

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, businesses in commercial areas, and businesses from other cities providing services or delivering goods for a fee in Dublin. Business Licenses must be obtained within 30 days of starting business. The Business License year runs from October 1 to September 30, with yearly registration fees due before October 1.

EXEMPTIONS FROM BUSINESS LICENSE FEES

While a City Business License application may still need to be filed, the following are exempt from Business License fees:

- Agriculture, attorneys, banks
- Charitable organizations (IRS Code 501(c))
- Disabled veterans
- Federal and state entities
- Insurance companies
- Inter-city freight carriers
- Nonprofit activities



- Part-time workers (under 18 or over 65)
- Cafe musicians, commercial travelers, real estate auctioneers
- Operators of laundry equipment not owned by a retail establishment
- Operators of coin-operated vending machines
- Individual purveyors at festivals or similar events
- Other exemptions based on state or federal law

APPLYING FOR A BUSINESS LICENSE Processing Time

- **Inside City Business Licenses:** Two to four weeks (may be longer if tenant improvements are needed).
- **Outside City Businesses:** Typically approved within a few days.

How to Apply

- Complete your application online via the City of Dublin's Citizen Self-Service portal. Visit www.dublin.ca.gov/BL for forms and more information.

RENEWING YOUR BUSINESS LICENSE

- Renewal invoices are mailed before September each year and can be paid online, by mail, or in person. Payments are due by September 30, with penalties for late renewals.
- For more details, contact the Finance Department at 925-833-6640.

BUSINESS LICENSE FEES

- Fees are non-refundable. For the current fee schedule, see the City's website or contact the Economic Development Department at 925-833-6650.

ADDITIONAL INFORMATION

Using a Dublin Business License Elsewhere

- Your Dublin Business License is only



valid within the City of Dublin. For other cities, contact their local offices.

Verifying a Business License

- To verify a business license, use the Citizen Self-Service portal or contact the Economic Development Department at 925-833-6650 or businesslicense@dublin.ca.gov.

Duplicate Copies and Address Changes

- Print copies of your business license online or request via email.
- Notify the City for changes in business location, ownership, or name.

Other Approvals Needed

- Obtain necessary approvals from property managers and check with the Planning Division. Specific businesses like ice cream trucks, second-hand dealers, and massage establishments may need additional permits.

Contact Information

- **General Inquiries:** businesslicense@dublin.ca.gov or 925-833-6650.
- **Renewals:** Finance Department at 925-833-6640.

Visit www.dublin.ca.gov/BL for more information and application forms.

This summary is provided for informational purposes only. For complete regulations, refer to the Dublin Municipal Code, Chapter 4.04, on the City's website.