

# ONLINE BUSINESS LICENSE PORTAL

## USER GUIDE

City of Berkeley  
Finance Department  
Revenue Collections  
1947 Center Street, 1<sup>st</sup> Floor  
Berkeley, CA 94704

[www.berkeleyca.gov/BusinessLicense](http://www.berkeleyca.gov/BusinessLicense)

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## I. SIGN IN TO THE PORTAL

1. Go to [BUSINESS LICENSE PORTAL LOGIN PAGE](#), enter your credentials, and click **SIGN IN**.

**CITY OF BERKELEY**

Register for an Account Login

Home Building Permits Housing Zoning Fire Permits Business Licenses Public Works

Advanced Search

### Please Login

Many online services offered by the City of Berkeley require login for security reasons. If you are an existing user, please enter your user name and password in the box on the right.

### New Users

If you are a new user you may **register** for a free Community Portal account. It only takes a few simple steps and, once registered, you will be able to view a complete history of applications, including application materials, staff reports, the status of pending activities, and more.

[Register Now »](#)

### Sign In

USER NAME:\*

PASSWORD:\*

[Forgot Password?](#)

**SIGN IN**

Remember me on this device

Not Registered?  
[CREATE AN ACCOUNT](#)

2. On successful login, click the **Home** tab to get to the main menu of the portal.

The screenshot shows the City of Berkeley online business license portal dashboard. At the top, there is a blue header with the text "CITY OF BERKELEY" and a logo on the left. To the right of the logo, it says "Logged in as: Finance Systems" followed by links for "Collections (0)", "Account Management", and "Logout". Below the header is a navigation bar with tabs: "Home" (highlighted with a red box), "Building Permits", "Housing", "Zoning", "Fire Permits", "Business Licenses", and "Public Works". Underneath the navigation bar is a secondary menu with "Dashboard", "My Records", "My Account", and "Advanced Search" with a dropdown arrow. The main content area starts with a greeting "Hello, Finance Systems". Below this is a section titled "My Collection (0)" with a "View Collections" button. The content of this section is "You do not have any collections right now." Below that is a section titled "Work in progress" with a help icon and a "View All Records" button. Underneath is a table with columns: "Record Name", "Record ID", "Module", "Creation Date", and "Action". The table currently contains the text "No records found".

3. On the home menu, you can apply for a license (rental of real property businesses that began in the current year only), renew your license, or link an existing license.

The screenshot shows the City of Berkeley Online Business License Portal. At the top, there is a blue header with the text "CITY OF BERKELEY" and a logo on the left. To the right of the logo, it says "Logged in as: Finance Systems" followed by links for "Collections (0)", "Account Management", and "Logout". Below the header is a navigation bar with a "Home" button and links for "Building Permits", "Housing", "Zoning", "Fire Permits", "Business Licenses", and "Public Works". Underneath this is a secondary navigation bar with "Dashboard", "My Records", "My Account", and "Advanced Search" with a dropdown arrow. The main content area features a large heading "Welcome Finance Systems". Below this, there are four sections: "Building Permits" with links for "Apply for a Permit", "Schedule an Inspection", "Schedule a Permitting Service Center Appointment", and "View Inspections Scheduled for Today"; "Public Works" with links for "Apply for a Permit" and "Schedule an Inspection"; "Business Licensing" with links for "Apply for a License", "Renew your License", "Link an Existing License to Your Account", "User Guide", and "Learn about Applying for a License"; and "Short Term Rentals" with links for "Apply for a Zoning Certificate" and "Learn about Short Term Rentals".

## II. APPLY FOR A LICENSE ONLINE

Beginning in December 2024, rental of real property businesses can apply for a license online. Due to system limitations, **only rental of real property businesses that started in the current calendar year are eligible to apply online.**

At this time, all other business types are ineligible and must submit an application by mail or in person. The process for submitting applications by mail or in person is the same for all business types, including rental of real property businesses that started in a previous calendar year.

Please review [GUIDE TO APPLYING FOR A BERKELEY BUSINESS LICENSE](#).

Then, fill out a [BUSINESS LICENSE APPLICATION FORM](#). For more information regarding new licenses, please visit the [NEW BUSINESS LICENSES](#) page.

We will reach out to you regarding further documentation which may be needed to make your license current.

To submit your application by mail, please print, sign, and return your renewal form, including a check made payable to City of Berkeley, and send to:

Finance Department  
Revenue Collection  
1947 Center Street, 1<sup>st</sup> Floor  
Berkeley, CA 94704

If you prefer to pay in person, you are welcome to visit the Customer Service enter located at 1947 Center Street, 1<sup>st</sup> Floor. The hours of operation are Monday through Thursday, 8:30 AM to 2:00 PM.

1. Sign in as described in the [SIGN IN TO THE PORTAL](#) section, click the **Home** tab.

The screenshot shows the City of Berkeley online business license portal dashboard. At the top, there is a blue header with the text "CITY OF BERKELEY" and a logo on the left. To the right of the logo, it says "Logged in as: Finance Systems" followed by links for "Collections (0)", "Account Management", and "Logout". Below the header is a navigation menu with tabs for "Home", "Building Permits", "Housing", "Zoning", "Fire Permits", "Business Licenses", and "Public Works". The "Home" tab is highlighted with a red box. Below the navigation menu is a secondary menu with "Dashboard", "My Records", "My Account", and "Advanced Search" with a dropdown arrow. The main content area starts with a greeting "Hello, Finance Systems". Below this is a section titled "My Collection (0)" with a "View Collections" button. The content of this section is "You do not have any collections right now." Below that is a section titled "Work in progress" with a help icon and a "View All Records" button. Underneath is a table with columns: "Record Name", "Record ID", "Module", "Creation Date", and "Action". The table contains one row with the text "No records found".

2. Click **Apply for a License**.

**CITY OF BERKELEY**

Logged in as: Finance Systems Collections (0) Account Management Logout

**Home** Building Permits Housing Zoning Fire Permits Business Licenses Public Works

Dashboard My Records My Account Advanced Search ▾

## Welcome Finance Systems

### Building Permits

- Apply for a Permit
- Schedule an Inspection
- Schedule a Permitting Service Center Appointment
- View Inspections Scheduled for Today

### Public Works

- Apply for a Permit
- Schedule an Inspection

### Business Licensing


- Apply for a License**
- Renew your License
- Link an Existing License to Your Account
- User Guide
- Learn about Applying for a License

### Short Term Rentals

- Apply for a Zoning Certificate
- Learn about Short Term Rentals

3. Read the General Disclaimer, check the box to accept the terms, then click **Continue Application**.

**CITY OF BERKELEY**



Logged in as: Finance Systems Collections (0) Account Management Logout

Home Building Permits Housing Zoning Fire Permits **Business Licenses** Public Works

Create an Application

### Online Business License Application and/or Renewal

Welcome to the City of Berkeley's Online Portal.

Using this system you can:

- Apply for a new license only if your business started in the current calendar year
- Track your application status
- Link your business license (e.g., Administrative Headquarters, Business Personal Repair, Cannabis, Entertainment, Grocer, Manufacturing, Non-Profit, Professional-Semi-professional, Rental of Real Property, Retail, and Wholesale)
- Renew and pay for your license renewal
- View receipt and copy of your license

Please "Allow Pop-ups from This Site" before proceeding. You must accept the General Disclaimer below before beginning your application.

**General Disclaimer**


While the City of Berkeley attempts to keep its Web information accurate and timely, the City of Berkeley neither warrants nor makes representations as to the functionality or condition of this Web site, its suitability for use, freedom from interruptions or from computer virus, or non-infringement of proprietary rights. Web materials have been compiled from a variety of sources and are subject to change without notice from the Agency as a result of updates and corrections.

I have read and accepted the above terms.

**Continue Application »**

4. Select the **Rental of Real Property** type and click **Continue**.

**CITY OF BERKELEY**



Logged in as: Finance Systems Collections (0) Account Management Logout

Home Building Permits Housing Zoning Fire Permits **Business Licenses** Public Works

Create an Application

### Select a Record Type

At this time, the City of Berkeley only accepts applications for rental of real property businesses that have started in the current calendar year.

For all other business types, please download a copy of the application and mail it along with a check made payable to City of Berkeley to:

Finance Department  
Revenue Collection  
1947 Center Street, 1st Floor  
Berkeley, CA 94704

If you prefer to complete the form in person, you are welcome to visit the Customer Service Center at 1947 Center Street, 1st Floor. The hours of operation are Monday to Thursday, 8:30AM to 2:00PM.


If you already have a license, please select the "Link Existing License to my Account" option.

Link Existing License to my Account  
 Rental of Real Property

**Continue »**

- 5. Provide a **Doing Business As (DBA)** name and **Detailed Description of Business Activity**. Note: Limit your description of primary work activities to 25 characters.

**CITY OF BERKELEY**



Logged in as: Finance Systems Collections (0) Account Management Logout

Home Building Permits Housing Zoning Fire Permits **Business Licenses** Public Works

Create an Application

**Rental of Real Property**

1 License Application	2 Owner and Location	3 Acknowledgement	4 Review	5 Record Issuance
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**Step 1: License Application > Application Questions**

For more information about Business Licensing, visit <https://berkeleyca.gov/doing-business/operating-berkeley/business-licenses>

The following are subject to public disclosure:

- Business Name
- Detailed Description of Business Activity
- Ownership Type
- Contractor's License #
- Contractor's License Expiration Date
- State Resale #

\* indicates a required field.

**Business Description**

Enter the Doing Business As (DBA) name.

