



Business License Application: Home Occupation

Please check one: [ ] New Application [ ] Change of Owner [ ] Change of Address [ ] Change of Business Name [ ] Daily/Itinerant BL

Corporate/Business Name: \_\_\_\_\_ Start of Bus. in Dublin (MM/YY): \_\_\_\_\_

DBA Name (if applicable): \_\_\_\_\_ Business Phone: \_\_\_\_\_

Business Location\*: \_\_\_\_\_ Business Fax: \_\_\_\_\_

\*Cannot be PO Box per State of CA Business & Professions Code Section 17538.5

Mailing Address\*: \_\_\_\_\_ Federal ID No.: \_\_\_\_\_

\*If different from above

Email: \_\_\_\_\_ CSLB No.: \_\_\_\_\_

Description of Business: \_\_\_\_\_ CSLB Type: \_\_\_\_\_

CSLB Exp. Date: \_\_\_\_\_

Ownership Type: [ ] Corporation [ ] LLC [ ] Sole Proprietor [ ] Partnership [ ] Trust

1st Owner Name: \_\_\_\_\_ Driv. Lic#: \_\_\_\_\_

Home Address\*: \_\_\_\_\_ DL State & Exp. Date: \_\_\_\_\_

\*Cannot be PO Box

Primary Phone: \_\_\_\_\_ Secondary Phone: \_\_\_\_\_ SSN\*: \_\_\_\_\_

\*SSN must be provided if no Federal ID is listed above

2nd Owner Name: \_\_\_\_\_ Driv. Lic#: \_\_\_\_\_

Home Address\*: \_\_\_\_\_ DL State & Exp. Date: \_\_\_\_\_

\*Cannot be PO Box

Primary Phone: \_\_\_\_\_ Secondary Phone: \_\_\_\_\_ SSN\*: \_\_\_\_\_

\*SSN must be provided if no Federal ID is listed above

Emergency Contact: \_\_\_\_\_ Primary Phone: \_\_\_\_\_

Address: \_\_\_\_\_

Alarm Co. Name: \_\_\_\_\_ Primary Phone: \_\_\_\_\_

Address: \_\_\_\_\_

[ ] Please mark this box if you OWN your residence. If you RENT your residence, please provide the information/authorization below:

Own/Prop. Mgr.: \_\_\_\_\_ Primary Phone: \_\_\_\_\_

Address: \_\_\_\_\_

Own/Prop. Mgr. signature authorizing business use\*: \_\_\_\_\_

\*Letter from Own/Prop. Mgr. authorizing business use may be attached in place of acquiring signature above.

# of Employees: \_\_\_\_\_ Sq. Ft. of Bus. Space: \_\_\_\_\_ Operating Days/Hours: \_\_\_\_\_

Will business use/store/sell flammable, explosive, corrosive, hazardous materials?

[ ] Yes [ ] No

Will business use/store/sell alcohol?

[ ] Yes [ ] No

I declare that all of the information provided is correct to the best of my knowledge. I certify that I will operate my business in accordance with all applicable federal, state and city laws and regulations. I understand that any false statements made are grounds for denial or revocation of my business license.

FEES\* DUE

\*Please see breakdown attached

Bus. Lic. Fee: \_\_\_\_\_

Penalty Fee: \_\_\_\_\_

Other Fee: \_\_\_\_\_

Senate Bill 1186 CASp Fee: \$1.00

TOTAL: \$ \_\_\_\_\_

Business Owner/Representative Signature \_\_\_\_\_ Date \_\_\_\_\_

CITY USE ONLY

Act. No.: \_\_\_\_\_ [ ] Approved [ ] Denied Entered in Eden (Initials): \_\_\_\_\_ Scanned (Init./Date): \_\_\_\_\_



