

Basic Business License Application

Purpose: Apply for a Basic Business License with the District of Columbia

If you need help in your language, please call 202-442-4400. | በአማርኛ እርዳታ ከፈለጉ በ 202-442-4400 ይደውሉ። | Si necesita ayuda en Español, por favor llame al 202-442-4400. | Si vous avez besoin d'aide en Français appelez-le 202-442-4400. | 如果您需要中文服務，請致電202-442-4400 | 한국어로 도움이 필요합니까? 무료 한국어통역: 202-442-4400 | Nếu quý vị cần giúp đỡ bằng tiếng Việt, xin gọi 202-442-4400.

Step 1: Get your Corporate Registration & Employer ID Number

business.dc.gov/startbusiness

If you are applying as a Sole Proprietor with no trade name, you can skip this step.

Step 2: Get your Certificate of Occupancy or Home Occupancy Permit

business.dc.gov/startbusiness

Step 3: Get your New Business Tax Registration

MyTax.dc.gov

Step 4: Sign Here ↓

Clean Hands Statement: The District Government will not issue or reissue any license or permit if the applicant owes more than \$100.00 in outstanding debt to the District of Columbia.

I do not owe \$100 or more to DC Government.

I understand that anyone who makes a false statement on this form can be criminally prosecuted and fined under D.C. Official Code 22-2405. I understand that DCRA may conduct an investigation to ascertain the veracity of the information contained herein. I further understand that if I knowingly provide false and/or misleading information on this application, DCRA may immediately revoke each license and/or permit obtained as well as issue me a fine.

Signature:

Date:

Print Name:

Federal EIN or SSN:

Step 5: Complete Sections A – D ↓

To complete this form online: mybusiness.dc.gov

Section A: License Type

Check all that apply. A full list and description of licenses is online at: bit.ly/DCRABBL.

- One-Family Rental
 General Contractor
 Restaurant
 Other: _____
 Two-Family Rental
 General Business
 Delicatessen
 Apartment
 # of Units/Seats: ____

Section B: Applicant

- Sole Proprietor
 Partnership
 Limited Liability Co.
 Corporation (For-Profit)
 Corporation (Non-Profit)
 Trust

Owner or Entity Name:

Registered Trade Name of Business (if applicable):



Section C: Addresses

This business is...

Not in DC

In my home

Home Occupancy Permit #:

Date Issued:

Not in my home

Certificate of Occupancy #:

Date Issued:

Business's Physical Address

Address:

City:

State:

ZIP:

Phone:

Email:

My billing address is the same as my business location. *If not, please provide your billing address.*

Billing Address:

City:

State:

ZIP:

Phone:

Email:

Section D: Point of Contact

All businesses must have an Agent who can receive legal documents for your business. This person must be a DC resident. You may serve as your own Agent.

Agent's Name:

Address:

Washington, DC

ZIP:

Phone:

Email:

Step 6: Submit your application

Visit the DCRA Business License Center with this form and payment (cash, check, credit card, or money order) payable to **DC Treasurer**; Amex not accepted. You can find fees for each license by going to bit.ly/DCRABBL. A DCRA Business Center representative will calculate the final amount you owe during your visit.

1100 4th Street, SW, 2nd Floor, Washington, DC 20024 | **Hours:** M T W F, 8:30am - 4:00pm; TH, 9:30am - 4:00pm

DC INSPECTOR GENERAL HOTLINE: If you are aware of corruption, fraud, waste, abuse or mismanagement involving any DC Government agency, official or program, contact the Office of the Inspector General (OIG) at 202-727-0267 or 800-521-1639 (toll free). All reports are confidential and you may remain anonymous by law. Government employees are protected from reprisals or retaliation by their employers for reporting to the OIG. The information you provide may result in an investigation leading to administrative action, civil penalties, or criminal prosecution in appropriate cases.

NOTICE OF NON-DISCRIMINATION: In accordance with DC Human Rights Act of 1977, as amended, DC Code Section 2.1401.01 et seq., ("the Act") the District of Columbia does not discriminate on the basis of race, color, national origin, sex, age, marital status, sexual orientation, family responsibilities, matriculation, political affiliation, disabilities, source of income, or place of residence or business. Discrimination in violation of this act will not be tolerated. Violators will be subject to disciplinary action.