If the name differs from the owner's name, a Fictitious Business Name Statement (FBN) is required. To apply for an FBN, contact Alameda County at 510-272-6363, [acgov.org/business/fictitious.htm](http://acgov.org/business/fictitious.htm), or visit 1106 Madison Street, Oakland, CA.

If an FBN is not provided, your business license will be established with the business owner's first and last name.

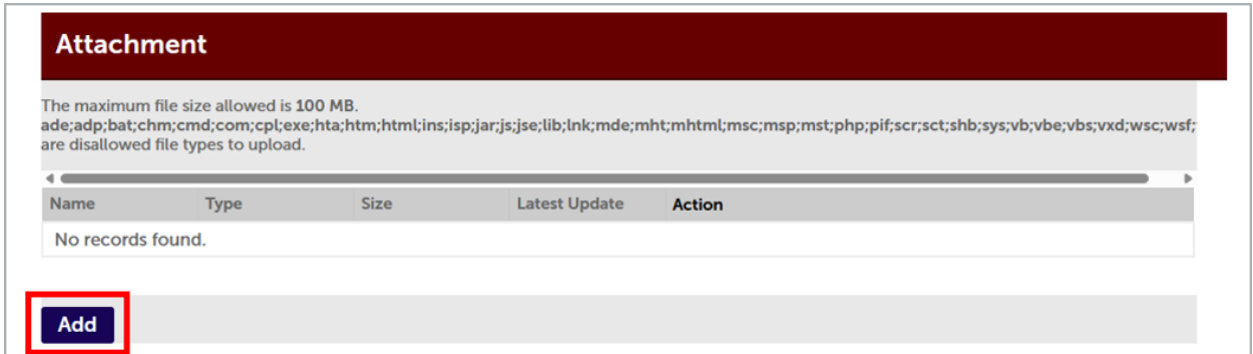
You will need to upload a copy of your FBN Statement below.

\* Doing Business As (DBA):

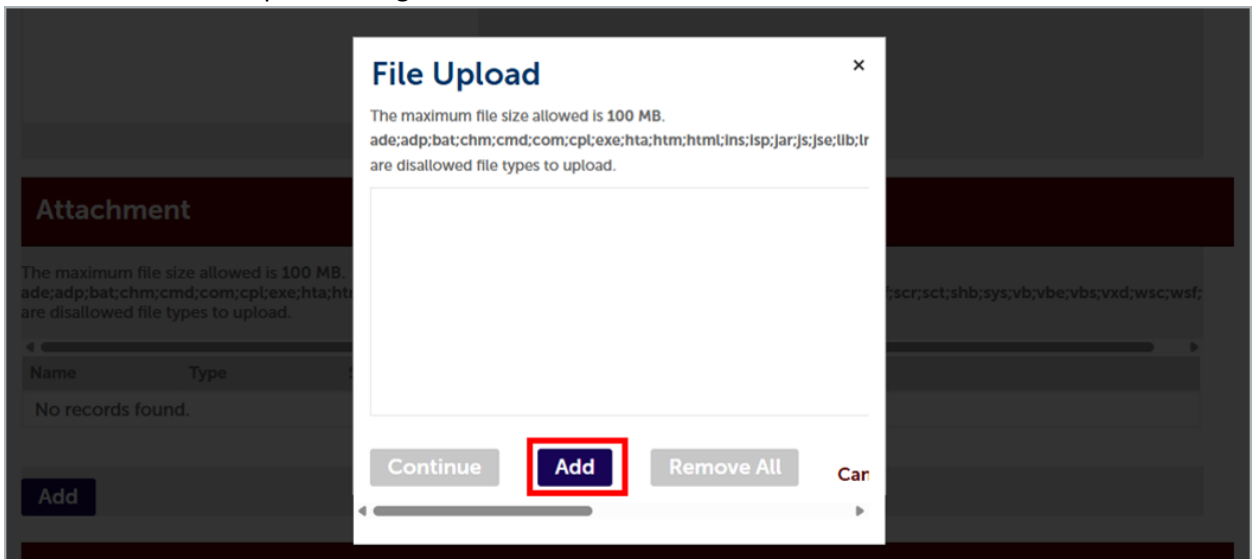
\* Detailed Description of Business Activity:

6. If the DBA name is different than your legal name or a registered LLC, a Fictitious Business Name (FBN) Statement is required; otherwise, the license will be established under your legal name. Click **Add** to attach the statement.

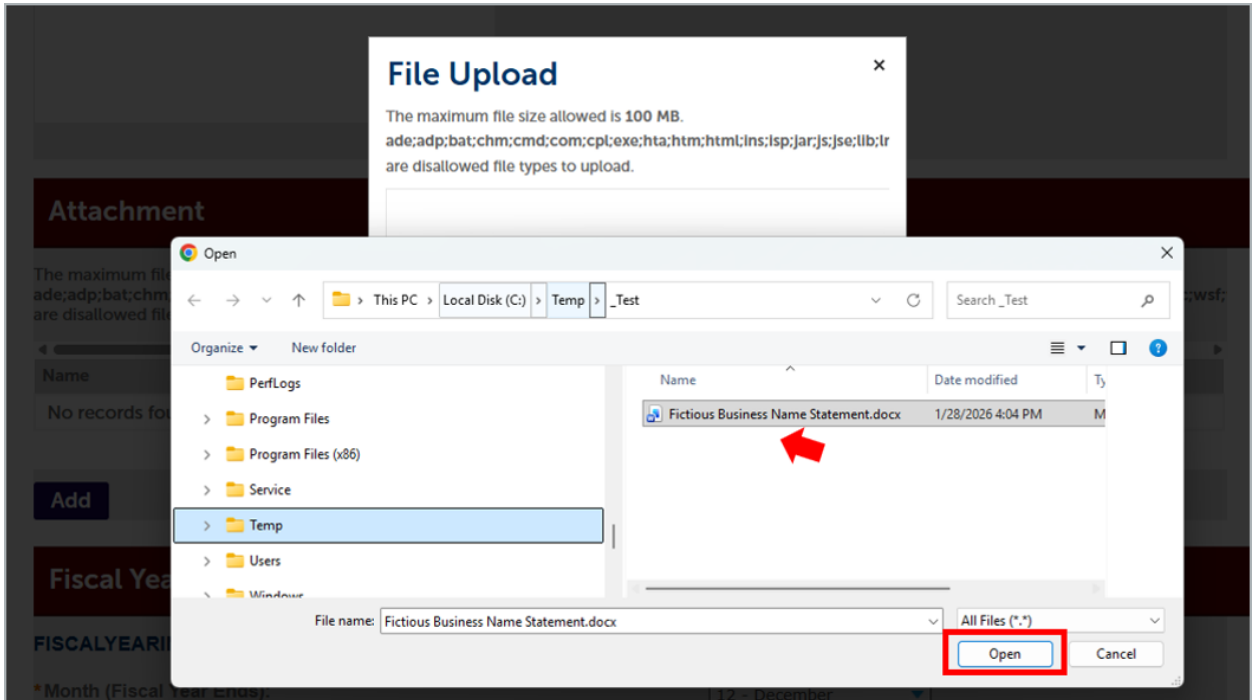
If an FBN is not needed, **jump to step 11**.



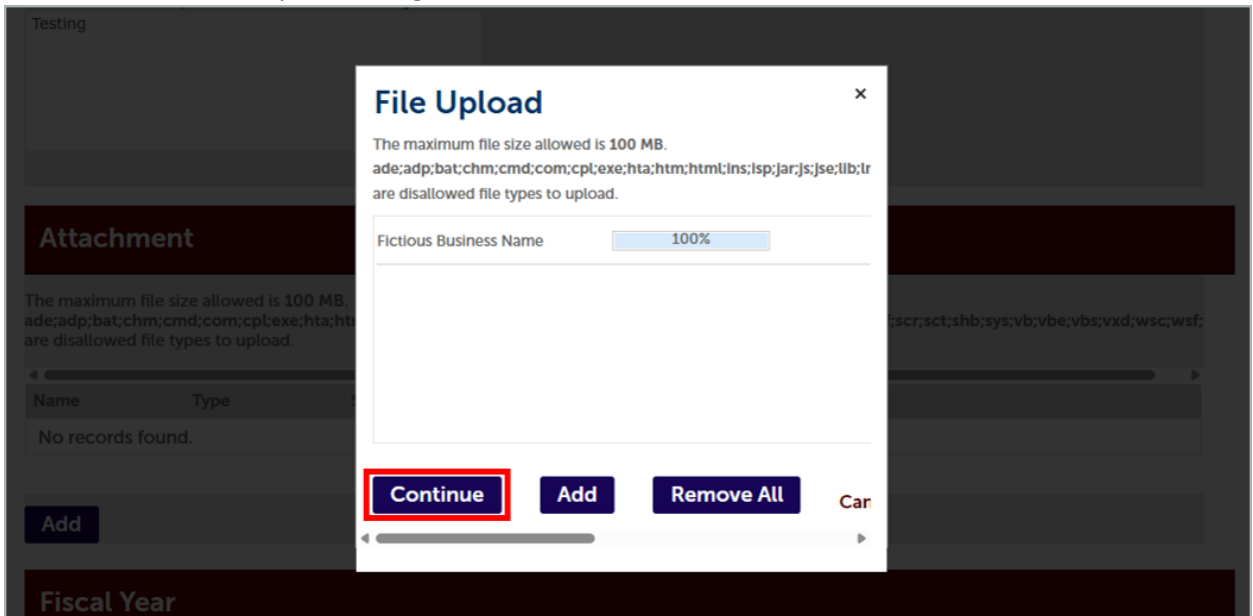
7. Click **Add** in the File Upload dialog.



- Browse for the file and select it in the Open dialog, then click **Open**.



- Click **Continue** in File Upload dialog.



