

- Disabled Veterans
- Federal and State Entities
- Insurance Companies
- Inter-city freight carriers exempt under the Highway Carriers Business License Act
- Nonprofit Activities
- Part Time Workers under the age of 18 or over the age of 65
- Cafe Musicians
- Commercial Travelers
- Real Estate Auctioneers
- Persons renting, leasing or operating laundry equipment which is NOT owned and operated by a retail establishment
- Persons renting, leasing or operating coin-operated vending machines
- Individual purveyors operating under a master
- Business License obtained by an organizer of a festival, fair, farmers' market or similar event

## ADDITIONAL CONTACTS

City Departments (Area Code 925)

[www.dublin.ca.gov](http://www.dublin.ca.gov)

Finance 833-6640

Planning Division 833-6610

Building Division/Business License 833-6620

Fire Prevention 833-6606

Police Services (Non-Emergency) 833-6670

Dublin Chamber of Commerce (925) 828-6200

[www.dublinchamberofcommerce.org](http://www.dublinchamberofcommerce.org)

Employment Development Dept -

Employer Identification Numbers

(925) 977-8265

[www.edd.ca.gov](http://www.edd.ca.gov)

Board of Equalization— Sales Tax

(510) 622-4100

[www.boe.ca.gov](http://www.boe.ca.gov)

Internal Revenue Service - Tax ID

(800) 829-1040

[www.irs.gov](http://www.irs.gov)

Fictitious Business Names - Alameda County

(510) 272-6797

[www.acgov.org/auditor/clerk](http://www.acgov.org/auditor/clerk)

State Contractor's Licenses

(510) 622-2744

[www.cslb.ca.gov](http://www.cslb.ca.gov)

Better Business Bureau

(510) 844-2000

[www.us.bbb.org](http://www.us.bbb.org)

Department of Consumer Affairs (800) 344-9940 or at

[www.dca.ca.gov](http://www.dca.ca.gov)



**DUBLIN**  
CALIFORNIA

City of Dublin

100 Civic Plaza

Dublin, CA 94568

(925) 833-6610 | [www.dublin.ca.gov](http://www.dublin.ca.gov)

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# Business License Information



**DUBLIN**  
CALIFORNIA

**COMMUNITY DEVELOPMENT  
DEPARTMENT**

# Business License Information

## 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, as well as those in commercial areas. It also includes businesses that come to Dublin from a different city and provide services or deliver goods for a fee. Business Licenses must be obtained within 30 days of the starting date of your business, otherwise your business will be subject to additional late fees (see website for current fee schedule). Businesses pay a yearly registration fee due October 1st of each year. Some businesses are subject to an annual Fire Department Self Inspection fee. Please contact the Fire Department at (925) 833-6606 if you have any questions regarding the Self Inspection fee. The City's Business License year begins on October 1st and ends on September 30th.

### **BUSINESS LICENSE FEES ARE NON-REFUNDABLE.**

Application forms are available on the City's website at [www.dublin.ca.gov](http://www.dublin.ca.gov) or by calling (925) 833-6610. You can also pick up an application form in the Community Development Department, located on the first floor at the Dublin Civic Center, 100 Civic Plaza, Dublin.

*NOTE: This pamphlet is intended to provide a summary only. For complete regulations regarding Business Licenses, please refer to the Dublin Municipal Code, Chapter 4.04, which can be found on the City's Website [www.dublin.ca.gov](http://www.dublin.ca.gov)*

## FREQUENTLY ASKED QUESTIONS

### ***How long does it take to obtain a Business License?***

Because Business License applications are subject to review by several City Departments, it may take 6-8 weeks from the date the application is received by the City to obtain a Business License.

### ***Do I need a new license if my business changes its location, ownership or name?***

If your business moves to another location within the city, you will need to submit a new application and pay a fee. If the name or ownership of the business has changed, an application noting the change must be submitted. Ownership changes are subject to a fee.

### ***What other approvals are needed in addition to a Business License?***

All businesses must obtain approvals from their property manager and check with the Planning Division for any additional requirements prior to applying for a Business License. For example: Ice Cream and Catering Trucks, Second Hand Dealers, Door to Door Salespersons and Massage Establishments need to register with Dublin Police and obtain a Permit. Fortunetellers and Massage Establishments need a Conditional Use Permit. In addition, all home occupations must comply with the Dublin Zoning Ordinance Home Occupation Regulations and complete a supplemental Home Occupation form.

### ***Can I use a Post Office Box for my address?***

A Post Office Box is only valid as a mailing address. You must supply the City with the physical location address of your business.

### ***What if I am late with my payment?***

If the payments for annual renewals are received later than November 1st of each year, or 30 days after the start of business for a new business, additional penalties will be added to the amount due.

### ***How can I verify if a business has a current license?***

Contact the Community Development Department at (925) 833-6610 and they will verify if the business has a current license.

### ***How do I renew my license?***

Renewal notices are mailed out in September and are due by October 30th. If you are no longer conducting business within the city, please indicate on the renewal form and return to City Offices.

### ***What is the cost of a replacement Business License?***

It costs \$22 to obtain a replacement copy.

## BUSINESSES EXEMPT FROM FEES

The following types of businesses are exempt from the payment of Business License fees, although a City Business License application may need to be filed:

- Agriculture, Attorneys and Banks
- Charitable Organizations exempt from taxes under IRS Code 501(c) - a formal ruling from the IRS will be required.