

## GENERAL BUSINESS LICENSE INFORMATION

All persons or businesses conducting business within the City of Berkeley, directly or indirectly, are required to have a current business license and pay an annual license tax. Payment of the business license tax does not constitute zoning, building, fire, health, or toxic review/approval. It is your responsibility to obtain all necessary approvals, permits, licenses, and pay all taxes and fees associated with your business.

When you apply for a license, 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.

The Berkeley Municipal Code (BMC) is an excellent source of information on business licenses, definitions of terms, business classifications, and business license tax rates. Copies of the BMC are available at all Berkeley Public Library locations and may also be found at [www.codepublishing.com/CA/Berkeley/](http://www.codepublishing.com/CA/Berkeley/).

Topic	City Resource and Location	Hours	Contact Information
General	Customer Service Center Finance Department 1947 Center Street, 1 <sup>st</sup> Fl.	Monday to Thursday 8:30AM - 4:00PM	(510) 981-7200 <a href="mailto:buslic@cityofberkeley.info">buslic@cityofberkeley.info</a>
General	311 Call Center Information Technology Department	Monday to Friday 8:00AM – 5:00PM	(510) 981-2489
Land Use/Zoning Permit	Permit Service Center Planning Department 1947 Center Street, 3 <sup>rd</sup> Fl.	Monday to Thursday 8:30AM – 2:30PM (Final check-in 2:00pm)  Closed every Friday	(510) 981-7410 <a href="mailto:planning@cityofberkeley.info">planning@cityofberkeley.info</a>
Building and Safety Review			(510) 981-7440 <a href="mailto:planning@cityofberkeley.info">planning@cityofberkeley.info</a>
Fire Prevention Review			(510) 981-5585 <a href="mailto:BFDFireprevention@cityofberkeley.info">BFDFireprevention@cityofberkeley.info</a>
Environmental Health Review (food service and handling)	Permits and Inspection Environmental Health 2180 Milvia Street, 2 <sup>nd</sup> Fl.	Monday to Thursday 8:30AM – 12Noon; 1:00PM – 4:00PM  Closed every Friday (Appointments Only)	(510) 981-5310 <a href="mailto:envhealth@cityofberkeley.info">envhealth@cityofberkeley.info</a>
Refuse Services	Zero Waste Public Works 1201 Second Street	Monday to Friday 8:00AM – 5:00PM	(510) 981-7270 <a href="mailto:pwrecycle@cityofberkeley.info">pwrecycle@cityofberkeley.info</a>
Toxic Review	Toxics Division Planning Department		(510) 981-7460 <a href="mailto:toxics@cityofberkeley.info">toxics@cityofberkeley.info</a>

\*The City of Berkeley is closed on holidays and the second Friday of every month, as a cost-savings measure.

See reverse for more information.

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## County and State Resources

If you need a...	Resource and Location	Hours	Contact Information
<b>Fictitious Business Name</b>	Alameda County Clerk-Recorder's Office  1106 Madison St., Room 136 Oakland, CA 94612	Monday to Friday 8:30AM – 4:30PM	(510) 272-6362 <a href="http://www.acgov.org">www.acgov.org</a>
<b>Business Entity Name (LLC, Corporation, Partnership, etc.)</b>	Secretary of State  1500 11th Street Sacramento, CA 95814	Monday to Friday 8:00AM to 5:00PM	(916) 657-5448 <a href="http://www.sos.ca.gov">www.sos.ca.gov</a>
<b>Federal Tax ID, Non-profit certification</b>	Internal Revenue Service  1301 Clay Street Oakland, CA 94612	Monday to Friday 8:30AM – 4:30PM	Individual: (800) 829-1040 Business: (800) 829-4933 <a href="http://www.irs.gov">www.irs.gov</a>
<b>License - Contractors, Auto Repair, etc.</b>	California State Department of Consumer Affairs  1625 North Market Blvd, Suite N Sacramento, CA 95834	Monday to Friday 8:00AM – 4:45PM	(800) 952-5210 <a href="http://www.dca.ca.gov">www.dca.ca.gov</a>
<b>Seller and Wholesale Permits</b>	State Board of Equalization  1515 Clay Street, Suite 303 Oakland, CA 94612	Monday to Friday 8:00AM – 5:00PM	(800) 400-7115 <a href="http://www.boe.gov">www.boe.gov</a>
<b>Alcohol License</b>	Alcoholic Beverage Control Department  1515 Clay Street, Suite 2208 Oakland, CA 94612	Monday to Friday 8:00AM – 5:00PM	(510) 622-4970 <a href="http://www.abc.ca.gov">www.abc.ca.gov</a> <a href="mailto:oak.direct@abc.ca.gov">oak.direct@abc.ca.gov</a>

For more business license information, please visit: [berkeleyca.gov/doing-business/operating-berkeley/business-licenses](http://berkeleyca.gov/doing-business/operating-berkeley/business-licenses)

See reverse for more information.