10. Select **Fictitious Business Name Statement** from the **Type** menu, enter a description of the attachment, and click **Save**.

**Attachment**

The maximum file size allowed is 100 MB.  
ade;adp;bat;chm;cmd;com;cpl;exe;hta;htm;html;ins;isp;jar;js;jse;lib;lnk;mde;mht;mhtml;msc;msp;mst;php;pif;scr;sct;shb;sys;vb;vbe;vbs;vxd;wsc;wsf; are disallowed file types to upload.

Name	Type	Size	Latest Update	Action
No records found.				

**\*Type:**  

Remove

File:  
Fictitious Business Name Statement.docx  
100%

**\*Description:**

Save

Add

Remove All

11. The following screen indicates that the attachment is successfully added to your application. To attach additional documents, click Add again; otherwise, proceed to the next step.

**Attachment**

The maximum file size allowed is 100 MB.  
ade;adp;bat;chm;cmd;com;cpl;exe;hta;htm;html;ins;isp;jar;js;jse;lib;lnk;mde;mht;mhtml;msc;msp;mst;php;pif;scr;sct;shb;sys;vb;vbe;vbs;vxd;wsc;wsf; are disallowed file types to upload.

Name	Type	Size	Latest Update	Action
Fictitious Business Name Statement.docx	Fictitious Business Name Statement	13.05 KB	01/28/2026	Actions ▾

Add

12. Specify the **Month** and **Date** your fiscal year ends. Note, the system defaults to December 31.

### Fiscal Year

**FISCALYEARINFO**

\* Month (Fiscal Year Ends):

\* Date (Fiscal Year Ends):

13. Answer all questions in the Business Information section, click **Continue**.

### Business Information

**APPLICATIONINFO**

\* Berkeley Business Start Date:

\* Tax Code:

\* Business Activity Code (NAICS):

\* Business Ownership Type:

\* How will you report your taxes (FEIN or SSN)?:

\* Number of Employees:

\* Do you need vehicle decals?:  Yes  No

\* Will you be pulling a Building Permit?:  Yes  No

State Resale License Number:

\* Do you sell tobacco or tobacco products to the public?:  Yes  No

\* Do you sell or provide food or drink to the public?:  Yes  No

\* Do you provide a swimming pool or a spa for use by the public?:  Yes  No

\* Do you handle hazardous materials (e.g., gases, oils, paints, etc.)?:  Yes  No

\* Will your business involve cannabis activity?:  Yes  No

\* Are you providing body art or body piercing services (tattooing, branding, permanent cosmetics)?:  Yes  No

\* State NPDES Wastewater Permit Business?:  Yes  No

14. On the Owner and Location page, click **Select from Account** to enter the business owner’s contact information. If the business owner is different than the current user, click **Add New**.

The screenshot shows the 'CITY OF BERKELEY' portal. At the top right, it says 'Logged in as: Finance Systems' with links for 'Collections (0)', 'Account Management', and 'Logout'. A navigation menu includes 'Home', 'Building Permits', 'Housing', 'Zoning', 'Fire Permits', 'Business Licenses' (highlighted), and 'Public Works'. Below the menu is a 'Create an Application' button. A progress bar for 'Rental of Real Property' has five steps: 1 License Application, 2 Owner and Location (highlighted), 3 Acknowledgement, 4 Review, and 5 Record Issuance. Below the progress bar, the heading is 'Step 2: Owner and Location > Owner and Location'. A note states '\*indicates a required field.' Below this is a dark red header 'Business Owner'. A text box explains: 'The address associated with the business owner will be used as the mailing address on the physical business license and will be used for all future correspondence.' At the bottom, there are two buttons: 'Select from Account' (highlighted with a red box) and 'Add New'.

15. Review the business owner’s information.

The screenshot shows the 'Business Owner' page. It features a dark red header with the title 'Business Owner'. Below the header, a text box states: 'The address associated with the business owner will be used as the mailing address on the physical business license and will be used for all future correspondence.' A green checkmark icon is followed by the text 'Contact added successfully.' Below this, the contact information for 'Finance Systems Test' is listed: 'FinanceSystems@berkeleyca.gov', 'Home phone: 5109817342', 'Mobile Phone:', 'Work Phone:', and 'Fax:'. At the bottom, there are two links: 'Edit' and 'Remove'.

16. Enter Street Number and Name, click **Search**.

**Business Location**

Enter your street number and street address then click "Search." If your business is located on a numbered street, please spell out the street number, i.e., 68th Street, Sixty-Eighth Street. If you cannot locate your address, email [onlinebusinesslicense@berkeleyca.gov](mailto:onlinebusinesslicense@berkeleyca.gov).

Note: All business locations within Berkeley must receive Zoning approval, through a Zoning Certificate for Business License (ZCBL) for the new address. Please email Planning staff at [planning@berkeleyca.gov](mailto:planning@berkeleyca.gov) and they will provide application instructions. You can also apply online directly at <https://aca.berkeleyca.gov/Community/>.

\*Street No.:  Direction: --Select-- \*Street Name:  Street Type: --Select--

Unit No.:  Unit Type: --Select--

City:  State: --Select-- \*Zip:

**Search** **Clear**

17. Select the appropriate address from the displayed list.

**Address Search Result List**

**Addresses**

Showing 1-2 of 2

Address	City	State	Zip
<input type="radio"/> 2180 MILVIA ST	BERKELEY	CA	94704
<input type="radio"/> 2180 MILVIA ST CPTAL	BERKELEY	CA	94704

**Select** **Cancel**

18. Choose the correct address, **scroll down**, and click **Select**.

The screenshot shows a modal window titled "Address Search Result List" with a close button (X) in the top right corner. The window displays search results for the address "2180 MILVIA ST" in Berkeley, CA, 94704. Below the search results, there are sections for "Associated Parcels" and "Associated Owners". A red arrow points to the "Associated Parcels" section. At the bottom left, a red box highlights the "Select" button, and a "Cancel" button is visible next to it.

Address	City	State	Zip
<input checked="" type="radio"/> 2180 MILVIA ST	BERKELEY	CA	94704
<input type="radio"/> 2180 MILVIA ST CPTAL	BERKELEY	CA	94704

**Associated Parcels**

Showing 1-1 of 1

Parcel Number	Lot	Block	Subdivision
<input checked="" type="radio"/> 057 202100100		2021	

**Associated Owners**

Showing 1-1 of 1

<input checked="" type="radio"/>
----------------------------------

**Select** Cancel

19. Click **Continue**.

**Business Location**


Enter your street number and street address then click "Search." If your business is located on a numbered street, please spell out the street number, i.e., 68th Street, Sixty-Eighth Street. If you cannot locate your address, email [onlinebusinesslicense@berkeleyca.gov](mailto:onlinebusinesslicense@berkeleyca.gov).

Note: All business locations within Berkeley must receive Zoning approval, through a Zoning Certificate for Business License (ZCBL) for the new address. Please email Planning staff at [planning@berkeleyca.gov](mailto:planning@berkeleyca.gov) and they will provide application instructions. You can also apply online directly at <https://aca.berkeleyca.gov/Community/>.

\*Street No.:  Direction:  \*Street Name:  Street Type:

Unit No.:  Unit Type:

City:  State:  \*Zip:

 A notice was added to this work location on 12/13/2015.  
 Condition: NPDES: 1 acre Severity: Notice  
 Total Conditions: 1 (Notice: 1)  
[View additional details](#)

---


**Parcel**

This information will automatically populate when a valid address is found above.

\*Parcel Number:

Lot:  Block:  Subdivision:

Book:  Page:

Tract:   Legal Description:

Parcel Area:

Land Value:  Improved Value:  Exemption Value:

**Save and resume later**

**Continue »**

20. Read the Attestation and click the **checkbox**.

The screenshot shows the City of Berkeley Business Licenses portal. At the top, it says "CITY OF BERKELEY" and "Logged in as: Finance Systems Collections (0) Account Management Logout". The navigation menu includes "Home", "Building Permits", "Housing", "Zoning", "Fire Permits", "Business Licenses" (highlighted), and "Public Works". Below the navigation is a "Create an Application" button. The main content area is titled "Rental of Real Property" and shows a progress bar with five steps: 1 License Application, 2 Owner and Location, 3 Acknowledgement (highlighted), 4 Review, and 5 Record Issuance. Below the progress bar, it says "Step 3: Acknowledgement > Declaration" and "\* indicates a required field." The "Acknowledgement" section has a sub-section "ATTESTATION" with a warning: "Warning: Providing false information on this form may result in the City pursuing civil and/or criminal penalties, in addition to penalties and interest that may be imposed for underpayment of business license tax under provisions of BMC 9.04.110, 9.04.115, and 9.04.120 :". To the right of the warning is a checkbox, which is highlighted with a red arrow.

21. Click the check box next to the declaration, **type in your full name** to electronically sign your application and click **Continue**.

The screenshot shows the "Declaration" section of the Business Licenses portal. It has a sub-section "ESIGN" with the text: "I declare under penalty of perjury under the laws of the State of California that the foregoing is true and correct:". Below this text is a checkbox, which is highlighted with a red arrow. To the right of the checkbox are three input fields: "Full Name:" (highlighted with a red box), "Signature:" (with an asterisk), and "Date:" (with a calendar icon). At the bottom left is a "Save and resume later" button, and at the bottom right is a "Continue »" button, which is also highlighted with a red box.

