704) and "Record Details" (Project Description: Finance Systems Test, Testing) with a "More Details" link.

5. The Processing Status page will display all information about your application.

CITY OF BERKELEY

Logged in as: Finance Systems Collections (0) Account Management Logout

Home
Building Permits
Housing
Zoning
Fire Permits
Business Licenses
Public Works

[Create an Application](#)

Record BLA-2026-000001:
Rental of Real Property
Record Status: Approved

[Add to collection](#)

Record Info ▾
Payments ▾
Conditions 1

A notice was added to this record on 12/13/2015.
 Condition: NPDES: 1 acre Severity: Notice
 Total Conditions: 1 (Notice: 1)

[View Condition](#)

Processing Status

If a business is operating within Berkeley's limits, various city departments' requirements and regulations apply. Your application will be automatically routed to various City departments for Review. Depending on the business type, the approval process may take a few days to several weeks to complete. No action is needed on your part. Once full payment and all necessary departments have approved, the Finance Department will mail your license.

For an update on a departmental Review, please use the list below:

Application Acceptance: Finance Department | onlinebusinesslicense@berkeleyca.gov | (510) 981-7200

Zoning Review: Planning Department | planning@berkeleyca.gov | (510) 981-7410

Toxics Review: Planning Department | toxics@berkeleyca.gov | (510) 981-7460

Fire Review: Fire Department | BFDfireprevention@berkeleyca.gov | (510) 981-5585

Building Review: Planning Department | planning@berkeleyca.gov | (510) 981-7410

Health Review: Environmental Health Department | envhealth@berkeleyca.gov | (510) 981-5310

License Issuance: Finance Department | onlinebusinesslicense@berkeleyca.gov | (510) 981-7200

- ✔
▶
Application Acceptance
- Zoning Review
- Toxics Review
- Fire Review
- Building Review
- Health Review
- ✔
▶
License Issuance

A. APPLICATION FEES AND PAYMENT

When the application has been reviewed, you will receive an email notification stating that you may make the payment on your application.

1. Sign in as described in the [SIGN IN TO THE PORTAL](#) section.
2. Click the **Business Licenses** tab.

The screenshot shows the City of Berkeley online business license portal. At the top, the header reads "CITY OF BERKELEY" with a logo on the left. The user is logged in as "Finance Systems" with options for "Collections (0)", "Account Management", and "Logout". A navigation menu includes "Home", "Building Permits", "Housing", "Zoning", "Fire Permits", "Business Licenses" (highlighted with a red box), and "Public Works". Below this is a secondary menu with "Dashboard", "My Records", "My Account", and "Advanced Search". The main content area greets the user as "Hello, Finance Systems" and features a "My Collection (0)" section with a "View Collections" button. A message states "You do not have any collections right now." Below that is a "Work in progress" section with a "View All Records" button and a table with columns for Record Name, Record ID, Module, Creation Date, and Action. The table currently shows "No records found".

3. Click the **Pay Fees Due** action for an application or license listed.

CITY OF BERKELEY


Logged in as: Finance Systems Collections (0) Account Management Logout

Home Building Permits Housing Zoning Fire Permits **Business Licenses** Public Works

Create an Application

[Not seeing your license? Click Here to Link a License Now.](#)

License History

Showing 1-2 of 2 |

<input type="checkbox"/>	Business License Number	Business Name	Record Type	Expiration Date	Status	Action
<input type="checkbox"/>	BL-022726	Finance Systems Test	Rental of Real Property Business License	12/31/2026	Active	Pay Fees Due
<input type="checkbox"/>	BLA-2026-000001	Finance Systems Test	Rental of Real Property		Approved	

Search for Records

To search for businesses, visit the City of Berkeley's Open Data Portal where you can download or view a list of all businesses with an active City business license.

Berkeley Open Data Portal

The database is updated daily and provides non-confidential, public data.

4. Click **Continue Application**.

CITY OF BERKELEY



Logged in as: Finance Systems Collections (0) Account Management Logout

Home Building Permits Housing Zoning Fire Permits **Business Licenses** Public Works

Create an Application

State Mandated Disability Access 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. For more information, please visit:

Division of the State Architect: dgs.ca.gov/DSA
Department of Rehabilitation: rehab.cahwnet.gov ccda.ca.gov
CA Commission on Disability Access: ccda.ca.gov

Fees	Qty.	Amount
New Business License Registration Fee	1	\$25.00

TOTAL FEES: \$25.00
Note: This does not include additional inspection fees which may be assessed later.

Continue Application »

5. Fill in all required information in the form, click **Continue**.



City of Berkeley, CA
Business License Renewal DEVELOPMENT

[PAYMENT INFORMATION](#) > [PAYER INFORMATION](#) > [REVIEW & SUBMIT](#) > [COMPLETE](#)

Payment Amount

\$.

