



**INSTRUCTIONS FOR COMPLETING NEW BUSINESS APPLICATION:  
DO NOT USE THIS APPLICATION FOR RENTAL AND CONTRACTORS**

---

1. Enter your Business Name (DBA - Doing Business As). If you don't plan to use a business name, enter your full name.
2. Enter your Business Address, City, State and Zip Code- provide a street address only (do not use a PO Box or private mail box).
3. Check the appropriate box ("Yes" or "No") if you own the property where your business is located.
4. Enter the number of full-time employees - do not include the owner(s) as employees.
5. Enter your zoning Application Number (required for all Oakland-based businesses). If your business address is located in Oakland, you must first complete a zoning clearance application and pay the zoning fee to the Business Services Dept at 250 Frank H. Ogawa, 2nd Floor, Telephone (510) 238-3911. Return the zoning clearance documents with proof of a payment and this New Business Application to our office at 250 Frank H. Ogawa Plaza #1320 to register your business.
6. Enter your Business Phone Number and Contact/Cell Phone Number.
7. Enter the date that your business started. NOTE: If your business is located outside of Oakland, please use the date that you first began your business activity in Oakland.
8. Enter the company's Federal Tax ID No. - If business entity is a partnership, corporation, estate, trust, LLC or LLP.
9. Enter your California State Seller's Permit Number (required for all businesses engaging in wholesale, retail, or resale activities).
10. Enter your CA State PUC ( Public Utilities Commission) No. - Trucking/ Transportation businesses only.
11. Enter the appropriate ownership type - sole ownership, partnership, corporation, estate, trust, LLC or LLP.
12. Provide a detailed description of your business activity (required).
13. Enter your email address and/or website for your business. If you don't have an email or website please write "None".
14. Enter your mailing name and "Attention" to whom you want business tax information and forms to be sent.
15. Enter your current mailing address where you want business tax information and forms to be sent.
16. List each business owner's name and title, Social Security No. and current Driver's License or State ID information.
17. Excess Litter Fee and Business Improvement District requirements:
  - A. If your business is classified as "Convenience Market, Fast Food Business", "Gasoline Station Market" or "Liquor Store", you may be subject to the Excess Litter Fee program. Eligible businesses must file an Excess Litter Fee declaration annually, on or before August 31st of each year. For additional information, please contact the City of Oakland at (510) 238-3704 or visit our office at 250 Frank H. Ogawa Plaza, Suite 1320, Oakland, CA 94612.
  - B. If your business is located in Montclair or Rockridge, you are subject to the Business Improvement District Fee. Resolution No. 75323 established a fee for the Rockridge and Montclair Business Improvement District.
  - C. Check the appropriate box regarding business ownership.
18. Initial Registration Fee Due: Preprinted (\$88.00 Business Registration Fee plus \$4.00 State Mandated Disability Access and Education Revolving Fund\* and \$3.00 City Recordation & Technology Fee). The total Registration Fee of \$95.00 must be paid at the time you register your business with this office.
19. Late Registration Penalty & Interest: Add \$8.80 penalty if registration fee is paid 30-60 days after business start date or add \$22.00 penalty if registration fee is paid more than 61 days after business start date. The interest is calculated at 1% per month on the total of the registration fee plus penalty.
20. Enter the total registration fee amount due (add Lines 18 & 19).

Be sure to sign and date this form. Remit your payment, along with this completed application to:

CITY OF OAKLAND BUSINESS TAX SECTION  
250 Frank H. Ogawa Plaza, Suite 1320  
Oakland, CA 94612

Hours of Operation: Mon, Tues, Thurs and Fri : 8:00 a.m. - 4:00 p.m., Wed: 9:30 a.m. - 4:00 p.m.

**IMPORTANT TAX RENEWAL INFORMATION**

The \$95.00 payment is a one-time registration fee that is due at the time you begin your business activity. You are required to file and pay the annual business tax each year on or before March 1. The tax rate varies depending on your business classification. It is your responsibility to notify our office if you do not receive the annual renewal declaration and/or to update your account. Once you have discontinued or sold your business you must notify our office in writing to ensure closure of your account.

**\$4.00 STATE MANDATED FEE**

On September 19, 2012 Governor Brown signed into law SB-1186 which adds a state fee of \$4 on any applicant for a local business license or similar instrument or permit, or renewal thereof. The purpose is to increase disability access and compliance with construction-related accessibility requirements and to develop educational resources for businesses in order to facilitate compliance with federal and state disability laws, as specified.

Under federal and state law, compliance with disability access laws is a serious and significant responsibility that applies to all California building owners and tenants with buildings open to the public. You may obtain information about your legal obligations and how to comply with disability access laws at the following agencies:

- The Division of the State Architect at: [www.dgs.ca.gov/dsa/home.aspx](http://www.dgs.ca.gov/dsa/home.aspx).
- The Department of Rehabilitation at: [www.rehab.cahwnet.gov](http://www.rehab.cahwnet.gov)
- The California Commission on Disability Access at: [www.cdda.ca.gov](http://www.cdda.ca.gov)