22. Review your entire application, edit as needed, and click **Continue** to submit your application.

**CITY OF BERKELEY**

Logged in as: Finance Systems   Collections (0)   Account Management   Logout

Home   Building Permits   Housing   Zoning   Fire Permits   **Business Licenses**   Public Works

Create an Application

**Rental of Real Property**

1 License Application	2 Owner and Location	3 Acknowledgem...	4 Review	5 Record Issuance
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**Step 4: Review**

Save and resume later

Continue »

Please thoroughly review all information listed below. To make edits, click on the appropriate linked tab above. Once you click "Continue," no further changes can be made in the portal. If changes are needed after you click "Continue," please contact buslic@cityofberkeley.info.

**Record Type**

Rental of Real Property

**Business Description** Edit

Doing Business As (DBA): Finance Systems Test  
Detailed Description of Business Activity: Testing

**Attachment** Edit


The maximum file size allowed is 100 MB.  
ade;adp;bat;chm;cmd;com;cpl;exe;hta;htm;html;ins;isp;jar;js;se;lib;lnk;mde;mht;mhtml;msc;msp;mst;php;pif;scr;sct;shb;sys;vb;vbe;vbs;vxd;wsc;wsf;  
are disallowed file types to upload.

Name	Type	Size	Latest Update	Action
Fictitious Business Name Statement.docx	Fictitious Business Name Statement	13.05 KB	01/28/2026	Actions ▾

**Fiscal Year**

23. Your application has been successfully submitted and will be reviewed. If any issue, business will be contacted for further action.

**CITY OF BERKELEY**



Logged in as: Finance Systems   Collections (0)   Account Management   Logout


Home   Building Permits   Housing   Zoning   Fire Permits   **Business Licenses**   Public Works

Create an Application

**Rental of Real Property**


1 License Application	2 Owner and Location	3 Acknowledgement	4 Review	5 Record Issuance
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**Step 5: Record Issuance**



Your application has been successfully submitted. Please print your record and retain a copy for your records.

Thank you for using our online services.  
**Your Record Number is BLA-2026-000001.**



A notice was added to this record on 12/13/2015.  
Condition: NPDES: 1 acre   Severity: Notice  
Total Conditions: 1 (Notice: 1)

[View additional details](#)

Please print and retain a copy of this page for your records.

**View Record Details »**

24. Upon successful submission, you will receive an email with a link to check on the status of your application.

**Subject:** Your application BLA-2024-000511 has been received

Thank you for submitting a Berkeley business license application. Finance staff will review your application and email you with next steps. To check the status of your application online, [click here](#).

If you have questions, please contact (510) 987-CITY or email [onlinebusinesslicense@berkeleyca.gov](mailto:onlinebusinesslicense@berkeleyca.gov).

### III. APPLICATION STATUS

Depending on the nature of your business and location, your application may take one or many steps.


Your application will be automatically routed to pertinent City departments to ensure that all City requirements are met to operate legally and safely (i.e., Zoning, Toxics, Fire, Building, Environmental Health, etc.).

1. Sign in as describe in the [SIGN IN TO THE PORTAL](#) section, click the **Business Licenses** tab.

The screenshot shows the City of Berkeley portal interface. At the top, there is a blue header with the text "CITY OF BERKELEY" and a logo. Below the header, the user is logged in as "Finance Systems" with options for "Collections (0)", "Account Management", and "Logout". A navigation menu includes "Home", "Building Permits", "Housing", "Zoning", "Fire Permits", "Business Licenses" (highlighted with a red box), and "Public Works". Below this is a secondary menu with "Dashboard", "My Records", "My Account", and "Advanced Search". The main content area greets the user as "Hello, Finance Systems" and displays a "My Collection (0)" section with a "View Collections" button. A message states "You do not have any collections right now." Below this is a "Work in progress" section with a "View All Records" button and a table with columns: Record Name, Record ID, Module, Creation Date, and Action. The table currently shows "No records found".

- The **Status** of each Business License Application (**BLA**) or Business License (**BL**) is shown in the list. Click the entry in the list view the details.

**CITY OF BERKELEY**


Logged in as: Finance Systems   Collections (0)   Account Management   Logout

Home
Building Permits
Housing
Zoning
Fire Permits
Business Licenses
Public Works

[Create an Application](#)

[Not seeing your license? Click Here to Link a License Now.](#)

**License History**

Showing 1-2 of 2 |

<input type="checkbox"/>	Business License Number	Business Name	Record Type	Expiration Date	Status	Action
<input type="checkbox"/>	BL-022726	Finance Systems Test	Rental of Real Property Business License	12/31/2026	Active	
<input type="checkbox"/>	BLA-2026-000001	Finance Systems Test	Rental of Real Property		Approved	

**Search for Records**

To search for businesses, visit the City of Berkeley's Open Data Portal where you can download or view a list of all businesses with an active City business license.

**Berkeley Open Data Portal**

The database is updated daily and provides non-confidential, public data.

3. Click the **Record Info** combo box and select **Processing Status** from the drop-down menu.

The screenshot displays the City of Berkeley Business Licenses portal. At the top, the header reads "CITY OF BERKELEY" with a logo on the left and user information on the right: "Logged in as: Finance Systems Collections (0) Account Management Logout". A navigation menu includes "Home", "Building Permits", "Housing", "Zoning", "Fire Permits", "Business Licenses" (highlighted), and "Public Works". Below the menu is a "Create an Application" button. The main content area shows record details for "Record BLA-2026-000001: Rental of Real Property" with a status of "Approved" and an "Add to collection" link. A tabbed interface has "Record Info" selected, showing "Record Details", "Payments", and "Conditions 1". Under "Record Details", the "Processing Status" is highlighted, showing the record was added on 12/13/2015 with details: "NPDES: 1 acre Severity: Notice Conditions: 1 (Notice: 1)". A "View Condition" button is visible. Below this are sections for "Physical Location" (2180 MILVIA St, BERKELEY CA 94704) and "Record Details" (Project Description: Finance Systems Test, Testing, with a "More Details" link).

4. The Processing Status page will display all information about your application.

**CITY OF BERKELEY**

Logged in as: Finance Systems   Collections (0)   Account Management   Logout

Home
Building Permits
Housing
Zoning
Fire Permits
Business Licenses
Public Works

Create an Application

**Record BLA-2026-000001:**  
**Rental of Real Property**  
**Record Status: Approved**

Record Info ▾
Payments ▾
Conditions 1

Add to collection

A notice was added to this record on 12/13/2015.  
 Condition: NPDES: 1 acre   Severity: Notice  
 Total Conditions: 1 (Notice: 1)

View Condition

**Processing Status**

If a business is operating within Berkeley's limits, various city departments' requirements and regulations apply. Your application will be automatically routed to various City departments for Review. Depending on the business type, the approval process may take a few days to several weeks to complete. No action is needed on your part. Once full payment and all necessary departments have approved, the Finance Department will mail your license.

For an update on a departmental Review, please use the list below:

- Application Acceptance: Finance Department | [onlinebusinesslicense@berkeleyca.gov](mailto:onlinebusinesslicense@berkeleyca.gov) | (510) 981-7200
- Zoning Review: Planning Department | [planning@berkeleyca.gov](mailto:planning@berkeleyca.gov) | (510) 981-7410
- Toxics Review: Planning Department | [toxics@berkeleyca.gov](mailto:toxics@berkeleyca.gov) | (510) 981-7460
- Fire Review: Fire Department | [BFDfireprevention@berkeleyca.gov](mailto:BFDfireprevention@berkeleyca.gov) | (510) 981-5585
- Building Review: Planning Department | [planning@berkeleyca.gov](mailto:planning@berkeleyca.gov) | (510) 981-7410
- Health Review: Environmental Health Department | [envhealth@berkeleyca.gov](mailto:envhealth@berkeleyca.gov) | (510) 981-5310
- License Issuance: Finance Department | [onlinebusinesslicense@berkeleyca.gov](mailto:onlinebusinesslicense@berkeleyca.gov) | (510) 981-7200

- ✔ ▶ Application Acceptance
- Zoning Review
- Toxics Review
- Fire Review
- Building Review
- Health Review
- ✔ ▶ License Issuance

## A. APPLICATION FEES AND PAYMENT


When the application has been reviewed, you will receive an email notification stating that you may make the payment on your application.

1. Sign in as described in the [SIGN IN TO THE PORTAL](#) section, click the **Business Licenses** tab.

The screenshot shows the City of Berkeley Business Licenses portal. At the top, the header reads "CITY OF BERKELEY" with a logo on the left. The user is logged in as "Finance Systems" and has access to "Collections (0)", "Account Management", and "Logout". The main navigation menu includes "Home", "Building Permits", "Housing", "Zoning", "Fire Permits", "Business Licenses" (highlighted with a red box), and "Public Works". Below this is a secondary menu with "Dashboard", "My Records", "My Account", and "Advanced Search". The main content area greets the user as "Hello, Finance Systems" and displays two sections: "My Collection (0)" with a "View Collections" button and a message "You do not have any collections right now.", and "Work in progress" with a "View All Records" button. Below these is a table with columns for Record Name, Record ID, Module, Creation Date, and Action, which currently shows "No records found".

2. Click the **Pay Fees Due** action for an application or license listed.

**CITY OF BERKELEY**


Logged in as: Finance Systems   Collections (0)   Account Management   Logout

Home   Building Permits   Housing   Zoning   Fire Permits   **Business Licenses**   Public Works

[Create an Application](#)

[Not seeing your license? Click Here to Link a License Now.](#)

**License History**

Showing 1-2 of 2 |

<input type="checkbox"/>	Business License Number	Business Name	Record Type	Expiration Date	Status	Action
<input type="checkbox"/>	BL-022726	Finance Systems Test	Rental of Real Property Business License	12/31/2026	Active	Pay Fees Due
<input type="checkbox"/>	BLA-2026-000001	Finance Systems Test	Rental of Real Property		Approved	

**Search for Records**


To search for businesses, visit the City of Berkeley's Open Data Portal where you can download or view a list of all businesses with an active City business license.

