



## Business License Information

Managed by HdL Companies

Dublin@hdlgov.com | 925-359-2952 | <https://dublin.hdlgov.com>

**The City has partnered with HdL to manage the Business License Program, including applications, renewals, and modifications to existing licenses.** Business license application forms, along with the ability to renew or close your business license are available at <https://dublin.hdlgov.com/>.

For any City-specific questions such as inspections, zoning, permitting, or items that cannot be resolved by HdL, please contact the Office of Economic Development at (925) 833-6650 or [business.license@dublin.ca.gov](mailto:business.license@dublin.ca.gov).

### BUSINESS LICENSE FEE SCHEDULE

**Effective July 1, 2025**

<b>BUSINESS LICENSE FEES (Non-Refundable)</b>	
New Business Registration <i>Registration effective date is when operations commence.</i>	\$108.00
Renewal	\$29.00
CASp Fee - SB1186	\$4 per business license/renewal <sup>1</sup>
Transfer Fee	\$71.00
<b>DELINQUENT FEES</b>	
Penalties	A penalty of 25% of the unpaid business registration fee will be added for each month or portion thereof that the fee remains unpaid, beginning 30 days after the license's expiration date. Penalties accrue monthly at this rate, up to a maximum of 100% of the original registration fee.
Interest	On the first day of each month the registration fee remains unpaid, interest of 1.5% of the delinquent amount (excluding penalties and previously accrued interest) will be added.

### BUSINESS LICENSE RESOURCES

City of Dublin Economic Development	(925) 833-6650
City of Dublin Planning	(925) 833-6610
City of Dublin Building	(925) 833-6620
City of Dublin Fire Prevention	(925) 833-6606
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
Dublin Police Services (Permits: Solicitor's, Peddler's, Sidewalk Vendor, Massage, Secondhand Dealer, Fortunetelling)	(925) 833-6680

<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, effective January 1, 2013. 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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State Contractor's License Board

(800) 321-2752



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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. This includes business administered out of a home, commercial space and non-Dublin businesses that provide services, deliver goods for a fee, or sub-contracts in Dublin.
2. **What if my business is exempt?** Businesses exempt from the City business license fee may still be required to register and fee.<sup>2</sup> Businesses claiming an exemption must provide satisfactory proof before the registration fee can be waived. If state or federal law does not require any type of registration, then the business is fully exempt.
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 Supplemental Questionnaire.”
  - Office location in a commercial tenant space in Dublin, complete the “Commercial Supplemental Questionnaire.”
4. **How do I determine my SIC code?** The SIC Code is a new requirement from the State of California under Senate Bill 205. It is used to categorize your business. If you already know your SIC number, you can enter it directly or select it from the drop-down menu. If not, you can simply type in your business type (e.g., retail, restaurant, etc.), and a list of options will appear for you to choose from.
5. **How long does it take to get a business license?** It typically takes two to four weeks to process inside-City business license applications. For commercial businesses within Dublin, Building Division and Fire Prevention approvals are required before issuance, so the timeframe may be longer if a tenant improvement is in progress. The two-to-four week period is dependent on the timely receipt of any required documents. Please keep an eye out for emails from [dublin@hdlgov.com](mailto:dublin@hdlgov.com), as requests for additional information are sometimes overlooked or filtered into junk folders. Businesses located outside of Dublin are generally approved the same day. Business license certificates are provided by HdL Companies once issued.
6. **Do I need a solicitor's/peddler's or sidewalk vending 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. Any mobile or stationary sidewalk vending in the public right of way also needs a permit with Dublin Police Services. In addition to a solicitor's/peddler's and/or sidewalk permit, you will need a business license.
7. **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.
8. **How do I renew my business license?** Renewal invoices are both emailed and mailed to the billing contact on file for active businesses prior to the license expiration date. Each invoice includes instructions on how to renew. You may also renew online at <https://dublin.hdlgov.com/>. For renewal questions, please email [Dublin@hdlgov.com](mailto:Dublin@hdlgov.com) or call 925-359-2952. Please note that renewals submitted after the expiration date are subject to penalty and interest fees.
9. **Can I get a duplicate copy of my current business license certificate?** Yes. You may request a copy directly from HdL Companies by emailing [Dublin@hdlgov.com](mailto:Dublin@hdlgov.com) or calling 925-359-2952.
10. **Do I need to notify HdL Companies if I make changes to my business?** Yes. You need to notify HdL Companies if your business moves to a new location in Dublin, if you are no longer conducting business in Dublin, if your business changes ownership or name, or if your business operations or services change.

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<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>.



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11. **How can I find out if a business has a current Dublin business license?** To find out if a business has an active business license in the City of Dublin you can visit <https://dublin.hdlgov.com/> and search for individual business license records. Alternatively, you can contact HdL Companies.
12. **Can I obtain a listing of businesses in Dublin?** Yes. A list of active business license account holders can be found at <https://dublin.hdlgov.com/>. The public search includes a business name and business phone number. In accordance with state law, the City is not authorized to provide certain information about a business, including the owner's home address and email address.