



CITY OF
OAKLAND

Revenue Management Bureau – Business Tax Division
250 Frank H Ogawa Plaza, Suite 1320
Oakland, CA 94612-2033
Phone: (510) 238-6757 or (510) 238-3757
Fax: (510) 238-6092
KHarris@oaklandca.gov
CDyett-Green@oaklandca.gov

CITY OF OAKLAND BUSINESS TAX DIVISION SPECIAL EVENT REQUIREMENTS

The City Of Oakland Business Tax Ordinance states....

Anyone operating a business, conducting business transactions, doing business, selling items or information, or soliciting sales in the City of Oakland is required to have a valid City of Oakland Business License or a City of Oakland Special Event Permit.

Promoter / Event Organizer requirements

All organizations, sponsors, promoters of festivals or organized events in the City of Oakland must have a valid City of Oakland Business License. If you do not have a valid City of Oakland Business license, please visit our website for additional information.

<https://www.oaklandca.gov/services/business-tax-applications-1>

Vendor requirements

All Oakland based vendors/businesses are required to obtain a City of Oakland Business License and pay an annual tax based on their gross receipts. For additional information on obtaining a City of Oakland Business License please visit our website

<https://www.oaklandca.gov/services/business-tax-applications-1>

Out of town vendors (not Oakland based) participating in festivals can obtain a City of Oakland Special Event Permit in lieu of a City of Oakland Business License. The fee for the permit is \$94.50. It is good for three 3-day events within the same calendar year in the City of Oakland.

A copy of the City of Oakland Special Event Permit Application is attached.

Unfortunately, the City of Oakland Ordinance does not make any special provisions for small artisans that don't sell much. They are still required to have a City of Oakland Business License or a City of Oakland Special Event Permit

Informational vendors are not required to obtain a City of Oakland Business License or a Special Event Permit if they are only distributing information. If the vendor is distributing information to solicit business or sales, a City of Oakland Business License or a special Event Permit is required.

Retail and Food vendors must have a City of Oakland Business License or Special Event Permit. They should be aware of the State and County requirements that are not enforced by this office.



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The City of Oakland Business Tax Division is requesting that the following information be forwarded to our office upon approval of your event.

1. A copy of the Promoter's Business License

All organizations, sponsors, promoters of festivals or organized events in the City of Oakland are required to provide a copy of their current Business License issued by the City of Oakland Business Tax Division. The Business License must be valid, and all taxes must be paid in full.

*Failure to comply may result in a referral to the Citywide Collections Department.

2. Vendor List

The City of Oakland Business Tax Division is requesting a list of your event vendors to assure that each of them is in compliance with the City of Oakland Ordinance. All vendors who do not have a City of Oakland Business License or a City of Oakland Special Event Permit on the day of the event will be contacted after the event and given the opportunity to obtain a City of Oakland Business License or a City of Oakland Special Event permit.

*Failure to comply may result in a referral to the Citywide Collections Department.

Please email the requested information to:

Keryl Harris kharris@oaklandca.gov

Cheryl Dyett-Green cdyett-green@oaklandca.gov

Your immediate cooperation is greatly appreciated.

Please contact our office if you have questions or if additional information is needed.

Regards,

Keryl L. Harris
Business Tax Division
City of Oakland, Finance Department
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Oakland, CA 94612
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