

**CITY OF OAKLAND**

250 Frank H. Ogawa Plaza Suite 1320
Oakland, CA 94612
(510) 238-3704 TTY (510) 238-3254

NEW BUSINESS APPLICATION
Limousine, Taxis, Ambulance & Trucking
APPLY ONLINE: OAKLAND.HDLGOV.COM

Read instructions on other side before completing the application. *DO NOT USE THIS APPLICATION FOR RENTAL AND CONTRACTORS.*

1. Business Name:					
2. Business Address: Number:		Street:		Suite:	
City:		State:		Zip:	
3. Do you own the above location? ☐ Yes ☐ No		4. Number of full-time employees:		5. Zoning application #: (for all Oakland business addresses)	
6. Business Phone: () - Ext:		Contact Phone: () - Ext:			
7. Business Start Date: (in Oakland)		8. Federal Tax ID #: (if Corporation, Partnership, LLC/LP)		9. CA State Seller's Permit #: (for Trucking/ Transportation businesses)	
11. Ownership Type: ☐ Sole Ownership ☐ Trust ☐ Partnership ☐ LP/LLP ☐ Corporation ☐ LLC ☐ Non-Profit				12. Is the business located in: ☐ Montclair ☐ Rockridge ☐ Not Applicable	
13. Provide a DETAILED description of business activity: _____ _____					
14. E-mail address:					
15. Mailing Address: Attention: _____ _____ _____					
16. Business Owner(s) - First & Last Names:		Title: (Owner, CEO, CFO, etc.)		Social Security Number: (or Driver's License Number or State ID Number/State or Municipal ID)	
_____ _____		_____ _____		_____ _____	
17. Registration fee: (Due within 30 days of the business start date) \$103.00 Business Registration Fee + \$4.00 State Mandated Disability Access and Education Revolving Fund + \$5.00 City Recordation & Technology Fee				\$ 112.00	
18. Penalty on late registration fee payments: If registration fee is paid 30-60 days after business start date add \$10.30 or if paid 61 days or more after business start date add \$36.05				\$	
19. Interest due on all late registration fee payments: (Add Lines 17-18) x 1% per calendar month				\$	
20. First Year 20____ ESTIMATE number of Permits, Vehicles or Employees ____ x (See attached Chart for Tax Rate)				\$	
21. Minimum Wage and Labor Standards Fee \$6.70 per employee: For Oakland based businesses ONLY.				\$	
21A. Total number of employees _____ x \$6.70				\$	
22. Payment enclosed: Add Lines 17-21 (Make check payable to "Oakland Business Tax")				\$	
23. I declare under penalty of perjury that to my knowledge all information contained on this application is true and correct.					
Print Name:		Signature:		Title:	
				Date:	

