



CITY OF OAKLAND

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

Phone: (510) 238-3704 TTY: (510) 238-3254

Website: [www.oaklandnet.com/bustax.html](http://www.oaklandnet.com/bustax.html)

## CONTRACTOR'S NEW APPLICATION

**NOTE:** Please read all instructions on the other side before completing this application.

1. State Contractor's License No.: \_\_\_\_\_ Expiration Date: \_\_\_\_\_

2. Type of Contractor:  General  Electrical  Plumbing, Heating or A/C  
(check one)  Roof  Painting  Misc. Trade / Other

3. Owner's Name: \_\_\_\_\_

4. Business Address: \_\_\_\_\_  
Number Street Suite

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

5. Do you own this Business Location:  Yes  No 6. No. of Full-Time Employees: \_\_\_\_\_

7. Zoning Application No.: \_\_\_\_\_ (Required if your company is based in Oakland)

8. Business Phone: ( ) \_\_\_\_\_ Ext. \_\_\_\_\_ Contact Phone: ( ) \_\_\_\_\_ Ext. \_\_\_\_\_

9. Business Start Date: \_\_\_\_\_ (Enter the date when you first began your work in Oakland)

10. Ownership Type: \_\_\_\_\_ S=Sole Ownership; P=Partnership; C=Corporation; E=Estate; T=Trust; L=LLC or LLP

11. Federal Tax ID Number: \_\_\_\_\_ (if property is owned by a Partnership, Corp, Trust, LLC or LLP)

12. Email Address: \_\_\_\_\_ Website Address: www. \_\_\_\_\_

13. Mailing Name: \_\_\_\_\_ Attention: \_\_\_\_\_

14. Mailing Address: \_\_\_\_\_  
Number Street Suite

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

15. BUSINESS OWNERSHIP INFORMATION (REQUIRED)		
Owner(s) Names - First & Last Names(s) & Title (i.e., President, Secretary etc.)	Social Security Number	Driver's License Number or State ID Number/State
15a.		
15b.		
15c.		

15d. BUSINESS IS:  PRIVATELY OWNED  PUBLICLY OWNED

16. REGISTRATION FEE: (Due within 30 days of the business start date)  
(\$88.00 Business Registration Fee + \$4.00 State Mandated Disability Access and Education  
Revolving Fund and \$3.00 City Recordation & Technology Fee): 16. \$ 95.00

17. PENALTY & INTEREST: Due on all late registration fee payments: Penalty: add \$8.80 if registration  
fee is paid 30-60 days after business start date or add \$22.00 if registration fee is paid 61 days or more  
after business start date. Interest: (\$88.00 Registration fee + penalty) x 1% per month: 17. \$ \_\_\_\_\_

18. 20\_\_ FIRST YEAR ESTIMATED OAKLAND GROSS RECEIPTS (required): 18. \$ \_\_\_\_\_

19. 20\_\_ FIRST YEAR ESTIMATED TAX DUE: (amount on Line 18 x .0018 or \$60.00 whichever is greater) 19. \$ \_\_\_\_\_

20. PAYMENT ENCLOSED: Registration fee & estimated tax must be included (Add Lines 16, 17 & 19)  
Please make your check or money order payable to "Oakland Business Tax". 20. \$ \_\_\_\_\_

I hereby declare, under penalty of perjury, that to the best of my knowledge, all information contained on this application is true and complete.

\_\_\_\_\_  
Signature Title Date

Acct No.: \_\_\_\_\_

SIC: \_\_\_\_\_

Ind. Code: \_\_\_\_\_

Initials: \_\_\_\_\_

Payment Type: \_\_\_\_\_

Date: \_\_\_\_\_

## INSTRUCTIONS FOR COMPLETING CONTRACTOR'S NEW APPLICATION:

1. Enter your State Contractor's License Number and expiration date.
2. Type of Contractor: Please check the appropriate box.
3. Enter your Business Name (DBA-Doing Business As). If you don't plan to use a business name, enter your full name.
4. Enter your Business Address, City State and Zip Code- provide a street address only (do not use a PO Box or private mailbox).
5. Check the appropriate box ("Yes" or "No") if you own the property where your business is located.
6. Enter the number of full-time employees - do not include the owner(s) as employees.
7. Enter your Zoning Application Number (*required for all Oakland-based contractors*). If your business address is located in Oakland, you must first obtain a Zoning Clearance Application from the Building Services Dept. at 250 Frank H. Ogawa Plaza, 2nd Floor. Telephone: (510) 238-3911. Remit the Zoning Application payment to the Building Services Dept and return this New Contractor's Application, along with a copy of the Zoning clearance, to our office to register your business.
8. Enter your Business Phone Number and Contact / Cell Phone Number.
9. Enter the date that your business started in Oakland. **Note: For those businesses that are located outside of Oakland, please use the date that you first began your business activity in Oakland.**
10. Enter appropriate ownership type - *sole ownership, partnership, corporation, estate, trust or LLC/LLP*.
11. Enter the company's Federal Tax ID Number- if business is a partnership, corporation, estate, trust or LLC/LLP.
12. Enter your Email address and/or Website for your business. If you don't have an email or website, please write "None".
13. Enter your mailing name and "attention" to whom you want business tax information and forms to be sent.
14. Enter your current mailing address where you want business tax information and forms to be sent.
15. List each business owner's name and title, Social Security Number and current Driver's License or State ID information.
16. **Initial Registration Fee Due: Preprinted (\$88.00 Business Registration Fee plus \$4.00 State Mandated Disability Access and Education Revolving Fund\* and \$3.00 City Recordation & Technology Fee).** The total Registration Fee of \$95.00 must be paid at the time you register your business with this office.
17. **Late Registration Penalty & Interest: Add \$8.80 penalty if registration fee is paid 30-60 days after business start date or add \$22.00 penalty if registration fee is paid more than 61 days after business start date. The interest is calculated at 1% per month on the total of the registration fee plus penalty.**
18. Enter the first year's Estimated Oakland Gross Receipts (required).
19. First Year Estimated Tax Payment (required). Calculate the First Year's Estimated Tax due, which will be either:
  - a) **\$60.00** if your estimated Oakland gross receipt is under \$33,335 or
  - b) **\$1.80 per \$1,000** (amount on Line 18 x .0018) if your estimated Oakland gross receipts is over \$33,336.
20. Enter the total amount due (add Lines 16, 17 & 19).

**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

Hours of Operation: Mon, Tues, Thurs and Fri: 8:00 a.m. - 4:00 p.m., Wed: 9:30 a.m. - 4:00 p.m.

### **IMPORTANT TAX RENEWAL INFORMATION**

The \$95.00 payment is a one-time registration fee that is due at the time you begin your business activity. You are 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. Once you have discontinued or sold your business you must notify our office in writing to ensure closure of your account.

### **\$4.00 STATE MANDATED FEE**

On September 19, 2012 Governor Brown signed into law SB-1186 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 in order 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](http://www.dgs.ca.gov/dsa/home.aspx).**
- **The Department of Rehabilitation at: [www.rehab.cahw.net.gov](http://www.rehab.cahw.net.gov)**
- **The California Commission on Disability Access at: [www.cdda.ca.gov](http://www.cdda.ca.gov)**