Payment Method

Card Number **Expiration Date** **Security Code** [What is this?](#)

I'm not a robot 
reCAPTCHA
[Privacy](#) - [Terms](#)

[Cancel](#) Please note you will not be charged until you Submit at end. **Continue**

6. Read the **Terms and Conditions**, click **Accept Terms**.



City of Berkeley, CA
Business License Renewal DEVELOPMENT

[PAYMENT INFORMATION](#) > [PAYER INFORMATION](#) > [REVIEW & SUBMIT](#) > [COMPLETE](#)

Review & Accept Terms

Payment Method	Amount	Service Fee	Total
VISA Ending in 1111	\$80.00	\$2.31	\$82.31

ACI Payments, Inc. Terms and Conditions:

THIS PAYMENT SERVICE IS SUBJECT TO THE FOLLOWING TERMS AND CONDITIONS

Do not use or access this Website or Service if You do not agree to be bound by these Terms and Conditions

These Terms and Conditions ("Terms and Conditions") are in effect for all transactions processed through this payments website ("Website") on or after May 9, 2019, and apply to and govern Your access to and use of this Website, the Service and all Alternative Channels. This payment processing service is offered to You on behalf of your Biller ("Service").

It is important to carefully review all Terms and Conditions below, including the provision concerning REFUNDS. These Terms and Conditions may be amended at any time. All amended terms shall be effective immediately after they are posted to the Website. By using this Website after such modifications are posted, You are agreeing to accept and comply with the Terms and Conditions as modified. These Terms and Conditions also apply to Service transactions, or Payments, made by or through any "Alternative Payment Channels" including those Payments initiated, or completed through, Integrated Voice Response (IVR) systems, customer service representatives, telephone, internet, or any other means or mechanisms of Payment acceptance. These Terms and

 Printer Friendly

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Accept Terms 

7. Enter your account information. Click **Continue**.

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City of Berkeley, CA
Business License Renewal DEVELOPMENT

[PAYMENT INFORMATION](#) > [PAYER INFORMATION](#) > [REVIEW & SUBMIT](#) > [COMPLETE](#)

Please enter your account information
(Please enter the card or bank account holder information.)

Name
First Name MI Last
 Suffix

Country

Address
Street Address

Street Address 2

Apartment or Suite Number

City Zip code

Daytime phone
 US/Canada International
() -

Note: Please provide area code and extension in case we need to contact you regarding your payment.

Enter your email
Email Confirm email

Unique ID: 75718
Noti Number: BLA-2024-000511

[Back](#) | [Cancel](#)

Please note you will not be charged until you Submit at end.

Continue

- 8. Check the information in the confirmation page. Click **Submit**.



City of Berkeley, CA
Business License Renewal DEVELOPMENT

[PAYMENT INFORMATION](#) > [PAYER INFORMATION](#) > [REVIEW & SUBMIT](#) > [COMPLETE](#)

REVIEW & SUBMIT

Payment Method	Amount	Service Fee	Total
 Ending in 1111	\$80.00	\$2.31	\$82.31

Account Information	Name	Buzz Lightyear
	Street Address	2180 Milvia Street
	City	Berkeley
	State	CA
	Zip code	94704
	Country	United States
	Daytime phone	(510) 981-6525
	Email	blightyear@m.com
	Unique ID	75718
	Noti Number	BLA-2024-000511

[Back](#) | [Cancel](#)

It is only necessary to click the "Submit" button once. Clicking the "Submit" button multiple times may result in the processing of multiple payments.

[Submit](#)

This page supports 128-bit SSL encryption as verified by DigiCert.

- 9. Click **Continue** to view the payment confirmation page.



City of Berkeley, CA
Business License Renewal DEVELOPMENT

PAYMENT INFORMATION > PAYER INFORMATION > REVIEW & SUBMIT > COMPLETE

Your payment has been completed successfully. Thank you.

Please click continue.




Confirmation Number	Date & Time
240372037	Friday, August 2, 2024 02:18PM PT

Payment Method	Amount	Service Fee	Total
VISA Ending in 1111	\$80.00	\$2.31	\$82.31

Account Information	Name	Buzz Lightyear
	Street Address	2180 Milvia Street
	City	Berkeley
	State	CA
	Zip code	94704
	Country	United States
	Daytime phone	(123)456-7890
	Email	blightyear@m.com
	Unique ID	75718
	Noti Number	BLA-2024-000511

- 10. If needed, use your browser’s print feature to print the payment confirmation page, click **Back** to go to the license history.

This is a "printer friendly" page. Please use the "print" option in your browser to print this screen.



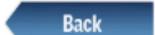
City of Berkeley, CA
Business License Renewal DEVELOPMENT

Confirmation Number	Date & Time
240372037	Friday, August 2, 2024 02:18PM PT

Payment Method	Amount	Service Fee	Total
VISA Ending in 1111	\$80.00	\$2.31	\$82.31

Account Information	Name	Buzz Lightyear
	Street Address	2180 Milvia Street
	City	Berkeley
	State	CA
	Zip code	94704
	Country	United States
	Daytime phone	(123)456-7890
	Email	blightyear@m.com
	Unique ID	75718
	Noti Number	BLA-2024-000511

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11. Your application will continue through the City’s review process. You will receive the e-mail confirmation of the payment with receipt.