City of Dublin  
Community Development Department

**Home Occupation Business License Supplemental Questionnaire - Page 1 of 2**

*This form must be completed by the prospective business owner in order to obtain a license to conduct business within a residence in the City of Dublin. Please answer the following questions, sign and date this form, and return it to the Community Development Department. The Dublin Zoning Ordinance allows a home occupation to be conducted in a Residential District when in compliance with the Home Occupation Regulations (Chapter 8.64). The following questionnaire will assist in determining if the operating characteristics of your proposed home occupation are consistent with these regulations.*

Business Name: \_\_\_\_\_ Business Phone: \_\_\_\_\_

Business Address: \_\_\_\_\_

- Yes  No 1) Is your home occupation a **Large Family Day Care** or a **Cottage Food Operation**?
- a) If yes, a Zoning Clearance is required prior to the issuance of a Business License. Please contact the Planning Division at (925) 833-6610 for more information. You may skip the remainder of this form and sign and date the bottom.
- b) If no, complete the remainder of this Questionnaire.
- Yes  No 2) Will your home occupation be conducted within an accessory structure or temporary structure (excluding a lawfully constructed detached office, studio or workshop)?
- Yes  No 3) Will your home occupation change the external appearance of your residence?
- Yes  No 4) Will your home occupation require that construction equipment or work vehicles (such as plumbing vans, electronic repair vans, or similar equipment or work vehicles) be stored at your residence?
- Yes  No 5) Will more than one company vehicle (truck, van or automobile only) or any vehicle larger than  $\frac{3}{4}$  ton in capacity, be parked and used directly or indirectly in connection with your home occupation?
- Yes  No 6) Will your home occupation violate any applicable codes, laws or regulations of the City, County, State or Federal governments?
- Yes  No 7) Will your home occupation be conducted in the garage?
- a) If yes, how many parking spaces will remain available for the parking of vehicles? \_\_\_\_\_
- Yes  No 8) Will any vehicle used for your home occupation be parked in your garage, or in an assigned parking space or designated guest parking space (for multi-family dwellings)?
- Yes  No 9) Will your home occupation be located in an Emergency Shelter or Transitional Housing?
- Yes  No 10) Will your home occupation require that employees gather at or work from your residence (excluding employees who reside in the home)?
- Yes  No 11) Will your home occupation require the installation of equipment or appliances, or the storage of materials, of a non-residential nature, in your residence or in an accessory structure?
- Yes  No 12) Will you engage in activities or use equipment or material that would change the fire safety or occupancy classification of your residence, as set forth in the Building Code (i.e. from a residential occupancy to a hazardous occupancy)?
- Yes  No 13) Will your home occupation require the storage of flammable, explosive, or hazardous materials?
- Yes  No 14) Will your property be used only for the home occupation (i.e. you would not be living in the residence)?
- Yes  No 15) Will your home occupation be conducted outdoors (excluding swimming instruction) and/or in more than one room within your residence?
- Yes  No 16) Will customers visit the residence to receive merchandise or goods that are sold, leased or rented as part of your home occupation?
- Yes  No 17) Will customers visit the residence to receive services provided as part of your home occupation?



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- Yes  No 18) Will your home occupation create or cause traffic, noise, dust, light, vibration, odor, gas, fumes, toxic/hazardous materials, smoke, glare, electrical interference, or other hazards or nuisances beyond those normal for a residential area?
- Yes  No 19) Will your home occupation involve the outdoor storage or display of merchandise, equipment, appliances, tools, materials or supplies?
- Yes  No 20) Will any advertising sign, window display, or other identification of the home occupation be displayed on the premises (other than a house number and/or name plate)?
- Yes  No 21) Will your home occupation involve the storage of equipment, materials, wastes, or other items needed for, or produced by, a construction, landscaping or service trade?
- Yes  No 22) Will your home occupation provide instruction to more than two students at one time in music, academics, dance, or swimming, or would students be given instruction before 8:00am or after 9:00pm?
- Yes  No 23) Will your home occupation generate more than five additional pedestrian or vehicular trips per day or more than two delivery trips per day?
- Yes  No 24) Will your home occupation require that deliveries be made after 9:00pm or before 8:00am?
- 25) Will your home occupation involve any of the following types of businesses:
- Yes  No a. Adult Business Establishment?
- Yes  No b. Personal Services (excluding Tutoring)?
- Yes  No c. Carpentry or cabinet making?
- Yes  No d. Dance or night club?
- Yes  No e. Fortune telling?
- Yes  No f. Grooming, breeding, boarding (day or night), training or raising of any animal?
- Yes  No g. Medical or dental office, clinic or laboratory?
- Yes  No h. Mini-storage?
- Yes  No i. Repair (body or mechanical) or reupholstering of a vehicle not owned by you?
- Yes  No j. Repair Shop (including appliances, electronic equipment, furniture, fix-it shops, or plumbing)?
- Yes  No k. Eating and Drinking Establishment?
- Yes  No l. Welding and machining?

