



New Business Application

This application is not to be used by State-Licensed Contractors

Please read instructions on reverse PRIOR to completion

Mail completed applications to:

Oakland Business Tax Section, 250 Frank H. Ogawa Plaza, Suite 1320, Oakland, CA 94612

Phone: 510.238.3704

TTY: 510.238.3254

Business Activity Information:

1. Business Type: <input type="checkbox"/> Sole Proprietor <input type="checkbox"/> Corporation* <input type="checkbox"/> Partnership* <input type="checkbox"/> LLP* <input type="checkbox"/> LLC* <input type="checkbox"/> Estate/Trust <input type="checkbox"/> Non-Profit (must have 501c3)* <i>*these entities must have a Federal Tax ID Number</i>		4. Business Name/DBA: 	
2. Zoning Permit Number (required for ALL Oakland-based businesses): 		5. Business Location: 	
3. Business Start Date: ____ / ____ /20____ (when business activity began in Oakland)		6. Detailed Description of Business Activity: 	

Please complete all APPLICABLE items:

7. Federal Tax ID Number*:	8. State Seller's Permit No.:	9. Hotels & Motels ONLY: Number of Rooms: _____	10. Number of Full-Time Employees: _____
11. Do you own this business location? (for Oakland-based businesses ONLY): <input type="checkbox"/> Yes <input type="checkbox"/> No		12. This business is: <input type="checkbox"/> Privately Owned <input type="checkbox"/> Publicly Owned	13. PUC No. (Trucking & Transportation ONLY):

Contact Information:

Business Owner, Partner or Officer Name(s)	Title	Driver's License, State ID or City of Oakland Municipal ID Number	Social Security Number
14a.			
14b.			
14c.			

15. Mailing Name: _____ **Attention:** _____

Mailing Address:

16. Business Phone Number: () _____ **17. Contact/Cell Phone Number:** () _____ **18. Website Address:** _____

19. Contact Email(s):

 CHECK THIS BOX IF YOU WISH TO OPT OUT OF PAPER CORRESPONDENCE – VALID EMAIL IS REQUIRED

Additional Information:

20. Please check the appropriate box if applicable to your business (may be subject to Excess Litter Fee):
 Convenience Market Fast Food Business Gasoline Station Market Liquor Store Mobile Food Vending
 Full-Service Restaurant** Caterer** ****exempt from the Excess Litter Fee**

21. If your business is located in Montclair or Rockridge, you are subject to the Business Improvement District Fee:
 Please indicate which District: Montclair Rockridge

Fees, Penalties, and Interest:

22. Registration Fee:	<i>Due within 30 days of the Business Start Date</i> (\$88.00 Reg. Fee + \$4.00 State Fee + \$2.00 City Technology & Recordation Fee)	22.	\$ 94.00
23. Penalty (if paid 31+ days after Start Date):	31-60 Days, ADD \$8.80; 61 or more days, ADD \$22.00	23.	\$
24. Interest (if paid 31+ days after Start Date):	(\$88.00 Reg. Fee + Penalty) x 1% (Per Month)	24.	\$
25. Total:	ADD Lines 22-24. Make checks payable to "Oakland Business Tax"	Total:	\$

Acknowledgement:

I declare under penalty of perjury that to my knowledge all information contained in this statement is true and complete.

Signature _____ Title _____ _____ / ____ /20____

Acct#: _____
 SIC: _____
 Industry Code: _____
 Initials: _____
 Pay Type: _____
 Date: _____

FOR OFFICE USE ONLY

INSTRUCTIONS FOR COMPLETING THE NEW BUSINESS APPLICATION

Complete the Owner & Business Information (Lines 1-21):