Subject	FW: BLA-2024-000511 receipt
Attached	 Receipt_Custom_2017_20240802_141819.pdf 103 KB

Thank you for paying your business license application. A copy of your receipt is attached. You can check the status of your application by [clicking here](#).

Thank you,
Finance Department
City of Berkeley

Please do not reply to this email; this email mailbox does not accept responses

After the fees are paid, please allow up to 30 days for your application to be processed and approved. Once approved, a copy of your business license will be emailed to you.

Subject	Your City of Berkeley Business License Has Been Approved
---------	--

Your application BLA-2024-000511 has been approved. Your license number is BL-020288.

Thank you,
Finance Department
City of Berkeley

IV. RENEW LICENSE ONLINE

Generally, all licenses are effective January 1 to December 31 for the same year and must be renewed before March 1 of the following year to avoid penalties and/or interest.

Each December, the Finance Department sends a courtesy business license renewal form to all active business license holders in the City's database. However, if you do not receive this annual reminder, you are still responsible for the timely filing of your business license renewal, which is due to the Finance Department by January 1, with a grace period before March 1.

Most businesses can renew online (exceptions: Auto Vehicle for Hire, Massage, and Solicitors).

If your business has an existing license but has never used the portal, please follow the instructions in the [LINK A LICENSE](#) section.

A. ONLINE RENEWAL REQUIREMENTS

To renew your business license online, you must meet the following requirements:

- The business license was paid in full during the previous year, has no delinquent or gat years in the last four years, and did not close in the previous year.
- A Social Security Number (SSN) or Federal Employer Identification Number (FEIN) was provided on the business application.
- License type cannot be Autos for Hire, Massage, or Solicitor.

B. BEFORE YOU GET STARTED

To ensure a smooth renewal, have these ready:

- **Business license information**
You will need your business license number (i.e., BL-XXXXXX) and the last four (4) digits of the Social Security Number (SSN) or Federal Employer Identification Number (FEIN) associated with the business.
- **Annual Gross Receipts or Payroll** (for Administrative Headquarters)
Total gross receipts or payroll for the calendar year.
- **Allowable Deductions or Exemptions** (if applicable – for Rental of Real Property, Professional-Semi-professional, and Manufacturing only)
 - Rental of Real Property: You will need to have digital copies of your exemption documentation to upload into the system.
 - Professional-Semi-Professional, Contractors: You will need to provide the amounts paid to each subcontractor, the subcontractors' business name, address, contact number (if applicable), and Berkeley business license number (if available).

- Manufacturing: You will need to provide the value of raw materials (including energy costs) or the value of the partially completed product at the time it enters the manufacturing process within Berkeley.

- **Payment Information**

We accept Visa, MasterCard, and e-check (bank account). All debit and credit card transactions will be assessed a service fee. E-check payments will be assessed a convenience fee of \$2.25 per transaction.

- **Valid E-mail Address**

Important Information: Please complete your renewal record by 11:59PM PST on the day you start the renewal process, otherwise, it will be removed from the system, and you will need to restart the process.

C. LINK A LICENSE

If you have your license, but never applied or renewed using the Online Business License Application Portal, you need to link your existing license in order to renew it online.

Skip this section, if you applied for your business license online or if you previously renewed your business license online, as your existing license(s) created or renewed online are already linked and are available for viewing and/or renewing. Go to the [RENEW LICENSE](#) section.

1. Sign in as described in [SIGN IN TO THE PORTAL](#) section.

- 2. Click the **Home** tab.

CITY OF BERKELEY

Logged in as: Finance Systems Collections (0) Account Management Logout

Home Building Permits Housing Zoning Fire Permits Business Licenses Public Works

Dashboard My Records My Account Advanced Search ▾

Hello, Finance Systems

My Collection (0) [View Collections](#)

You do not have any collections right now.

Work in progress [View All Records](#)

Record Name	Record ID	Module	Creation Date	Action
No records found				

3. Click **Link an Existing License to Your Account**.

CITY OF BERKELEY

Logged in as: Finance Systems Collections (0) Account Management Logout

Home Building Permits Housing Zoning Fire Permits Business Licenses Public Works

Dashboard My Records My Account Advanced Search ▾

Welcome Finance Systems

Building Permits

- Apply for a Permit
- Schedule an Inspection
- Schedule a Permitting Service Center Appointment
- View Inspections Scheduled for Today

Public Works

- Apply for a Permit
- Schedule an Inspection

Business Licensing

- Apply for a License
- Renew your License
- Link an Existing License to Your Account**
- User Guide
- Learn about Applying for a License

Short Term Rentals

- Apply for a Zoning Certificate
- Learn about Short Term Rentals

4. Check **I have read and accepted the above terms** and click **Continue Application**.

The screenshot shows the City of Berkeley online portal for Business Licenses. At the top, there is a blue header with the city name and logo. Below the header, a navigation menu includes links for Home, Building Permits, Housing, Zoning, Fire Permits, Business Licenses (which is highlighted with a dark red background), and Public Works. A secondary navigation bar contains a button labeled 'Create an Application'. The main content area is titled 'Online Business License Application and/or Renewal' and includes a welcome message and a list of system capabilities. A 'General Disclaimer' is presented in a scrollable box. At the bottom of the page, there is a checkbox labeled 'I have read and accepted the above terms.' and a button labeled 'Continue Application »'. A red rectangular box highlights both the checkbox and the 'Continue Application' button.

