



## 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)

The City of Dublin 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 on the City's website at [www.dublin.ca.gov/businesslicense/application](http://www.dublin.ca.gov/businesslicense/application).

### BUSINESS LICENSE FEE SCHEDULE

Effective July 1, 2020

BUSINESS LICENSE FEES	
New Business	\$94.00
Renewal	\$26.00
Temporary (Daily) (i.e. catering, one-day sale)	\$45.00/day
CASp Fee - SB1186	\$4 per business license/renewal <sup>1</sup>
Change of Business Address and/or Transfer of Ownership (Businesses located in Dublin)	\$62.00
Duplicate Business License	\$23

PENALTY FEES			
<b>Delinquent Processing Fee \$22.00, plus penalties below:</b>			
1 month overdue	\$2.36	7 months overdue	\$16.55
2 months overdue	\$4.73	8 months overdue	\$18.91
3 months overdue	\$7.09	9 months overdue	\$21.27
4 months overdue	\$9.45	10 months overdue	\$23.64
5 months overdue	\$11.82	11 months overdue	\$26.00
6 months overdue	\$14.18		

### BUSINESS LICENSE RESOURCES

City of Dublin Planning	(925) 833-6610
City of Dublin Building	(925) 833-6620
City of Dublin Finance ( <b>Business License Renewal Questions</b> )	(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> Senate Bill 1186-Disability access. SB requires the City to collect a four-dollar (\$4) state fee for a business license and renewal license, from January 1, 2013 through December 31, 2023. Information about legal obligations and compliance with disability access laws can be found at: Division of the State Architect at <https://www.dgs.ca.gov/DSA?search=dsa>, Department of Rehabilitation at <https://www.dor.ca.gov/>, California Commission on Disability Access at <https://www.dgs.ca.gov/CCDA>.



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### FREQUENTLY ASKED QUESTIONS

1. **Do I need a business license?** Persons conducting business in the City of Dublin are required to have a current business license.
2. **What if my business is exempt?** Businesses exempt from the City business license fee may be required to register their business and pay a four-dollar (\$4) state fee.<sup>2</sup>
3. **Which business license application do I fill out?** The physical location of your business office is the determining factor for the type of business license application to use.
  - Office location at a Dublin residence, complete the Home Occupation Application.
  - Office location in a commercial tenant space in Dublin, complete the Commercial Application.
  - Office location outside the City of Dublin (commercial or residential), complete the Outside City Application.
4. **How long does it take to get a business license?** It takes approximately six to eight weeks to process inside City business license applications. Businesses located outside of Dublin are approved the same day. All business license certificates are mailed.
5. **Do I need a solicitor's/peddler's permit?** 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 apply for a business license.
6. **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 the local jurisdiction for licensing requirements.
7. **How do I renew my business license?** Renewal invoices are mailed to active businesses prior to the new business license year in October. Fees may be paid in person\* (by cash, check or credit card), or by mail via check (payable to City of Dublin). If your renewal is eligible to pay online by credit card, instructions will be included on your renewal invoice. Renewals are to be paid no later than October 30<sup>th</sup>. Renewals paid after October 30 are subject to a delinquent fee and penalty fees.
8. **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.
9. **Can I get a duplicate copy of my current business license certificate?** A current year's duplicate business license certificate is available upon request. See duplicate business license fee.
10. **Do I need to notify the City if I make changes to my business?** Yes, under the following circumstances:
  - *Your business moves to a new location in Dublin.* Submit a new application form. See change of business address fee.
  - *You are no longer conducting business in Dublin.* Send or email a letter to close out your business license.
  - *Your business changes ownership.* Submit a new application along with proof of new ownership. See transfer of ownership fee.
  - *Your business name changes.* Submit a new application. See duplicate business license fee.
11. **How can I find out if a business has a current Dublin business license?** Contact the Community Development Department for assistance.
12. **Can I obtain a listing of businesses in Dublin?** Yes. A business license report can be emailed or printed. If printed, photocopy fees will apply (see the [master fee schedule](#) for applicable fees). 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 Resources, [New Business Report](#).

<sup>2</sup> See the Dublin Municipal Code, Section 4.04.060, Exemptions: <https://www.codepublishing.com/CA/Dublin/#!/Dublin04/Dublin0404.html#4.04.060>.

\* Due to COVID-19, City offices may be closed to the public. Contact the City of Dublin for more information.