*I declare under penalty of perjury that all of the submitted information is true and correct to the best of my knowledge and belief. I understand that any misrepresentation of submitted data may invalidate any approval of this application.*

If you have any questions about the contents of this Questionnaire, please contact the City of Dublin Planning Division at (925) 833-6610 prior to submitting your application.

\_\_\_\_\_  
Business Owner/Representative Name (Print legibly or Type)

\_\_\_\_\_  
Business Owner/Representative Signature

\_\_\_\_\_  
Date



## Supplemental Business License Information

Community Development Department  
 100 Civic Plaza, Dublin, CA 94568  
 Contact: (925) 833-6610 or [businesslicensehelp@dublin.ca.gov](mailto:businesslicensehelp@dublin.ca.gov)

Persons conducting business in the City of Dublin are required to have a current business license. A fifty dollar (\$50) registration fee is due yearly. The amount is prorated if your business start date is November-September. Businesses exempt from the City business license fee may be required to register their business and pay a one dollar (\$1) state fee.<sup>1</sup> The City business license year is October 1<sup>st</sup> through September 30<sup>th</sup>. *Business license fees are non-refundable.* Business license application forms are available at the Dublin Civic Center, located at 100 Civic Plaza, Dublin, CA 94568, or on the City's website at [www.dublin.ca.gov/businesslicense/application](http://www.dublin.ca.gov/businesslicense/application).

### Business License Fees:

General Business	\$50-year; October 1 <sup>st</sup> - September 30 <sup>th</sup>
Temporary Business (i.e. catering, one-day sale)	\$10 per day; \$50 maximum
CASp Fee - SB1186	\$1 per business license/renewal <sup>2</sup>

### Prorated Fees (business starting November-September):

October	\$50.00	April	\$25.00
November	\$45.83	May	\$20.83
December	\$41.67	June	\$16.67
January	\$37.50	July	\$12.50
February	\$33.33	August	\$8.33
March	\$29.17	September	\$4.17

### Penalty Fees<sup>3</sup>:

One month overdue	\$3.50	Seven months overdue	\$30.30
Two months overdue	\$7.25	Eight months overdue	\$35.92
Three months overdue	\$11.26	Nine months overdue	\$41.93
Four months overdue	\$15.55	Ten months overdue	\$48.37
Five months overdue	\$20.14	Eleven months overdue	\$50.00
Six months overdue	\$25.05		

### Business License Resources:

City of Dublin Planning	(925) 833-6610
City of Dublin Building	(925) 833-6620
City of Dublin Finance	(925) 833-6640
City of Dublin Fire Prevention	(925) 833-6606
Dublin Chamber of Commerce	(925) 828-6200
Department of Consumer Affairs	(800) 952-5210
Federal ID Number	(800) 829-1040
Employer ID Number	(888) 745-3886
Fictitious Business Name   Alameda County Clerk Recorder's Office	(510) 272-6363
Sales Tax Permit/Resale License   Board of Equalization	(510) 622-4100
Solicitor's/Peddler's Permit   Dublin Police Services	(925) 833-6680
State Contractor's License Board	(800) 321-2752

<sup>1</sup> See the Dublin Municipal Code, Section 4.04.060, Exemptions: <http://www.codepublishing.com/CA/Dublin/?Dublin04/Dublin0404.html#4.04.060>.