CITY OF BERKELEY

Logged in as: Finance Systems Collections (0) Account Management Logout

Home Building Permits Housing Zoning Fire Permits **Business Licenses** Public Works

Create an Application

Online Business License Application and/or Renewal

Welcome to the City of Berkeley's Online Portal.

Using this system you can:

- Apply for a new license only if your business started in the current calendar year
- Track your application status
- Link your business license (e.g., Administrative Headquarters, Business Personal Repair, Cannabis, Entertainment, Grocer, Manufacturing, Non-Profit, Professional-Semi-professional, Rental of Real Property, Retail, and Wholesale)
- Renew and pay for your license renewal
- View receipt and copy of your license

Please "Allow Pop-ups from This Site" before proceeding. You must accept the General Disclaimer below before beginning your application.

General Disclaimer
While the City of Berkeley attempts to keep its Web information accurate and timely, the City of Berkeley neither warrants nor makes representations as to the functionality or condition of this Web site, its suitability for use, freedom from interruptions or from computer virus, or non-infringement of proprietary rights. Web materials have been compiled from a variety of sources and are subject to change without notice from the Agency as a result of updates and corrections.

I have read and accepted the above terms.

Continue Application »

- 5. Fill in your business license information, click **Continue**.

CITY OF BERKELEY



Logged in as: Finance Systems Collections (0) Account Management Logout

Home Building Permits Housing Zoning Fire Permits **Business Licenses** Public Works

Create an Application

Link Existing License to my Account

1 Business License Lookup	2 Review	3 Record Issuance
---------------------------	----------	-------------------

Step 1: Business License Lookup > Page 1

Enter your business license number and the last four digits of your Social Security Number (SSN) or Federal Employer Identification Number (FEIN) associated with the business.

* indicates a required field.

Business License Information

BUSINESS LICENSE INFO

*Existing Business License Number (Ex. BL-XXXXXX):

*Last 4 of SSN or FEIN:

Save and resume later Continue »

6. Read the certification statement, check the box, and click **Continue**.

CITY OF BERKELEY



Logged in as: Finance Systems Collections (0) Account Management Logout

Home Building Permits Housing Zoning Fire Permits **Business Licenses** Public Works

Create an Application

Link Existing License to my Account

1 Business License Lookup	2 Review	3 Record Issuance
---------------------------	----------	-------------------

Step 2: Review

[Continue »](#)

Business License Information

BUSINESS LICENSE INFO [Edit](#)

Existing Business License Number (Ex. BL-XXXXXX):	BL-022726
Last 4 of SSN or FEIN:	4567

I certify that I have read and understand the instructions that accompany this application and that the statements made as part of this application are true, complete, and correct and that no material information has been omitted. By checking the box below, I understand and agree that I am electronically signing and filing this application.

By checking this box, I agree to the above certification.

Date: _____

[Continue »](#)

7. Your license is now linked to your account. You can renew it online as described in [RENEW BUSINESS LICENSE](#) section.

CITY OF BERKELEY



Logged in as: Finance Systems Collections (0) Account Management Logout

Home Building Permits Housing Zoning Fire Permits **Business Licenses** Public Works

Create an Application

Link Existing License to my Account

1 Business License Lookup	2 Review	3 Record Issuance
---------------------------	----------	-------------------

Step 3: Record Issuance

 Your license is now linked to your account.
Click here to View/Renew your License

Confirmation Number DUB26-00000-00015.

Please print and retain a copy of this page for your records.

[Use the link above to view or renew your license.](#)

[View Record Details »](#)

D. RENEW LICENSE

1. Sign in as described in the [SIGN IN TO THE PORTAL](#) section, click **Business Licenses**.

CITY OF BERKELEY

Logged in as: Finance Systems Collections (0) Account Management Logout

Home Building Permits Housing Zoning Fire Permits **Business Licenses** Public Works

Dashboard My Records My Account Advanced Search ▾

Hello, Finance Systems

My Collection (0) [View Collections](#)

You do not have any collections right now.

Work in progress [View All Records](#)

Record Name	Record ID	Module	Creation Date	Action
No records found				

- In the list of licenses, click **Renew License**.