**Berkeley Open Data Portal**

The database is updated daily and provides non-confidential, public data.

3. Click **Continue Application**.

**CITY OF BERKELEY**



Logged in as: Finance Systems Collections (0) Account Management Logout

Home Building Permits Housing Zoning Fire Permits **Business Licenses** Public Works

Create an Application

State Mandated Disability Access Fee: 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. For more information, please visit:



Division of the State Architect: [dgs.ca.gov/DSA](http://dgs.ca.gov/DSA)  
Department of Rehabilitation: [rehab.cahwnet.gov](http://rehab.cahwnet.gov) [ccda.ca.gov](http://ccda.ca.gov)  
CA Commission on Disability Access: [ccda.ca.gov](http://ccda.ca.gov)

Fees	Qty.	Amount
New Business License Registration Fee	1	\$25.00

TOTAL FEES: \$25.00  
Note: This does not include additional inspection fees which may be assessed later.

**Continue Application »**

4. Fill in all required information in the form, click **Continue**.



---

**City of Berkeley, CA**  
Business License Renewal DEVELOPMENT

[PAYMENT INFORMATION](#) > [PAYER INFORMATION](#) > [REVIEW & SUBMIT](#) > [COMPLETE](#)

---



**Payment Amount**


\$  .

**Payment Method**

**Card Number**      **Expiration Date**      **Security Code** [What is this?](#)



                

I'm not a robot   
reCAPTCHA  
[Privacy](#) - [Terms](#)

[Cancel](#)      Please note you will not be charged until you Submit at end.      **Continue**

- 5. Read the **Terms and Conditions**, click **Accept Terms**.



---

**City of Berkeley, CA**  
Business License Renewal DEVELOPMENT

[PAYMENT INFORMATION](#) > [PAYER INFORMATION](#) > [REVIEW & SUBMIT](#) > [COMPLETE](#)

---

### Review & Accept Terms

Payment Method	Amount	Service Fee	Total
VISA Ending in 1111	\$80.00	\$2.31	\$82.31


ACI Payments, Inc. Terms and Conditions:

THIS PAYMENT SERVICE IS SUBJECT TO THE FOLLOWING TERMS AND CONDITIONS

Do not use or access this Website or Service if You do not agree to be bound by these Terms and Conditions

These Terms and Conditions ("Terms and Conditions") are in effect for all transactions processed through this payments website ("Website") on or after May 9, 2019, and apply to and govern Your access to and use of this Website, the Service and all Alternative Channels. This payment processing service is offered to You on behalf of your Biller ("Service").

It is important to carefully review all Terms and Conditions below, including the provision concerning REFUNDS. These Terms and Conditions may be amended at any time. All amended terms shall be effective immediately after they are posted to the Website. By using this Website after such modifications are posted, You are agreeing to accept and comply with the Terms and Conditions as modified. These Terms and Conditions also apply to Service transactions, or Payments, made by or through any "Alternative Payment Channels" including those Payments initiated, or completed through, Integrated Voice Response (IVR) systems, customer service representatives, telephone, internet, or any other means or mechanisms of Payment acceptance. These Terms and



 Printer Friendly

Please note you will not be charged until you Submit at end.

[Back](#) | [Cancel](#)

[Accept Terms](#)

- 6. Enter your account information. Click **Continue**.



### City of Berkeley, CA

Business License Renewal DEVELOPMENT

PAYMENT INFORMATION > PAYER INFORMATION > REVIEW & SUBMIT > COMPLETE

#### Please enter your account information

(Please enter the card or bank account holder information.)

Name  
First Name  MI  Last  
 Suffix

Country

Address  
Street Address

Street Address 2

Apartment or Suite Number

City   Zip code

Daytime phone  
 US/Canada  International  
(  )  -

Note: Please provide area code and extension in case we need to contact you regarding your payment.



Enter your email  
Email  Confirm email

Unique ID: 75718  
Noti Number: BLA-2024-000511

[Back](#) | [Cancel](#)

Please note you will not be charged until you Submit at end.

- 7. Check the information in the confirmation page. Click **Submit**.




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**City of Berkeley, CA**  
Business License Renewal DEVELOPMENT

[PAYMENT INFORMATION](#) > [PAYER INFORMATION](#) > [REVIEW & SUBMIT](#) > [COMPLETE](#)

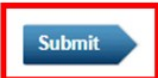
---

REVIEW & SUBMIT

Payment Method	Amount	Service Fee	Total
 Ending in 1111	\$80.00	\$2.31	\$82.31


<b>Account Information</b>	<b>Name</b>	Buzz Lightyear
	<b>Street Address</b>	2180 Milvia Street
	<b>City</b>	Berkeley
	<b>State</b>	CA
	<b>Zip code</b>	94704
	<b>Country</b>	United States
	<b>Daytime phone</b>	(510) 981-6525
	<b>Email</b>	blightyear@m.com
	<b>Unique ID</b>	75718
	<b>Noti Number</b>	BLA-2024-000511



[Back](#) | [Cancel](#)  
It is only necessary to click the "Submit" button once. Clicking the "Submit" button multiple times may result in the processing of multiple payments.

This page supports 128-bit SSL encryption as verified by DigiCert.

- Click **Continue** to view the payment confirmation page.


Powered by  
**ACI** PAYMENTS, INC.

---

**City of Berkeley, CA**  
Business License Renewal DEVELOPMENT

PAYMENT INFORMATION > PAYER INFORMATION > REVIEW & SUBMIT > COMPLETE

---

**Your payment has been completed successfully. Thank you.**

PRINT

Please click continue.

Continue

Confirmation Number	Date & Time
240372037	Friday, August 2, 2024 02:18PM PT



Payment Method	Amount	Service Fee	Total
VISA Ending in 1111	\$80.00	\$2.31	\$82.31

Account Information	Name	Buzz Lightyear
	Street Address	2180 Milvia Street
	City	Berkeley
	State	CA
	Zip code	94704
	Country	United States
	Daytime phone	(123)456-7890
	Email	blightyear@m.com
	Unique ID	75718
	Noti Number	BLA-2024-000511

- If needed, use your browser’s print feature to print the payment confirmation page, click **Back** to go to the license history.

This is a "printer friendly" page. Please use the "print" option in your browser to print this screen.


---

**City of Berkeley, CA**  
**Business License Renewal DEVELOPMENT**

---

Confirmation Number	Date & Time
240372037	Friday, August 2, 2024 02:18PM PT

---


Payment Method	Amount	Service Fee	Total
VISA Ending in 1111	\$80.00	\$2.31	\$82.31

---

Account Information	Name	Buzz Lightyear
	Street Address	2180 Milvia Street
	City	Berkeley
	State	CA
	Zip code	94704
	Country	United States
	Daytime phone	(123)456-7890
	Email	blightyear@m.com
	Unique ID	75718
	Noti Number	BLA-2024-000511

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Thank you for using ACI Payments, Inc. If you have a question regarding your payment, please call us toll free at 1-800-487-4567. To make payments in the future, please visit our website at [acipayonline.com](http://acipayonline.com).




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 ACI Payments, Inc. is licensed as a money transmitter by the New York State Department of Financial Services, the Georgia Department of Banking and Finance, and by all other states and territories, where required. NMLS #936777. 6060 Coventry Dr, Elkhorn NE 68022. 1-800-487-4567

- Your application will continue through the City’s review process. You will receive the e-mail confirmation of the payment with receipt.

Subject: FW: BLA-2024-000511 receipt

Attached:  Receipt\_Custom\_2017\_20240802\_141819.pdf 103 KB

---

Thank you for paying your business license application. A copy of your receipt is attached. You can check the status of your application by [clicking here](#).

Thank you,

Finance Department  
 City of Berkeley

Please do not reply to this email; this email mailbox does not accept responses

After the fees are paid, please allow up to 30 days for your application to be processed and approved. Once approved, a copy of your business license will be emailed to you.

Subject	Your City of Berkeley Business License Has Been Approved
<p>Your application BLA-2024-000511 has been approved. Your license number is BL-020288.</p> <p>Thank you,</p> <p>Finance Department City of Berkeley</p>	

## IV. RENEW LICENSE ONLINE

Generally, all licenses are effective January 1 to December 31 for the same year and must be renewed before March 1 of the following year to avoid penalties and/or interest.

Each December, the Finance Department sends a courtesy business license renewal form to all active business license holders in the City's database. However, if you do not receive this annual reminder, you are still responsible for the timely filing of your business license renewal, which is due to the Finance Department by January 1, with a grace period before March 1.

Most businesses can renew online (exceptions: Auto Vehicle for Hire, Massage, and Solicitors).

If your business has an existing license but has never used the portal, please follow the instructions in the [LINK A LICENSE](#) section.

### A. ONLINE RENEWAL REQUIREMENTS

To renew your business license online, you must meet the following requirements:

- The business license was paid in full during the previous year, has no delinquent or gat years in the last four years, and did not close in the previous year.
- A Social Security Number (SSN) or Federal Employer Identification Number (FEIN) was provided on the business application.
- License type cannot be Autos for Hire, Massage, or Solicitor.

### B. BEFORE YOU GET STARTED

To ensure a smooth renewal, have these ready:

- **Business license information**  
You will need your business license number (i.e., BL-XXXXXX) and the last four (4) digits of the Social Security Number (SSN) or Federal Employer Identification Number (FEIN) associated with the business.
- **Annual Gross Receipts or Payroll** (for Administrative Headquarters)  
Total gross receipts or payroll for the calendar year.
- **Allowable Deductions or Exemptions** (if applicable – for Rental of Real Property, Professional-Semi-professional, and Manufacturing only)
  - Rental of Real Property: You will need to have digital copies of your exemption documentation to upload into the system.
  - Professional-Semi-Professional, Contractors: You will need to provide the amounts paid to each subcontractor, the subcontractors' business name, address, contact number (if applicable), and Berkeley business license number (if available).