<sup>2</sup> Senate Bill 1186-Disability access. SB requires the City to collect a one dollar (\$1) state fee for a business license and renewal license, from January 1, 2013 through December 31, 2018. Information about legal obligations and compliance with disability access laws can be found at: 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).

<sup>3</sup> A 7% penalty fee is compounded monthly and accrues on the 30th day following the due date. The maximum penalty per year is fifty dollars (\$50).

## Supplemental Business License Information

Community Development Department  
100 Civic Plaza, Dublin, CA 94568  
Contact: (925) 833-6610 or [businesslicensehelp@dublin.ca.gov](mailto:businesslicensehelp@dublin.ca.gov)

### Frequently Asked Questions

**1. Which business license application do I fill out?**

- If your business is based out of a Dublin residence, complete the *Home Occupation* business license application. If your business is based out of a commercial tenant space in Dublin, complete the *Commercial* business license application. If your business is based out of a home or commercial space outside the City of Dublin, complete the *Outside City* business license application.

**2. How long does it take to get a business license?**

- After submitting a complete business license application, including payment, it takes approximately six to eight weeks to process. Outside City business license applications are approved the same day. Once approved, a business license certificate will be mailed to the mailing address provided.

**3. Do I need a solicitor's/peddler's permit?**

- Per City Ordinance, if you are traveling by foot, car or any other type of conveyance, place to place or house to house to sell or convey a product, you must register with Dublin Police Services for a solicitor's/peddler's permit. Then you can apply for a business license.

**4. Can I use my business license to do business in another city?**

- Your Dublin business license is for business operations in the City of Dublin only. If you plan to do business in another city, contact that city for licensing requirements.

**5. How do I renew my business license?**

- Renewal invoices are mailed late August of each year. Renewal invoices may be paid in person by cash, check or credit card. Renewals may be paid by mail via check. Checks should be made payable to City of Dublin. Renewal invoices may also be eligible to pay online by credit card. Instructions will be included on your renewal invoice, if this option is available to you. Renewals are to be paid no later than October 30<sup>th</sup>. Renewals paid after October 30 are subject to a penalty fee.

**6. Should I throw away an expired business license certificate?**

- The City mails the original business license certificate and does not keep a copy. You will need your certificate if you want to buy real estate or obtain a loan. The certificate will give evidence of conducting business in Dublin.

**7. Can I get a duplicate copy of my current business license certificate?**

- A hard copy of your current business license certificate is available for a five dollar (\$5) fee or for free by email.

**8. Do I need to notify the City if I make changes to my business?**

- *If your business moves to another location and you are still conducting business in Dublin*, you must submit a new application form and pay a prorated fee based upon the date your business relocated within Dublin. If your business relocated outside of Dublin, submit an Outside City business license application. A five dollar (\$5) fee will be collected to process a new business license certificate.
- *If you are no longer conducting business in Dublin*, send or email a letter to close out your business license.
- *If your business changed ownership*, submit a new application along with proof of new ownership. A five dollar (\$5) fee will be collected to process a new business license certificate.
- *If your business name changes*, submit a new application. A five dollar (\$5) fee will be collected to process a new business license certificate.

**9. How can I find out if a business has a current Dublin business license?**

- Contact the Community Development Department with the business name and address in question.

**10. Can I obtain a listing of businesses in Dublin?**

- A business license report is available for a fifteen dollar (\$15) fee, payable at the time of request. Please allow a minimum of one business day to provide the report. The report will include a business name, business phone number and contact name of the Commercial business in Dublin. In accordance with state law, the City is not authorized to provide certain information about a business, including the owner's home address and phone number. You may also view new businesses on the City's website at [www.dublin.ca.gov/businesslicense/application](http://www.dublin.ca.gov/businesslicense/application). See Related Resources>New Business Report.