

INSTRUCTIONS FOR COMPLETING NEW CONTRACTOR'S APPLICATION:

1. Enter your State Contractor's License Number and expiration date.
2. Type of Contractor: Please check the appropriate box.
3. Enter your Business Name (DBA-Doing Business As). If you don't plan to use a business name, enter your full name.
4. Enter your Business Address, City, State and Zip Code—provide a *street address only* (do not use a PO Box or private mail box).
5. Check the appropriate box ("yes" or "no") if you own the property where your business is located.
6. Enter the number of full-time employees — do not include the owner(s) as employees.
7. Enter your Zoning Application Number (*required for all Oakland-based contractors*). If your business address is located in Oakland, you must first obtain a Zoning Clearance Application from the Building Services Dept. at 250 Frank H. Ogawa Plaza, 2nd Floor. Telephone: (510) 238-3911. Remit the Zoning Application payment to the Building Services Dept and return this New Contractor's Application, along with a copy of the Zoning Clearance, to our office to register your business.
8. Enter your Business Phone Number and Contact/Cell Phone Number.
9. Enter the date that your business started in Oakland. **Note: For those businesses that are located outside of Oakland, please use the date that you first began your business activity in Oakland.**
10. Enter appropriate ownership type – *sole ownership, partnership, corporation, estate, trust or LLC/LLP*.
11. Enter the company's Federal Tax ID Number—if business is a partnership, corporation, estate, trust or LLC/LLP.
12. Enter your Email address and/or Website for your business. If you don't have an email or website, please write "None".
13. Enter your mailing name and "attention" to whom you want business tax information and forms to be sent.
14. Enter your current mailing address where you want business tax information and forms to be sent.
15. List each business owner's name and title, Social Security Number and current Driver's License or State ID information.
16. Initial Registration Fee Due—**Preprinted (\$88.00 registration fee plus \$1.00 State-Mandated Disability Access and Education Revolving Fund* and City Recordation & Technology Fee**. The total Registration Fee of \$91.00 must be paid at the time you register your business with this office.
17. Penalty & Interest on Registration Fee: **Add \$8.80 penalty if registration fee is paid 30-60 days after the Oakland business start date or add \$22.00 penalty if registration fee is paid 61 days or more after the Oakland business start date. The interest is calculated at 1% per month on the total of the registration fee plus penalty.**
18. Enter the first year's Estimated Oakland Gross Receipts (required).
19. First Year Estimated Tax Payment (required). Calculate the First Year's Estimated Tax due, which will be either:
 - a) **\$60.00** if your estimated Oakland gross receipts is under \$33,335 or
 - b) **\$1.80 per \$1,000** (amount on Line 18 x .0018) if your estimated Oakland gross receipts is over \$33,336.
20. Enter the total amount due (add Lines 16, 17 and 19).

PENALTIES AND INTEREST WILL BE ASSESSED ON ALL LATE PAYMENTS.

Be sure to sign and date this form. Remit your payment, along with the completed New Business Tax 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 – 4:00 p.m.

IMPORTANT TAX RENEWAL INFORMATION

The \$91.00 payment is a one-time registration fee that is due at the time you begin your business activity in Oakland. You are required to file and pay the annual business tax each year on or before March 1. The tax rate is \$1.80 per \$1,000 of your annual Oakland gross receipts or a minimum tax of \$60, whichever is greater. 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 activity in Oakland, it is your responsibility to ensure that you notify our office in writing to close your account.

\$1.00 STATE-MANDATED FEE*

On Sept 19, 2012, Governor Brown signed into law SB-1186, which adds a state fee of \$1 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
- The Department of Rehabilitation at www.rehab.cahwnet.gov
- The California Commission on Disability Access at www.cdda.ca.gov