- Manufacturing: You will need to provide the value of raw materials (including energy costs) or the value of the partially completed product at the time it enters the manufacturing process within Berkeley.

- **Payment Information**

We accept Visa, MasterCard, and e-check (bank account). All debit and credit card transactions will be assessed a service fee. E-check payments will be assessed a convenience fee of \$2.25 per transaction.

- **Valid E-mail Address**

**IMPORTANT INFORMATION:** Please complete your renewal record by 11:59PM PST on the day you start the renewal process, otherwise, it will be removed from the system, and you will need to restart the process.

### **C. LINK A LICENSE**

If you have your license, but never applied or renewed using the Online Business License Application Portal, you need to link your existing license in order to renew it online.

Skip this section, if you applied for your business license online or if you previously renewed your business license online, as your existing license(s) created or renewed online are already linked and are available for viewing and/or renewing. Go to the [RENEW LICENSE](#) section.

1. Sign in as described in [SIGN IN TO THE PORTAL](#) section.

- 2. Click the **Home** tab.

**CITY OF BERKELEY**

Logged in as: Finance Systems Collections (0) Account Management Logout

**Home** Building Permits Housing Zoning Fire Permits Business Licenses Public Works

Dashboard My Records My Account Advanced Search ▾

### Hello, Finance Systems

My Collection (0) [View Collections](#)

You do not have any collections right now.

Work in progress ⓘ [View All Records](#)

Record Name	Record ID	Module	Creation Date	Action
No records found				

3. Click **Link an Existing License to Your Account**.

**CITY OF BERKELEY**

Logged in as: Finance Systems Collections (0) Account Management Logout

**Home** Building Permits Housing Zoning Fire Permits Business Licenses Public Works

Dashboard My Records My Account Advanced Search ▾

## Welcome Finance Systems

### Building Permits

- Apply for a Permit
- Schedule an Inspection
- Schedule a Permitting Service Center Appointment
- View Inspections Scheduled for Today

### Public Works

- Apply for a Permit
- Schedule an Inspection

### Business Licensing

- Apply for a License
- Renew your License
- Link an Existing License to Your Account**
- User Guide
- Learn about Applying for a License

### Short Term Rentals

- Apply for a Zoning Certificate
- Learn about Short Term Rentals

4. Check **I have read and accepted the above terms** and click **Continue Application**.

**CITY OF BERKELEY**

Logged in as: Finance Systems Collections (0) Account Management Logout

Home Building Permits Housing Zoning Fire Permits **Business Licenses** Public Works

Create an Application

### Online Business License Application and/or Renewal

Welcome to the City of Berkeley's Online Portal.

Using this system you can:

- Apply for a new license only if your business started in the current calendar year
- Track your application status
- Link your business license (e.g., Administrative Headquarters, Business Personal Repair, Cannabis, Entertainment, Grocer, Manufacturing, Non-Profit, Professional-Semi-professional, Rental of Real Property, Retail, and Wholesale)
- Renew and pay for your license renewal
- View receipt and copy of your license

Please "Allow Pop-ups from This Site" before proceeding. You must accept the General Disclaimer below before beginning your application.

**General Disclaimer**  
While the City of Berkeley attempts to keep its Web information accurate and timely, the City of Berkeley neither warrants nor makes representations as to the functionality or condition of this Web site, its suitability for use, freedom from interruptions or from computer virus, or non-infringement of proprietary rights. Web materials have been compiled from a variety of sources and are subject to change without notice from the Agency as a result of updates and corrections.

I have read and accepted the above terms.

**Continue Application »**

- 5. Fill in your business license information, click **Continue**.

**CITY OF BERKELEY**

Logged in as: Finance Systems Collections (0) Account Management Logout

Home Building Permits Housing Zoning Fire Permits **Business Licenses** Public Works

Create an Application

Link Existing License to my Account

1 Business License Lookup	2 Review	3 Record Issuance
---------------------------	----------	-------------------

**Step 1: Business License Lookup > Page 1**

Enter your business license number and the last four digits of your Social Security Number (SSN) or Federal Employer Identification Number (FEIN) associated with the business.

\*indicates a required field.

**Business License Information**

**BUSINESS LICENSE INFO**


\*Existing Business License Number (Ex. BL-XXXXXX):

\*Last 4 of SSN or FEIN:

Save and resume later Continue »

6. Read the certification statement, check the box, and click **Continue**.

## CITY OF BERKELEY



Logged in as: Finance Systems Collections (0) Account Management Logout

Home Building Permits Housing Zoning Fire Permits **Business Licenses** Public Works

Create an Application

### Link Existing License to my Account

1 Business License Lookup	2 Review	3 Record Issuance
---------------------------	----------	-------------------

### Step 2: Review

[Continue »](#)

## Business License Information

BUSINESS LICENSE INFO [Edit](#)

Existing Business License Number (Ex. BL-XXXXXX): BL-022726

Last 4 of SSN or FEIN: 4567

I certify that I have read and understand the instructions that accompany this application and that the statements made as part of this application are true, complete, and correct and that no material information has been omitted. By checking the box below, I understand and agree that I am electronically signing and filing this application.


By checking this box, I agree to the above certification.

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

[Continue »](#)

7. Your license is now linked to your account. You can renew it online as described in [RENEW BUSINESS LICENSE](#) section.

**CITY OF BERKELEY**



Logged in as: Finance Systems   Collections (0)   Account Management   Logout


Home   Building Permits   Housing   Zoning   Fire Permits   **Business Licenses**   Public Works

Create an Application

**Link Existing License to my Account**

1 Business License Lookup	2 Review	3 Record Issuance
---------------------------	----------	-------------------

**Step 3: Record Issuance**

 Your license is now linked to your account.  
**Click here to View/Renew your License**

Confirmation Number DUB26-00000-00015.

Please print and retain a copy of this page for your records.

[Use the link above to view or renew your license.](#)

[View Record Details »](#)

## D. RENEW LICENSE

1. Sign in as described in the [SIGN IN TO THE PORTAL](#) section, click **Business Licenses**.

The screenshot shows the City of Berkeley online portal. At the top, the header reads "CITY OF BERKELEY". Below the header, there is a navigation menu with "Home", "Building Permits", "Housing", "Zoning", "Fire Permits", "Business Licenses" (highlighted with a red box), and "Public Works". A secondary navigation bar includes "Dashboard", "My Records", "My Account", and "Advanced Search". The main content area displays "Hello, Finance Systems" and a section titled "My Collection (0)" with a "View Collections" button. The message "You do not have any collections right now." is centered. Below this is a "Work in progress" section with a "View All Records" button and a table with columns: Record Name, Record ID, Module, Creation Date, and Action. The table currently shows "No records found".

**CITY OF BERKELEY**

Logged in as: Finance Systems Collections (0) Account Management Logout

Home Building Permits Housing Zoning Fire Permits **Business Licenses** Public Works

Dashboard My Records My Account Advanced Search ▾

Hello, Finance Systems

My Collection (0) View Collections


You do not have any collections right now.

Work in progress ⓘ View All Records

Record Name	Record ID	Module	Creation Date	Action
No records found				

- In the list of licenses, click **Renew License**.

**CITY OF BERKELEY**


Logged in as: Finance Systems   Collections (0)   Account Management   Logout

Home
Building Permits
Housing
Zoning
Fire Permits
Business Licenses
Public Works

[Create an Application](#)

[Not seeing your license? Click Here to Link a License Now.](#)

**License History**

Showing 1-2 of 2 |

<input type="checkbox"/>	Business License Number	Business Name	Record Type	Expiration Date	Status	Action
<input type="checkbox"/>	<b>BL-022726</b>	Finance Systems Test	Rental of Real Property Business License	02/05/2026	Active	Renew License
<input type="checkbox"/>	<b>BLA-2026-000001</b>	Finance Systems Test	Rental of Real Property		Approved	

**Search for Records**

To search for businesses, visit the City of Berkeley’s Open Data Portal where you can download or view a list of all businesses with an active City business license.

**Berkeley Open Data Portal**

The database is updated daily and provides non-confidential, public data.

3. Review and update the information as needed, click **Continue**.

**CITY OF BERKELEY**

Logged in as: Finance Systems   Collections (0)   Account Management   Logout

Home
Building Permits
**Housing**
Zoning
Fire Permits
**Business Licenses**
Public Works

Create an Application

**Rental of Real Property License Renewal**

1 Review Business Information
2 Renewal Questions
3 Acknowledgement
4 Review
5 Pay Fees
6

**Step 1: Review Business Information > Business Information**

Warning: If you do not complete your renewal record by 11:59PM PST on the day you started the renewal process, it will be removed from the system. You will need to restart the process.

Online renewals are limited to current-year renewals that have had no gaps renewal gaps in the past four (4) years. If you have had a gap in the last four (4) years, complete the "Statement of Gross Receipts" form and submit to [businesslicense@cityofberkeley.info](mailto:businesslicense@cityofberkeley.info) or City of Berkeley, Finance Department - Revenue Collection, 1947 Center Street, 1st Floor, Berkeley, CA 94704.

\* indicates a required field.

**Business Owner**

Review the business information below. You may make changes to the business owner/principal's email, phone numbers, and mailing address.

All other changes cannot be made online at this time. This will not impact your ability to pay for or renew your license.