CITY OF BERKELEY


Logged in as: Finance Systems Collections (0) Account Management Logout

Home
Building Permits
Housing
Zoning
Fire Permits
Business Licenses
Public Works

[Create an Application](#)

Not seeing your license? [Click Here to Link a License Now.](#)

License History

Showing 1-2 of 2 |

<input type="checkbox"/>	Business License Number	Business Name	Record Type	Expiration Date	Status	Action
<input type="checkbox"/>	BL-022726	Finance Systems Test	Rental of Real Property Business License	02/05/2026	Active	Renew License
<input type="checkbox"/>	BLA-2026-000001	Finance Systems Test	Rental of Real Property		Approved	

Search for Records

To search for businesses, visit the City of Berkeley’s Open Data Portal where you can download or view a list of all businesses with an active City business license.

Berkeley Open Data Portal

The database is updated daily and provides non-confidential, public data.

3. Review and update the information as needed, click **Continue**.

CITY OF BERKELEY

Logged in as: Finance Systems Collections (0) Account Management Logout

Home
Building Permits
Housing
Zoning
Fire Permits
Business Licenses
Public Works

Create an Application

Rental of Real Property License Renewal

1 Review Business Information

2 Renewal Questions

3 Acknowledgement

4 Review

5 Pay Fees

6

Step 1: Review Business Information > Business Information

Warning: If you do not complete your renewal record by 11:59PM PST on the day you started the renewal process, it will be removed from the system. You will need to restart the process.

Online renewals are limited to current-year renewals that have had no gaps renewal gaps in the past four (4) years. If you have had a gap in the last four (4) years, complete the "Statement of Cross Receipts" form and submit to busliccityofberkeley.info or City of Berkeley, Finance Department - Revenue Collection, 1947 Center Street, 1st Floor, Berkeley, CA 94704.

*indicates a required field.

Business Owner

Review the business information below. You may make changes to the business owner/principal's email, phone numbers, and mailing address.

All other changes cannot be made online at this time. This will not impact your ability to pay for or renew your license.

To make changes, complete and return the **Change Request Form** to businesslicense@cityofberkeley.info or City of Berkeley, Finance Department - Revenue Collection, 1947 Center Street, 1st Floor, Berkeley, CA 94704.

Finance Systems Test
 FinanceSystems@berkeleyca.gov
 Home phone: 510 981 7342
 Mobile Phone:
 Work Phone:
 Fax:
[Edit](#) [Remove](#)

Business Information

APPLICATION INFO

Business Ownership Type:

*How will you report your taxes (FEIN or SSN):

*Number of Employees:

State NPDES Water Permit Biz: Yes No

WDID:

Berkeley Business Location

This information cannot be changed without Zoning approval.

*Street No.: Direction: *Street Name: Street Type:

Unit No.: Unit Type:

City: State: *Zip:

Save and resume later

Continue »

- 4. Review **Fiscal Year Information** and update as needed. Provide all required field in the **Renewal Information** section. Click **Continue**.

CITY OF BERKELEY



Logged in as: Finance Systems Collections (0) Account Management Logout

Home Building Permits Housing Zoning Fire Permits **Business Licenses** Public Works

Create an Application

Rental of Real Property License Renewal

1 Review Business Information	2 Renewal Questions	3 Acknowledgement	4 Review	5 Pay Fees	6
-------------------------------	----------------------------	-------------------	----------	------------	---

Step 2: Renewal Questions > Renewal Information Section * indicates a required field.

Fiscal Year Information

FISCALYEARINFO

* Month (Fiscal Year Ends):

* Day (Fiscal Year Ends):

Renewal Information

RENEWALINFO

* Reporting Year:

* Did your business close?: Yes No

* Gross Receipts (from this parcel):

* What type of property do you own?:

Estimated Tax Due (amount does not include State Mandated Fee or any applicable penalties and interest):

Save and resume later **Continue »**

- 5. Specify if you need any vehicle decals and click **Continue**.

CITY OF BERKELEY

Logged in as: Finance Systems Collections (0) Account Management Logout

Home Building Permits Housing Zoning Fire Permits **Business Licenses** Public Works

Create an Application

Rental of Real Property License Renewal

1 Review Business Information	2 Renewal Questions	3 Acknowledgement	4 Review	5 Pay Fees	6
-------------------------------	---------------------	-------------------	----------	------------	---

Step 2: Renewal Questions > Page 3

Vehicle Tag: The vehicle tag allows you to use the yellow curb for up to 20 minutes to actively load/unload your vehicle

*indicates a required field.

Request for loading/unloading vehicle decals

VEHTAG

*Do you need vehicle decals?: Yes No

Save and resume later **Continue »**

- 6. Read the Acknowledgment section and **click the box**; read the Declaration section, click the box and type in your **Full Name**, and click **Continue**.

CITY OF BERKELEY



Logged in as: Finance Systems Collections (0) Account Management Logout

Home Building Permits Housing Zoning Fire Permits **Business Licenses** Public Works

Create an Application

Rental of Real Property License Renewal

1 Review Business Information	2 Renewal Questions	3 Acknowledgement	4 Review	5 Pay Fees	6
-------------------------------	---------------------	-------------------	----------	------------	---

Step 3: Acknowledgement > Declaration * indicates a required field.

Acknowledgement

ATTESTATION

Please check box to proceed.