1. Check the appropriate box for the ownership type of this business entity. *Note: refer to Item 7.*
 2. ZONING PERMIT NUMBER—required for all Oakland-based businesses. You must FIRST complete a zoning clearance application and pay the zoning fee to the Building Services Dept. at 250 Frank H. Ogawa Plaza, 2nd Floor. Telephone: 510-238-3911. When this is completed, please remit a copy of the zoning permit along with this New Business Application to our office to register your business.
 3. Enter the date that your business started in Oakland.
 4. Enter the name (DBA) of your business. If you don't have a business name, enter your full name in this space.
 5. Enter your business address—PO Boxes and/or private mail boxes are *not* allowed in lieu of a street address.
 6. Provide a complete description of your business activity.
 7. FEDERAL TAX ID NUMBER—required if your business entity is a Partnership, Corporation, LLC or LLP.
 8. STATE SELLER'S PERMIT NUMBER—required for all businesses with buy and sell activity. Please provide that number if you are a retailer, wholesaler or manufacturer.
 9. HOTELS AND MOTELS ONLY—enter total number of rooms.
 10. NUMBER OF EMPLOYEES—enter the number of full-time employees in your business, but do not include any business owner(s) or officer(s).
 11. Do you own this business location? Check the appropriate box ('yes' or 'no').
 12. Is this business privately owned by you or is it publicly owned? Check the appropriate box.
 13. PUC NUMBER (*Trucking & Transportation businesses only*)—Enter the number, if applicable to your business.
 14. OWNER NAME(S)—Please list each business owner, partner or officer name(s), along with Driver's License, State ID or City of Oakland Municipal ID Number(s) and Social Security Number(s).
 15. MAILING NAME & ADDRESS—Enter the mailing name and 'Attention' with a street address or PO Box to whom and where the renewal forms and correspondence is to be sent.
 16. Enter your business phone number.
 17. Enter your contact or cell phone number.
 18. Enter your company website (*optional*).
 19. Please provide your email address(es) (*optional*).
 20. EXCESS LITTER FEE (ELF)—**skip this item if it is not applicable to your business.** If your business is classified as 'Convenience Market', 'Fast Food', 'Gasoline Station Market', 'Liquor Store' or 'Mobile Food Vending', you may be subject to the ELF program. Eligible businesses must file an Excess Litter Fee declaration *annually* on or before September 30.
 21. BUSINESS IMPROVEMENT DISTRICT (BID)—**skip this item if it is not applicable to your business.** If your business is located in either Rockridge or Montclair, you are subject to the BID fee. Resolution No. 75323 established a fee for the Rockridge and Montclair BID. For additional information on ELF or BID, please call 510-238-3704 or visit our office.
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22. **INITIAL REGISTRATION FEE DUE**—*Preprinted* (\$88.00 Business Tax Registration Fee + \$4.00 State Mandated Disability Access and Education Revolving Fund* and \$2.00 City Technology & Recordation Fee). The total registration fee of \$94.00 must be paid at the time you register your business with our office. **NOTE: The Registration Fee is non-refundable.**
 23. **PENALTY ON LATE REGISTRATION FEE**—Add \$8.80 penalty if Registration Fee is paid 30-60 days after the business start date or add \$22.00 penalty if Registration Fee is paid 61 days or more after business start date.
 24. **INTEREST ON LATE REGISTRATION FEE.** The interest is calculated at 1% per month on the Registration Fee plus penalty.
 25. **PAYMENT ENCLOSED**—Enter the total registration fee, penalty and interest due (add Lines 22-24).
Penalty and interest will be assessed on all late registration fees and/or prior year late tax payments.

CREDIT CARD PAYMENTS—We no longer accept credit cards on the application. If you wish to pay by Visa, Mastercard, Discover or ATM/debit card, you must do so in person in our office.

IMPORTANT TAX RENEWAL INFORMATION:

The \$94.00 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 your business, you must notify our office in writing to ensure closure of your account.

\$4.00 STATE-MANDATED FEE*

On Oct 11, 2017, Governor Brown signed into law AB1379, which adds a State fee of \$4.00 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 education 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
- The Department of Rehabilitation at www.rehab.cahwnet.gov
- The California Commission on Disability Access at www.cdda.ca.gov

Please 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 94612-2011

Hours of Operation:

Monday, Tuesday, Thursday & Friday: 8:00 a.m.—4:00 p.m.
Wednesday: 9:30 a.m.—4:00 p.m.