To make changes, complete and return the [Change Request Form](#) to [businesslicense@cityofberkeley.info](mailto:businesslicense@cityofberkeley.info) or City of Berkeley, Finance Department - Revenue Collection, 1947 Center Street, 1st Floor, Berkeley, CA 94704.

**Finance Systems Test**  
 FinanceSystems@berkeleyca.gov  
 Home phone: 5109817342  
 Mobile Phone:  
 Work Phone:  
 Fax:  
[Edit](#) [Remove](#)

**Business Information**

**APPLICATIONINFO**

Business Ownership Type:

\* How will you report your taxes (FEIN or SSN):

\* Number of Employees:

State NPDES Water Permit Biz:  Yes  No

WDID:

**Berkeley Business Location**

This information cannot be changed without Zoning approval.

\* Street No.:     Direction:     \* Street Name:     Street Type:


Unit No.:     Unit Type:

City:     State:     \* Zip:

Save and resume later
Continue »

- Review **Fiscal Year Information** and update as needed. Provide all required field in the **Renewal Information** section. Click **Continue**.

**CITY OF BERKELEY**


Logged in as: Finance Systems Collections (0) Account Management Logout

Home Building Permits Housing Zoning Fire Permits **Business Licenses** Public Works

Create an Application

**Rental of Real Property License Renewal**

1 Review Business Information	2 Renewal Questions	3 Acknowledgement	4 Review	5 Pay Fees	6
-------------------------------	---------------------	-------------------	----------	------------	---

**Step 2: Renewal Questions > Renewal Information Section** \*indicates a required field.

### Fiscal Year Information

**FISCALYEARINFO**

\*Month (Fiscal Year Ends):

\*Day (Fiscal Year Ends):

### Renewal Information

**RENEWALINFO**

\*Reporting Year:  ⓘ

\*Did your business close?: ⓘ  Yes  No

\*Gross Receipts (from this parcel):

\*What type of property do you own?:

Estimated Tax Due (amount does not include State Mandated Fee or any applicable penalties and interest): ⓘ

Save and resume later

Continue »

- 5. Specify if you need any vehicle decals and click **Continue**.

**CITY OF BERKELEY**

Logged in as: Finance Systems Collections (0) Account Management Logout

Home Building Permits Housing Zoning Fire Permits **Business Licenses** Public Works

Create an Application

Rental of Real Property License Renewal

1 Review Business Information	2 Renewal Questions	3 Acknowledgement	4 Review	5 Pay Fees	6
-------------------------------	---------------------	-------------------	----------	------------	---

**Step 2: Renewal Questions > Page 3**

Vehicle Tag: The vehicle tag allows you to use the yellow curb for up to 20 minutes to actively load/unload your vehicle

\*indicates a required field.

**Request for loading/unloading vehicle decals**


**VEHTAG**

\*Do you need vehicle decals?:  Yes  No

Save and resume later Continue »

- 6. Read the Acknowledgment section and **click the box**; read the Declaration section, click the box and type in your **Full Name**, and click **Continue**.

**CITY OF BERKELEY**



Logged in as: Finance Systems Collections (0) Account Management Logout

Home Building Permits Housing Zoning Fire Permits **Business Licenses** Public Works

Create an Application

### Rental of Real Property License Renewal

1 Review Business Information	2 Renewal Questions	3 Acknowledgement	4 Review	5 Pay Fees	6
-------------------------------	---------------------	-------------------	----------	------------	---

**Step 3: Acknowledgement > Declaration** \* indicates a required field.

#### Acknowledgement

**ATTESTATION**

Please check box to proceed.

\*Warning: Providing false information on this form may result in the City pursuing civil and/or criminal penalties, in addition to penalties and interest that may be imposed for underpayment of business license tax under provisions of BMC 9.04.110, 9.04.115, and 9.04.120 :


#### Declaration

**ESIGN**

\*I declare under penalty of perjury under the laws of the State of California that the foregoing is true and correct:


\*Full Name:

\*Signature:

\*Date:  

- 7. Review your renewal information and click **Continue**.

**CITY OF BERKELEY**


Logged in as: Finance Systems   Collections (0)   Account Management   Logout

[Home](#)   [Building Permits](#)   [Housing](#)   [Zoning](#)   [Fire Permits](#)   **[Business Licenses](#)**   [Public Works](#)

[Create an Application](#)

### Rental of Real Property License Renewal

1	2 <b>Renewal Questions</b>	3 Acknowledgem...	4 Review	5 Pay Fees	6 Record Issuance
---	----------------------------	-------------------	----------	------------	-------------------

#### Step 4: Review

Save and resume later

[Continue »](#)

Please thoroughly review all information listed below. To make edits, click on the appropriate linked tab above. Once you click "Continue," no further changes can be made in the portal. If changes are needed after you click "Continue," please contact buslic@cityofberkeley.info.

## Record Type

Rental of Real Property License Renewal

Business Owner
Edit

Finance Systems  
Finance Systems Test  
12-1234567  
2180 Milvia Street  
Berkeley, CA, 94704

Home Phone: 5109817342  
E-mail: FinanceSystems@berkeleyca.gov


## Business Information

APPLICATIONINFO
Edit

Business Ownership Type:	Partnership
How will you report your taxes (FEIN or SSN):	FEIN
Number of Employees:	5

8. Review your fees and click **Continue Application** to proceed with the payment.

**CITY OF BERKELEY**


Logged in as: Finance Systems   Collections (0)   Account Management   Logout

Home
Building Permits
Housing
Zoning
Fire Permits
Business Licenses
Public Works

[Create an Application](#)

### Rental of Real Property License Renewal

1	2 Renewal Questions	3 Acknowledgem...	4 Review	5 Pay Fees	6 Record Issuance
---	---------------------	-------------------	----------	------------	-------------------

#### Step 5: Pay Fees

State Mandated Disability Access Fee: 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. For more information, please visit:

Division of the State Architect: [dgs.ca.gov/DSA](https://dgs.ca.gov/DSA)  
 Department of Rehabilitation: [rehab.cahwnet.gov](https://rehab.cahwnet.gov) [ccda.ca.gov](https://ccda.ca.gov)  
 CA Commission on Disability Access: [ccda.ca.gov](https://ccda.ca.gov)


Fees	Qty.	Amount
Business License Tax (BLT)	77	\$77.00
State Mandated Fee (SB1186) \$4.00 as of 1/1/18	1	\$4.00

**TOTAL FEES: \$81.00**

Note: This does not include additional inspection fees which may be assessed later.

[Continue Application »](#)

9. Specify your payment method and related information. Click **Continue**.

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**City of Berkeley, CA**  
Business License Renewal DEVELOPMENT



[PAYMENT INFORMATION](#) > [PAYER INFORMATION](#) > [REVIEW & SUBMIT](#) > [COMPLETE](#)


---

**Payment Amount**  
\$  .

**Payment Method**

**Card Number**    **Expiration Date**    **Security Code** [What is this?](#)  
 -- --



I'm not a robot   
reCAPTCHA  
[Privacy](#) - [Terms](#)

[Cancel](#)    Please note you will not be charged until you Submit at end.    **Continue**

---

[PRIVACY POLICY](#) | [Complaints](#) | [Legal Notices](#) | [Pay By Phone](#) | [Tax Professionals](#) | [Working With ACI Payments, Inc.](#) | [ACI Pay Terms & Conditions](#) | [Sitemap](#)

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ACI Payments, Inc. is licensed as a money transmitter by the New York State Department of Financial Services, the Georgia Department of Banking and Finance, and by all other states and territories, where required. NMLS #936777. 6060 Coventry Dr, Elkhorn NE 68022. 1-800-487-4567

10. Read ACI Payments, Inc. Terms and Conditions, then click **Accept Terms**.

**City of Berkeley, CA**  
Business License Renewal DEVELOPMENT

[PAYMENT INFORMATION](#) > [PAYER INFORMATION](#) > [REVIEW & SUBMIT](#) > [COMPLETE](#)

### Review & Accept Terms

Payment Method	Amount	Service Fee	Total
VISA Ending in 1111	\$81.00	\$2.34	\$83.34

**ACI Payments, Inc. Terms and Conditions:**

THIS PAYMENT SERVICE IS SUBJECT TO THE FOLLOWING TERMS AND CONDITIONS

Do not use or access this Website or Service if You do not agree to be bound by these Terms and Conditions

These Terms and Conditions ("Terms and Conditions") are in effect for all transactions processed through this payments website ("Website") on or after May 9, 2019, and apply to and govern Your access to and use of this Website, the Service and all Alternative Channels. This payment processing service is offered to You on behalf of your Biller ("Service").

It is important to carefully review all Terms and Conditions below, including the provision concerning REFUNDS. These Terms and Conditions may be amended at any time. All amended terms shall be effective immediately after they are posted to the Website. By using this Website after such modifications are posted, You are agreeing to accept and comply with the Terms and Conditions as modified. These Terms and Conditions also apply to Service transactions, or Payments, made by or through any "Alternative Payment Channels" including those Payments initiated, or completed through, Integrated Voice Response (IVR) systems, customer service representatives, telephone, internet, or any other means or mechanisms of Payment acceptance. These Terms and

[Printer Friendly](#)

[Back](#) | [Cancel](#)


Please note you will not be charged until you Submit at end.

**Accept Terms**

[PRIVACY POLICY](#) | [Complaints](#) | [Legal Notices](#) | [Pay By Phone](#) | [Tax Professionals](#) | [Working With ACI Payments, Inc.](#) | [ACI Pay Terms & Conditions](#) | [Sitemap](#)

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11. Add payer information, click **Continue**.