*Warning: 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 BMC 9.04.110, 9.04.115, and 9.04.120 :

Declaration

ESIGN

*I declare under penalty of perjury under the laws of the State of California that the foregoing is true and correct:

*Full Name:

*Signature:

*Date: 

7. Review your renewal information and click **Continue**.

CITY OF BERKELEY


Logged in as: Finance Systems Collections (0) Account Management Logout

[Home](#) [Building Permits](#) [Housing](#) [Zoning](#) [Fire Permits](#) **[Business Licenses](#)** [Public Works](#)

Create an Application

Rental of Real Property License Renewal

1	2 Renewal Questions	3 Acknowledgem...	4 Review	5 Pay Fees	6 Record Issuance
---	----------------------------	-------------------	----------	------------	-------------------

Step 4: Review

Save and resume later

Continue »

Please thoroughly review all information listed below. To make edits, click on the appropriate linked tab above. Once you click "Continue," no further changes can be made in the portal. If changes are needed after you click "Continue," please contact bustlic@cityofberkeley.info.

Record Type

Rental of Real Property License Renewal

Business Owner
Edit

Finance Systems Finance Systems Test 12-1234567 2180 Milvia Street Berkeley, CA, 94704	Home Phone: 5109817342 E-mail: FinanceSystems@berkeleyca.gov
--	--

Business Information

APPLICATIONINFO Edit	
Business Ownership Type:	Partnership
How will you report your taxes (FEIN or SSN):	FEIN
Number of Employees:	5

8. Review your fees and click **Continue Application** to proceed with the payment.

CITY OF BERKELEY


Logged in as: Finance Systems Collections (0) Account Management Logout

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Fire Permits
Business Licenses
Public Works

[Create an Application](#)

Rental of Real Property License Renewal

1	2 Renewal Questions	3 Acknowledgem...	4 Review	5 Pay Fees	6 Record Issuance
---	---------------------	-------------------	----------	------------	-------------------

Step 5: Pay Fees

State Mandated Disability Access 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. For more information, please visit:

Division of the State Architect: dgs.ca.gov/DSA
 Department of Rehabilitation: rehab.cahwnet.gov ccda.ca.gov
 CA Commission on Disability Access: ccda.ca.gov

Fees	Qty.	Amount
Business License Tax (BLT)	77	\$77.00
State Mandated Fee (SB1186) \$4.00 as of 1/1/18	1	\$4.00

TOTAL FEES: \$81.00

Note: This does not include additional inspection fees which may be assessed later.

Continue Application »

9. Specify your payment method and related information. Click **Continue**.



City of Berkeley, CA
Business License Renewal DEVELOPMENT

[PAYMENT INFORMATION](#) > [PAYER INFORMATION](#) > [REVIEW & SUBMIT](#) > [COMPLETE](#)

Payment Amount

\$.

Payment Method

Card Number **Expiration Date** **Security Code** [What is this?](#)

 -- --

I'm not a robot 
reCAPTCHA
Privacy - Terms

[Cancel](#) Please note you will not be charged until you Submit at end. **Continue**

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10. Read ACI Payments, Inc. Terms and Conditions, then click **Accept Terms**.


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City of Berkeley, CA
Business License Renewal DEVELOPMENT

[PAYMENT INFORMATION](#) > [PAYER INFORMATION](#) > [REVIEW & SUBMIT](#) > [COMPLETE](#)

Review & Accept Terms

Payment Method	Amount	Service Fee	Total
VISA Ending in 1111	\$81.00	\$2.34	\$83.34

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Do not use or access this Website or Service if You do not agree to be bound by these Terms and Conditions

These Terms and Conditions ("Terms and Conditions") are in effect for all transactions processed through this payments website ("Website") on or after May 9, 2019, and apply to and govern Your access to and use of this Website, the Service and all Alternative Channels. This payment processing service is offered to You on behalf of your Biller ("Service").

It is important to carefully review all Terms and Conditions below, including the provision concerning REFUNDS. These Terms and Conditions may be amended at any time. All amended terms shall be effective immediately after they are posted to the Website. By using this Website after such modifications are posted, You are agreeing to accept and comply with the Terms and Conditions as modified. These Terms and Conditions also apply to Service transactions, or Payments, made by or through any "Alternative Payment Channels" including those Payments initiated, or completed through, Integrated Voice Response (IVR) systems, customer service representatives, telephone, internet, or any other means or mechanisms of Payment acceptance. These Terms and

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[Back](#) | [Cancel](#)

Please note **you will not be charged until you Submit at end.**

Accept Terms

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11. Add payer information, click **Continue**.

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City of Berkeley, CA
Business License Renewal DEVELOPMENT

[PAYMENT INFORMATION](#) > [PAYER INFORMATION](#) > [REVIEW & SUBMIT](#) > [COMPLETE](#)

Please enter your account information
(Please enter the card or bank account holder information.)

Name
First Name MI Last
 Suffix

Country
 ▼

Address
Street Address

Street Address 2

Apartment or Suite Number

City State ▼ Zip code

Daytime phone
 US/Canada International
() -

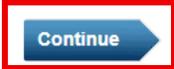
Note: Please provide area code and extension in case we need to contact you regarding your payment.

