



Business License Application: Commercial

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

Resale No.: _____

Mailing Address: _____

Federal ID No.: _____

If different from above

State ID No.: _____

Email*: _____

CSLB No.: _____

*By applying for a Business License, you are granting the City permission to use your email as a form of communication.

CSLB Type: _____

Description of Business: _____

CSLB Exp. Date: _____

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

1st Owner Name: _____

Driv. Lic.: _____

Home Address*: _____

DL State: _____

*Cannot be PO Box

SSN*: _____

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

Primary Phone: _____ Secondary Phone: _____

2nd Owner Name: _____

Driv. Lic.: _____

Home Address*: _____

DL State: _____

*Cannot be PO Box

SSN: _____

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

Primary Phone: _____ Secondary Phone: _____

Emergency Contact: _____

Primary Phone: _____

Address: _____

Alarm Co. Name: _____

Primary Phone: _____

Address: _____

[] Please mark this box if you OWN your business space. If you RENT your business space, 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/Represent. Signature _____ Date _____

CITY USE ONLY

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



Commercial Business License Supplemental Questionnaire

This form must be completed by the prospective business owner in order to obtain a license for a business located in a commercial space within the City of Dublin. Please answer the following questions, then sign and date this form. **Should you have any questions, please contact the City of Dublin Planning Department at (925) 833-6610.**

Corporate/Business Name: _____ Today's Date: _____

Business Phone: _____

Business Fax: _____

Current Zoning*: _____ Previous Use: _____

**Please contact Planning at (925) 833-6610 for Zoning*

Yes No Is the transaction with the Property Owner/Manager contingent on obtaining a Use Permit?

If YES, explain:

What are adjacent uses (side and rear)?: _____

What changes/improvements will be made to the building?:

Please mark this box if you will **PROVIDE PARKING** for your business and answer the questions below:

Yes No Is there an existing parking lot?

Yes No Will you share parking with other Uses?

Yes No Will you provide parking for customers?

Yes No Will you provide parking for employees?

If YES, how many spaces?: _____

If YES, how many spaces?: _____

Yes No Will parking be on the same property?

If NO, explain: _____

Please mark this box if your business will **SERVE FOOD, DRINK AND/OR PROVIDE ENTERTAINMENT** and answer the questions below:

Proposed seating #: _____ Max. allowable capacity per Building Code: _____

Yes No Will you provide outdoor seating? If YES, have you applied for a Site Development Review Waiver (SDRW)? Yes No

How will cooking odors be controlled? _____

Yes No Will you provide live entertainment? If YES, please explain type: _____

Yes No Will there be dancing? If YES, what size is your dance floor?: _____

Live Recorded Both Will there be live/recorded music? If YES, amplified to what level (Db)?: _____

How will sound control be kept adequate?: _____

Please note that no exterior amplified announcements or music are permitted per Section 5.28.020 of the Dublin Municipal Code.

Please mark this box if your business will **SERVE ALCOHOLIC BEVERAGES** and answer the questions below:

Yes No Will you serve alcoholic beverages? If YES, have you applied for a license from the Dept. of Alcoholic Beverage Control? Yes No

Please mark this box if your business will **SELL TOBACCO PRODUCTS** and answer the questions below:

Yes No Will you sell tobacco products? If YES, have you applied for a: Zoning Clearance Permit? Yes No

Tobacco Retailer License? Yes No

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 misrepresentations of submitted data may invalidate any approval of this application. I, the undersigned, understand that I am responsible for assuring that the business operates as described above and that to legally operate my business in the City of Dublin, I must adhere to the regulations set forth in the City of Dublin Municipal Code.

Business Owner/Represent. Signature _____

Print Name _____

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_____ Date



Supplemental Business License Information

Community Development Department
 100 Civic Plaza, Dublin, CA 94568
 Contact: (925) 833-6610 or 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.¹ The City business license year is October 1st through September 30th. *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.

Business License Fees:

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

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 Fees³:

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

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

² 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; The Department of Rehabilitation at www.rehab.cahwnet.gov; The California Commission on Disability Access at www.cdda.ca.gov.

³ 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).

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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 30th. 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. See Related Resources>New Business Report.