



City of Albany

1000 San Pablo Avenue | Albany, California 94706

(510) 528-5730 | AccountsReceivable@AlbanyCA.org | www.albanyca.org

BUSINESS LICENSE APPLICATION FORM

STATE AND LOCAL LAW REQUIRE THE FOLLOWING INFORMATION:

A. Business Name _____ B. NAICS Code: _____

C. Business Description _____

D. Physical Address of Business _____

City _____ State _____ Zip _____

E. Mailing Address of Business _____

City _____ State _____ Zip _____

Phone _____ Email _____

F. Ownership Type: Sole Proprietorship Partnership Corporation LLC/LLP Other _____

G. Federal Employer ID Number _____ OR Social Security Number _____

H. Owner's Name _____

I. Owner's Mailing Address _____

City _____ State _____ Zip _____

Phone _____ Email _____

J. Date Business commenced in **Albany** _____ K. Will this be a Home-Based Business? Yes No

L. Number of Full Time Equivalent Workers/Employees OR Living Units in **Albany**: _____

M. Contractor Information (If applicable):

State Contractor's License Number _____

License Term: 3 months 6 months 12 months

N. Fire Fee Verification (for in town businesses):

Inspected by _____ Date _____

Initial Inspection Fee \$ _____ Fire Units _____

Emergency Contact(s) (for Fire Emergencies only):

Name _____ Phone Number _____

Name _____ Phone Number _____

O. By signing this form, I certify that all the information provided above is true:

Signature _____ Date _____

City of Albany Business License Application Instructions

Read all instructions carefully prior to completing your application.

This application is for businesses new to Albany. If you hold, or previously held, an Albany business license and have a Business Account Number, please complete the City of Albany Business License Reinstatement Form. Contact the Finance Department if you do not remember your Account Number.

Line Item Instructions

- A. Business Name.** Provide the name the business will operate under in the City.
- B. NAICS Code.** Provide the NAICS code that the entity uses (or will use) with the federal government. More information on NAICS codes can be found online at <https://www.census.gov/naics/>.
- C. Business Description.** Describe the type of product or service performed by the business.
- D. Physical Address.** Provide the physical Albany location of the business this application is for.
- E. Mailing Address and Contact Information.** Provide the address renewal bills and other correspondence should be sent.
- F. Ownership Type.** Enter the type of ownership structure the business is operating under.
- G. FEIN or SSN.** Enter the Federal Entity Identification Number or Social Security Number the business is operating under.
- H. Owner's Name.** Enter the name of the legal owner of the business.
- I. Owner's Contact Information.** If different from the business contact information, enter the contact information for the legal owner of the business.
- J. Date Business Commenced.** Enter the date the entity began doing business within the City of Albany. A business license must be secured within 15 days of starting the business or late and penalty fees and interest will apply per Albany Municipal Code § 5-2.10.
- K. Will this be a home-based occupation?** The following activities are considered Home Occupations (these are examples and not an all-inclusive list):
 - If you work and have an office in your Albany home;
 - If you make or receive business related telephone calls at your Albany home;
 - If your Albany home address is the mailing address for a business;
 - If you have a wholesaler's or merchant's license with an Albany address; or
 - If you make crafts at your Albany home that are sold at craft shows or swap meets.
- L. Number of full-time equivalent employees working in, or living units located in, Albany.** *Employee count:* If you will have part-time staff, complete Worksheet A to determine the number of full-time equivalent employees working in Albany. *Living Unit count:* If you are renting out units that provide complete independent living facilities, list the number of units you are holding out for rent within the City of Albany.
- M. Contractor Information.** Complete this section only if you are a Contractor with no fixed location within the City of Albany. Provide your license number and indicate how long the license should be issued for.
- N. Fire Unit Verification.** Businesses with in town locations are subject to a fire prevention and life safety program fee. To verify the number of fire units for your business, you must contact the Fire Department and have a Fire Marshal sign off on the accuracy of the information. Contact the Fire Marshal's Office at (510) 528-5775 to make an appointment, or drop the application off at the Fire Department. Make sure to include your contact information in Section D so a Fire Marshal can contact you when the verification is completed. If an inspection of the site is needed, the Fire Department's sign off may take 7-10 business days.

Also include emergency contact information in case the Fire Department needs to contact someone to enter the business outside of normal business hours. This may be the owner's information, or the name and phone number for a property management company in charge of the property. This information is kept solely by the Fire Department for emergency purposes. If you have questions, contact the Fire Department at (510) 528-5770.

BUSINESS LICENSE RENEWAL NOTICE FOR IN TOWN BUSINESSES:

YOUR CITY OF ALBANY BUSINESS LICENSE WILL EXPIRE ON DECEMBER 31ST.

THE LICENSE PERIOD BEGINS JANUARY 1ST OF EACH YEAR. **LICENSES MUST BE RENEWED AND PAYMENT RECEIVED BY JANUARY 31ST OR PENALTIES AND INTEREST WILL ACCRUE.** While every effort is made to inform businesses of their renewal amounts, per Albany Municipal Code § 5-2.10(c), the City is not required to send a renewal notice or other bill. It is the business's responsibility to determine the correct amount due and pay any taxes owed by January 31st of each year.

FOR CONTRACTORS:

YOUR CITY OF ALBANY BUSINESS LICENSE **WILL EXPIRE ON THE DATE SHOWN ON LICENSE.**

IF YOU HAVE ANY QUESTIONS, PLEASE CALL (510) 528-5730 OR EMAIL ACCOUNTSRECEIVABLE@ALBANYCA.ORG.

†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
The Department of Rehabilitation at www.rehab.cahwnet.gov
The California Commission on Disability Access at www.ceda.ca.gov