Enter your email
Email Confirm email

Unique ID: 115061
Noti Number: New

[Back](#) | [Cancel](#)

Please note you will not be charged until you Submit at end.

Continue 

12. Review the payment information and click **Submit**.


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City of Berkeley, CA
Business License Renewal DEVELOPMENT

[PAYMENT INFORMATION](#) > [PAYER INFORMATION](#) > [REVIEW & SUBMIT](#) > [COMPLETE](#)

REVIEW & SUBMIT

Payment Method	Amount	Service Fee	Total
 Ending in 1111	\$81.00	\$2.34	\$83.34

Account Information

Name	Finance Systems
Street Address	2180 Milvia Street
City	Berkeley
State	CA
Zip code	94704
Country	United States
Daytime phone	(510) 981 - 7342
Email	FinanceSystems@berkeleyca.gov
Unique ID	115061
Noti Number	New

Submit 

[Back](#) | [Cancel](#)
 It is only necessary to click the "Submit" button once. Clicking the "Submit" button multiple times may result in the processing of multiple payments.

13. In the payment confirmation page, click **Continue**.


Powered by  ACI PAYMENTS, INC.

City of Berkeley, CA
Business License Renewal DEVELOPMENT

[PAYMENT INFORMATION](#) > [PAYER INFORMATION](#) > [REVIEW & SUBMIT](#) > **COMPLETE**

Your payment has been completed successfully. Thank you.

PRINT

Continue

Please click continue.

Confirmation Number	Date & Time
240397672	Monday, February 2, 2026 05:12PM PT

Payment Method	Amount	Service Fee	Total
VISA Ending in 1111	\$81.00	\$2.34	\$83.34

Account Information

Name	Finance Systems
Street Address	2180 Milvia Street
City	Berkeley
State	CA
Zip code	94704
Country	United States
Daytime phone	510-981-7342
Email	FinanceSystems@berkeleyca.gov
Unique ID	115061
Noti Number	New

14. A digital copy of your license and receipt will be emailed to you. The Business Licenses list will show BLR- record created for the latest renewal of your license.

CITY OF BERKELEY


Logged in as: Finance Systems Collections (0) Account Management Logout

Home
Building Permits
Housing
Zoning
Fire Permits
Business Licenses
Public Works

[Create an Application](#)

Not seeing your license? [Click Here to Link a License Now.](#)

License History

Showing 1-3 of 3 |

<input type="checkbox"/>	Business License Number	Business Name	Record Type	Expiration Date	Status	Action
<input type="checkbox"/>	BLR-2026-022726	Finance Systems Test	Rental of Real Property License Renewal	12/31/2026	Approved	
<input type="checkbox"/>	BL-022726	Finance Systems Test	Rental of Real Property Business License	12/31/2026	Active	
<input type="checkbox"/>	BLA-2026-000001	Finance Systems Test	Rental of Real Property		Approved	

Search for Records

To search for businesses, visit the City of Berkeley's Open Data Portal where you can download or view a list of all businesses with an active City business license.

Berkeley Open Data Portal

The database is updated daily and provides non-confidential, public data.

V. VIEW/PRINT YOUR BUSINESS LICENSE

You can always view and print your business license using the online portal. If you have your business license but have never used the online portal, please link your license as described in [LINK A LICENSE](#) section.

1. Sign in as described in the [SIGN IN TO THE PORTAL](#) section, click **Business Licenses** tab.

The screenshot shows the City of Berkeley online portal. At the top, there is a blue header with the text "CITY OF BERKELEY" and a logo. Below the header, the user is logged in as "Finance Systems" with options for "Collections (0)", "Account Management", and "Logout". A navigation menu includes "Home", "Building Permits", "Housing", "Zoning", "Fire Permits", "Business Licenses" (highlighted with a red box), and "Public Works". Below this is a secondary menu with "Dashboard", "My Records", "My Account", and "Advanced Search". The main content area greets the user as "Hello, Finance Systems" and shows a "My Collection (0)" section with a "View Collections" button. A message states "You do not have any collections right now." Below this is a "Work in progress" section with a "View All Records" button. At the bottom, there is a table with columns for "Record Name", "Record ID", "Module", "Creation Date", and "Action", containing the text "No records found".

2. Click your **business license link** in the list to view details.

CITY OF BERKELEY


Logged in as: Finance Systems Collections (0) Account Management Logout

Home
Building Permits
Housing
Zoning
Fire Permits
Business Licenses
Public Works

[Create an Application](#)

Not seeing your license? [Click Here to Link a License Now.](#)

License History

Showing 1-3 of 3 |

<input type="checkbox"/>	Business License Number	Business Name	Record Type	Expiration Date	Status	Action
<input type="checkbox"/>	BLR-2026-022726	Finance Systems Test	Rental of Real Property License Renewal	12/31/2026	Approved	
<input type="checkbox"/>	BL-022726	Finance Systems Test	Rental of Real Property Business License	12/31/2026	Active	
<input type="checkbox"/>	BLA-2026-000001	Finance Systems Test	Rental of Real Property		Approved	

Search for Records

To search for businesses, visit the City of Berkeley’s Open Data Portal where you can download or view a list of all businesses with an active City business license.