For Office Use					
Date	Payment Type	Initials	Industry Code	SIC	Account #

INSTRUCTIONS FOR COMPLETING NEW BUSINESS APPLICATION

 APPLY ONLINE: OAKLAND.HDLGOV.COM

DO NOT USE THIS APPLICATION FOR RENTAL AND CONTRACTORS

1. Enter your Business Name (DBA - Doing Business As). If you don't plan to use a business name, enter your full name.
2. Enter your Business Address, City, State and Zip Code. To use a mailbox service in lieu of a home address, US Postal Service Form 1583 must be filed with the US Postal Service, which contains the current business street address or home address AND sign an acknowledgement form which authorizes the commercial mail receiving agency to act as that person's agent for service of process. Attach copies of both forms showing proof of compliance.
3. Check the appropriate box "Yes" or "No" if you own the property where your business is located.
4. Enter the number of full-time employees, do not include the owner(s) as employees.
5. Enter your zoning Application Number (required for all Oakland-based businesses). If your business address is in Oakland, you must first complete a zoning clearance application and pay the zoning fee to the Business Services Dept. at 250 Frank H. Ogawa, 2nd Floor, Telephone (510) 238-3911. Return the zoning clearance documents with proof of payment and this New Business Application to our office at 250 Frank H. Ogawa Plaza #1320 to register your business.
6. Enter your Business Phone Number and Contact/Cell Phone Number.
7. Enter the date that your business started. NOTE: If your business is located outside of Oakland, please use the date that you first began your business activity in Oakland.
8. Enter the company's Federal Tax ID Number, if business entity is a partnership, corporation, estate, trust, LLC or LLP.
9. Enter your California State Seller's Permit Number, required for all businesses engaging in wholesale, retail, or resale activities.
10. Enter your CA State PUC (Public Utilities Commission) Number, trucking / transportation businesses only.
11. Check the appropriate box for ownership type, sole ownership, partnership, corporation, non-profit, trust, LP/LLP or LLC.
12. If the business is in Montclair or Rockridge, it will be subject to the Business Improvement District Fee. Resolution No. 75323 established a fee for the Rockridge and Montclair Business Improvement District.
13. Provide a detailed description of your business activity (required).
14. Enter your email address.
15. Enter your mailing address, along with "Attention" to whom business tax information and forms to be sent.
16. List each business owner's name and title, Social Security Number, Driver's License, State ID information or Municipal ID information.
17. Initial Registration Fee Due: Preprinted (\$103.00 Business Registration Fee plus \$4.00 State Mandated Disability Access and Education Revolving Fund* and \$5.00 City Recordation & Technology Fee). The total Registration Fee of \$112.00 must be paid when the business is registered.
18. Penalty if registration fee is paid 30-60 days after business start date add \$10.30 or if paid more than 61 days after business start date add \$36.05.
19. Interest is calculated at 1% per calendar month on the total of the registration fee plus penalty. Add Lines 18-19 then multiply 1% per calendar month.
20. First Year Estimated Oakland Gross Receipts is required: Enter an estimation of Permits, Vehicles or Employees for the first year. Then calculate the First Year's Estimated Tax due, which will be either
a) number of permits, vehicles or employees _____ x (See attached Chart for Tax Rate)
21. Minimum Wage and Labor Standards Fee: For Oakland based businesses ONLY. The fee is \$6.70 per employee.
22. Enter the total registration fee amount due by adding Lines 17-21 and make payment. Credit cards are not accepted on the application. If paying by Visa, Mastercard, Discover or ATM/debit card, please do so in person at the address listed below or pay online at: OAKLAND.HDLGOV.COM
23. Be sure to sign and date this form. Remit your payment, along with this completed application to:

CITY OF OAKLAND BUSINESS TAX SECTION

250 Frank H. Ogawa Plaza, Suite 1320 Oakland, CA 94612

Business Tax Website: <https://www.oaklandca.gov/Business/Business-Taxes-Licenses-Permits>

HOURS OF OPERATION:

Mon, Tues, Thurs and Fri: 8:00 AM-4:00 PM, Wed: 9:30 AM-4:00 PM



ONLINE CHAT:

Mon, Tues, Thurs and Fri: 8:00 AM - 4:00 PM. Wed: 9:30 AM-4:00 PM

IMPORTANT TAX RENEWAL INFORMATION

The \$112.00 payment is a one-time registration fee that is due at the time you begin your business activity. It is required to file and pay the annual business tax each year on or before March 1. The tax rate varies depending on your business classification. It is your responsibility to notify our office if you do not receive the annual renewal declaration and/or to update your account. If the business is discontinued or sold, notification must be provided in writing to ensure closure of the account.

*\$4.00 STATE MANDATED FEE

On September 19, 2012, Governor Brown signed SB-1186 into law which adds a state fee of \$4 on any applicant for a local business license or similar instrument or permit, or renewal thereof. The purpose is to increase disability access and compliance with construction-related accessibility requirements and to develop educational resources for businesses to facilitate compliance with federal and state disability laws, as specified.

Under federal and state law, compliance with disability access laws is a serious and significant responsibility that applies to all California building owners and tenants with buildings open to the public. You may obtain information about your legal obligations and how to comply with disability access laws at the following agencies:

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