



4 Steps to Obtaining a Basic Business License

The following steps need to be completed before submitting a Basic Business License (BBL) application.

Step 1: Corporate Registration

- ✓ If operating as a corporate entity (corporation, limited liability company, or partnership).

Trade Name Registration

- ✓ If planning to use a fictitious or shortened version of the corporate name when conducting business. Visit [CorpOnline](#).

Step 2: Registration with Internal Revenue Service and DC Office of Tax and Revenue

- ✓ **Internal Revenue Service (IRS):**
[Apply online for Employer Identification Number \(EIN\)](#) or in-person at 77 K Street, NE, Washington, DC 20002. For more information, call (844) 545-5640.
- ✓ **DC Office of Tax (OTR):**
[Register EIN with the DC Office of Tax and Revenue](#). For more information, visit 1101 4th Street, SW, 2nd Floor, Washington, DC 20024 or call (202) 727-4TAX.
- ✓ **Clean Hands Certification:**
Sign an affidavit stating you do not owe more than \$100 to the Government of the District of Columbia. Download [Clean Hands Self-Certification Form](#).

Step 3: Registration with Office of the Zoning Administrator

- ✓ **Certificate of Occupancy (COO):**
If operating out of an office location in the District, apply for a [Certificate of Occupancy](#).
- ✓ **Home Occupation Permit (HOP):**
If conducting business out of a home in the District, apply for a [Home Occupation Permit](#).
- ✓ **Expedited Home Occupation Permit (eHOP):**
If conducting business out of a home in the District, you may be eligible to obtain an Expedited Home Occupation Permit when you apply for a Basic Business License via [My DC Business Center](#).

Step 4: Basic Business License (BBL) Application

- ✓ **Submit a BBL application including the required supporting documentation and payment.**
Your business' activities determine the type of Basic Business License required.
Visit [My DC Business Center](#) to apply.