Berkeley Open Data Portal

The database is updated daily and provides non-confidential, public data.

3. Click **Record Info**.

The screenshot displays the City of Berkeley Business License Portal interface. At the top, the header includes the City of Berkeley logo and navigation links for Home, Building Permits, Housing, Zoning, Fire Permits, Business Licenses (highlighted), and Public Works. A user is logged in as 'Finance Systems' with options for Collections (0), Account Management, and Logout. Below the navigation is a 'Create an Application' button. The main content area shows details for record BL-022726, a Rental License at 2180 Milvia Street, Berkeley, CA 94704. A 'Record Info' dropdown menu is highlighted with a red box. Below this, a notification states: 'A notice was added to this record on 12/13/2015. Condition: NPDES: 1 acre Severity: Notice Total Conditions: 1 (Notice: 1)'. A 'View Condition' button is present. Further down, the 'Physical Location' section shows the address: 2180 MILVIA St, BERKELEY CA 94704. The 'Record Details' section includes a 'Project Description' of 'Finance Systems Test Testing' and a 'More Details' link.

- 4. Click **Attachments** menu item.

The screenshot displays the City of Berkeley Business Licenses portal. At the top, the header reads "CITY OF BERKELEY" with a logo on the left and user information on the right: "Logged in as: Finance Systems Collections (0) Account Management Logout". A navigation menu includes "Home", "Building Permits", "Housing", "Zoning", "Fire Permits", "Business Licenses" (highlighted with a dark red box), and "Public Works". Below the menu is a "Create an Application" button. The main content area features a record card for "Record BL-022726: Rental of Real Property Business License". The record status is "Active" and the expiration date is "12/31/2026". A "View Condition" button is visible. A dropdown menu is open under "Record Info", with "Attachments" highlighted by a red box. The dropdown shows "Record Details", "Processing Status" (with a note: "was added to this record on 12/13/2015."), and "Attachments" (with a note: "NPDES: 1 acre Severity: Notice Conditions: 1 (Notice: 1)"). Below the record card are sections for "Physical Location" (2180 MILVIA St, BERKELEY CA 94704) and "Record Details" (Project Description: Finance Systems Test, Testing, and a "More Details" link).

- Click the document link that starts with "BusinessLicense_".

CITY OF BERKELEY

Logged in as: Finance Systems Collections (0) Account Management Logout

Home Building Permits Housing Zoning Fire Permits Business Licenses Public Works

[Create an Application](#)

Record BL-022726:
Rental of Real Property Business License
 Record Status: Active
 Expiration Date: 12/31/2026

[Add to collection](#)

Record Info ▾

Payments ▾

Conditions 1

A notice was added to this record on 12/13/2015.
 Condition: NPDES: 1 acre Severity: Notice
 Total Conditions: 1 (Notice: 1)

[View Condition](#)

Attachments

The maximum file size allowed is 100 MB.
 ade;adp;bat;chm;cmd;com;cpl;exe;hta;htm;html;ins;isp;jar;js;jse;lib;lnk;mde;mht;mhtml;msc;mst;php;
 are disallowed file types to upload.

Name	Record ID	Record Type	Entity Type	Type	Size	Latest Update
Fictitious Business Name Statement.docx	BLA-2026-000001	Rental of Real Property	Related	Fictitious Business Name Statement	13.05 KB	01/28/21
/BusinessLicense_Temp_20260129_145650.pdf	BLA-2026-000001	Rental of Real Property	Related	Unofficial License	253.47 KB	01/29/21

When your business license document opens, you can print it using a browser print feature.

City of Berkeley, California 2026 BUSINESS LICENSE - Digital Version	
This license must be conspicuously posted. Business owner is responsible for renewing this business license by the 28th of February each year.	
Business Type	Testing
Location	2180 MILVIA St
	Finance Systems Test Finance Systems 2180 Milvia Street Berkeley, CA 94704
	<u>License Number</u> BL-022726
	<u>Expires On</u> 12/31/26
	<u>Nbr of Tags:</u>
This license is issued without verification that the license is subject to an exemption from licensing by the State. It shall not be construed as authorizing the conduct or continuance of any illegal or unlawful business nor does it constitute conformity with Zoning, Toxic Code, Fire, Building Permit and/or Health requirements. - Compliance with BMC 9.04 only	

VI. RESOURCES

[Business License Online Portal](#)

[Online Business License Renewal Portal FAQs](#)

[City of Berkeley Finance Department Web Page](#)

Address: 1947 Center Street, Berkeley, CA 94704

Phone: (510) 981-7205

Fax: (510) 981-7210

Open Hours: Monday – Thursday, 8:30AM – 2:00PM

Email: OnlineBusinessLicense@berkeleyca.gov