

WHO NEEDS A BUSINESS LICENSE?

Any entity or person doing business in the City of Dublin (including subcontractors and landlords) must have a current Business License. This includes home-based businesses, as well as those in commercial areas. It also includes businesses that come to Dublin from a different City and provide services or deliver goods for a fee. Business Licenses must be obtained within 30 days of the starting date of your business, otherwise your business will be subject to penalty fees (See Businesses Exempt from Business License Fees on back panel).



Businesses pay a yearly registration fee due October 1st of each year. Some businesses are subject to an annual Fire Department Self Inspection Fee. Please contact the Fire Department at (925) 833-6606 if you have any questions regarding the Self Inspection Fee. The City's Business License year begins on October 1st and ends on September 30th. BUSINESS LICENSE FEES ARE NON-REFUNDABLE.

Application Forms are available on the City's website at www.dublin.ca.gov/BusinessLicense or by calling (925) 833-6610. Application forms are also available at the Community Development Department, located on the first floor at the Dublin Civic Center, 100 Civic Plaza, Dublin.

NOTE: This pamphlet is intended as a summary only. For complete regulations regarding Business Licenses, please refer to the Dublin Municipal Code, Chapter 4.04, which can be found on the City's Website www.dublin.ca.gov

FREQUENTLY ASKED QUESTIONS REGARDING BUSINESS LICENSES

How long does it take to obtain a Business License?

Because Business License applications are reviewed by several City Departments. It may take 6-8 weeks from the date the application is received by the City to obtain a Business License.

Do I need a new license if my business changes location, ownership or name?

If your business moves to another location or changes ownership within the City, you will need to submit a new application and pay a fee. If the business name changes, an application noting the change must be submitted.

What other approvals are needed in addition to a Business License?

All businesses must obtain approvals from the property manager. Check with the Planning Division for any additional requirements prior to applying for a Business License. For example, Taxi Cabs, Fortunetellers, Ice



Cream and Catering Trucks, Second Hand Dealers, Door to Door Salespersons and Massage Establishments need to register with Dublin Police and obtain a Permit. Day care (9 children or more), Fortunetellers and Massage Establishments need a Conditional Use Permit. In addition, all home occupations must comply with the Dublin Zoning Ordinance Home Occupation Regulations and complete a supplemental home occupation form.

Can I use a Post Office box for my address?

A Post Office Box is only valid as a mailing address. The physical location of your business is required.

What if I am late with my payment?

If the payments for annual renewals are received after November 1st of each year, or 30 days after the start of business for a new business, additional penalties will be added to the amount due.

How can I verify if a business has a current license?

Contact the Community Development Department at 833-6610.

How do I renew my license?

Renewal notices are mailed out in September and are due by October 30th. If you are no longer conducting business within the City, indicate this on the renewal form and return to City Offices. Contact the Finance Department for renewal questions (925) 833-6640.

BUSINESS EXEMPT FROM FEES

The following types of businesses are exempt from the payment of Business License fees, although a City Business License application may need to be filed:

- Agriculture, Attorneys and Banks
- Charitable Organizations exempt from taxes under IRS Code 501(c) - a formal ruling from the IRS will be required
- Disabled Veterans
- Federal and State Entities
- Insurance Companies

- Inter-city freight carriers exempt under the Highway Carriers Business License Act
- Nonprofit Activities
- Part Time Workers under the age of 18 or over the age of 65
- Cafe Musicians
- Commercial Travelers
- Real Estate Auctioneers
- Persons renting, leasing or operating laundry equipment which is NOT owned and operated by a retail establishment
- Persons renting, leasing or operating coin-operated vending machines
- Individual purveyors operating under a master Business License obtained by an organizer of a festival, fair, farmers' market or similar event

Board of Equalization - Sales Tax
 (510) 622-4100
www.boe.ca.gov

Internal Revenue Service - Tax ID
 (800) 829-1040
www.irs.gov

Fictitious Business Names - Alameda County
 (510) 272-6797
www.acgov.org/auditor/clerk

State Contractor's Licenses
 (510) 622-2744
www.cslb.ca.gov

Better Business Bureau
 (510) 844-2000
www.us.bbb.org

Department of Consumer Affairs
 (800) 344-9940
www.dca.ca.gov

ADDITIONAL CONTACTS

City Departments (Area Code 925)
www.dublin.ca.gov

Finance (Business License Renewals) 833-6640
 Business License (New) 833-6610
 Building Division 833-6620
 Fire Prevention 833-6606
 Planning Division 833-6610
 Police Services (Non-Emergency) 833-6670

Dublin Chamber of Commerce 828-6200
www.dublinchamberofcommerce.org

*Employment Development Dept. -
 Employer Identification Numbers*
 (925) 977-8265
www.edd.ca.gov



100 Civic Plaza
 Dublin, CA 94568
 925.833.6610

BUSINESS LICENSE INFORMATION

A BUSINESS FRIENDLY
 COMMUNITY!



CITY OF DUBLIN



COMMUNITY DEVELOPMENT
 DEPARTMENT