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**City of Berkeley, CA**  
Business License Renewal DEVELOPMENT

[PAYMENT INFORMATION](#) > [PAYER INFORMATION](#) > [REVIEW & SUBMIT](#) > [COMPLETE](#)

---

**Please enter your account information**  
(Please enter the card or bank account holder information.)

Name  
First Name  MI  Last  
 Suffix

Country

Address  
Street Address

Street Address 2

Apartment or Suite Number

City   Zip code

Daytime phone  
 US/Canada  International  
(  )  -

Note: Please provide area code and extension in case we need to contact you regarding your payment.

Enter your email  
Email  Confirm email



Unique ID: 115061  
Noti Number: New

[Back](#) | [Cancel](#)

Please note you will not be charged until you Submit at end.

**Continue**

12. Review the payment information and click **Submit**.




---

**City of Berkeley, CA**  
Business License Renewal DEVELOPMENT

[PAYMENT INFORMATION](#) > [PAYER INFORMATION](#) > [REVIEW & SUBMIT](#) > [COMPLETE](#)

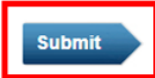
---

REVIEW & SUBMIT

Payment Method	Amount	Service Fee	Total
 Ending in 1111	\$81.00	\$2.34	\$83.34


  

<b>Account Information</b>	<b>Name</b>	Finance Systems
	<b>Street Address</b>	2180 Milvia Street
	<b>City</b>	Berkeley
	<b>State</b>	CA
	<b>Zip code</b>	94704
	<b>Country</b>	United States
	<b>Daytime phone</b>	(510) 981 - 7342
	<b>Email</b>	FinanceSystems@berkeleyca.gov
	<b>Unique ID</b>	115061
	<b>Noti Number</b>	New



[Back](#) | [Cancel](#)  
It is only necessary to click the "Submit" button once. Clicking the "Submit" button multiple times may result in the processing of multiple payments.

13. In the payment confirmation page, click **Continue**.


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---

**City of Berkeley, CA**  
Business License Renewal DEVELOPMENT

PAYMENT INFORMATION > PAYER INFORMATION > REVIEW & SUBMIT > **COMPLETE**

**Your payment has been completed successfully. Thank you.**

PRINT

Continue

Please click continue.

Confirmation Number	Date & Time
240397672	Monday, February 2, 2026 05:12PM PT

Payment Method	Amount	Service Fee	Total
VISA Ending in 1111	\$81.00	\$2.34	\$83.34


<b>Account Information</b>	<table border="0" style="width: 100%;"> <tr><td style="padding: 2px 10px;"><b>Name</b></td><td>Finance Systems</td></tr> <tr><td style="padding: 2px 10px;"><b>Street Address</b></td><td>2180 Milvia Street</td></tr> <tr><td style="padding: 2px 10px;"><b>City</b></td><td>Berkeley</td></tr> <tr><td style="padding: 2px 10px;"><b>State</b></td><td>CA</td></tr> <tr><td style="padding: 2px 10px;"><b>Zip code</b></td><td>94704</td></tr> <tr><td style="padding: 2px 10px;"><b>Country</b></td><td>United States</td></tr> <tr><td style="padding: 2px 10px;"><b>Daytime phone</b></td><td>510-981-7342</td></tr> <tr><td style="padding: 2px 10px;"><b>Email</b></td><td>FinanceSystems@berkeleyca.gov</td></tr> <tr><td style="padding: 2px 10px;"><b>Unique ID</b></td><td>115061</td></tr> <tr><td style="padding: 2px 10px;"><b>Noti Number</b></td><td>New</td></tr> </table>	<b>Name</b>	Finance Systems	<b>Street Address</b>	2180 Milvia Street	<b>City</b>	Berkeley	<b>State</b>	CA	<b>Zip code</b>	94704	<b>Country</b>	United States	<b>Daytime phone</b>	510-981-7342	<b>Email</b>	FinanceSystems@berkeleyca.gov	<b>Unique ID</b>	115061	<b>Noti Number</b>	New
<b>Name</b>	Finance Systems																				
<b>Street Address</b>	2180 Milvia Street																				
<b>City</b>	Berkeley																				
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<b>Noti Number</b>	New																				

1947 Center Street, 1<sup>st</sup> Floor, Berkeley CA, 94704 | Tel: (510) 981-7205 TDD: (510) 981-6903 Fax: (510) 981-7280

Page **57** of **65**  
Rev. 3/12/26

14. A digital copy of your license and receipt will be emailed to you. The Business Licenses list will show BLR- record created for the latest renewal of your license.

**CITY OF BERKELEY**


Logged in as: Finance Systems   Collections (0)   Account Management   Logout

Home   **Building Permits**   Housing   Zoning   Fire Permits   **Business Licenses**   Public Works

[Create an Application](#)

**Not seeing your license? [Click Here to Link a License Now.](#)**

**License History**

Showing 1-3 of 3 |

<input type="checkbox"/>	Business License Number	Business Name	Record Type	Expiration Date	Status	Action
<input type="checkbox"/>	BLR-2026-022726	Finance Systems Test	Rental of Real Property License Renewal	12/31/2026	Approved	
<input type="checkbox"/>	BL-022726	Finance Systems Test	Rental of Real Property Business License	12/31/2026	Active	
<input type="checkbox"/>	BLA-2026-000001	Finance Systems Test	Rental of Real Property		Approved	

**Search for Records**

To search for businesses, visit the City of Berkeley’s Open Data Portal where you can download or view a list of all businesses with an active City business license.

**Berkeley Open Data Portal**

The database is updated daily and provides non-confidential, public data.

## V. VIEW/PRINT YOUR BUSINESS LICENSE


You can always view and print your business license using the online portal. If you have your business license but have never used the online portal, please link your license as described in [LINK A LICENSE](#) section.

1. Sign in as described in the [SIGN IN TO THE PORTAL](#) section, click **Business Licenses** tab.

The screenshot shows the City of Berkeley online portal dashboard. At the top, the header reads "CITY OF BERKELEY" with a logo on the left. The user is logged in as "Finance Systems" and has "Collections (0)". Navigation tabs include Home, Building Permits, Housing, Zoning, Fire Permits, **Business Licenses** (highlighted with a red box), and Public Works. Below the tabs are links for Dashboard, My Records, My Account, and Advanced Search. The main content area greets the user as "Hello, Finance Systems" and shows a "My Collection (0)" section with a "View Collections" button. A message states "You do not have any collections right now." Below this is a "Work in progress" section with a "View All Records" button and a table with columns: Record Name, Record ID, Module, Creation Date, and Action. The table currently shows "No records found".

2. Click your **business license link** in the list to view details.

**CITY OF BERKELEY**


Logged in as: Finance Systems   Collections (0)   Account Management   Logout

[Home](#)   [Building Permits](#)   [Housing](#)   [Zoning](#)   [Fire Permits](#)   **[Business Licenses](#)**   [Public Works](#)

[Create an Application](#)

**Not seeing your license? [Click Here to Link a License Now.](#)**

**License History**

Showing 1-3 of 3 |

<input type="checkbox"/>	Business License Number	Business Name	Record Type	Expiration Date	Status	Action
<input type="checkbox"/>	BLR-2026-022726	Finance Systems Test	Rental of Real Property License Renewal	12/31/2026	Approved	
<input type="checkbox"/>	BL-022726	Finance Systems Test	Rental of Real Property Business License	12/31/2026	Active	
<input type="checkbox"/>	BLA-2026-000001	Finance Systems Test	Rental of Real Property		Approved	

**Search for Records**

To search for businesses, visit the City of Berkeley's Open Data Portal where you can download or view a list of all businesses with an active City business license.

**[Berkeley Open Data Portal](#)**

The database is updated daily and provides non-confidential, public data.

- 3. Click **Record Info**.

The screenshot displays the City of Berkeley Business Licenses portal. At the top, the header includes the City of Berkeley logo and navigation links: Home, Building Permits, Housing, Zoning, Fire Permits, Business Licenses (highlighted), and Public Works. A user is logged in as 'Finance Systems' with options for Collections (0), Account Management, and Logout. Below the navigation is a 'Create an Application' button. The main content area shows record details for 'Record BL-022726: Rental of Real Property Business License'. The record status is 'Active' and the expiration date is '12/31/2026'. There are three tabs: 'Record Info' (highlighted with a red box), 'Payments', and 'Conditions' (with a red notification icon). A notification banner states: 'A notice was added to this record on 12/13/2015. Condition: NPDES: 1 acre Severity: Notice Total Conditions: 1 (Notice: 1)'. A 'View Condition' button is present. Below this is the 'Physical Location' section with the address '2180 MILVIA St, BERKELEY CA 94704'. The 'Record Details' section includes a 'Project Description' of 'Finance Systems Test Testing' and a 'More Details' link.

- 4. Click **Attachments** menu item.

The screenshot shows the City of Berkeley online business license portal. At the top, the header reads "CITY OF BERKELEY" with a logo on the left. On the right, it says "Logged in as: Finance Systems" with links for "Collections (0)", "Account Management", and "Logout". A navigation menu includes "Home", "Building Permits", "Housing", "Zoning", "Fire Permits", "Business Licenses" (highlighted with a dark red box), and "Public Works". Below the navigation is a grey bar with the text "Create an Application".

The main content area displays record information for "Record BL-022726: Rental of Real Property Business License". The record status is "Active" and the expiration date is "12/31/2026". There is an "Add to collection" link. Below this is a tabbed interface with "Record Info", "Payments", and "Conditions 1". The "Record Info" tab is active, showing "Record Details" and "Processing Status". The processing status indicates the record was added on 12/13/2015. The "Attachments" tab is highlighted with a red box, and a "View Condition" button is visible next to it.

Below the record details is a "Physical Location" section with the address "2180 MILVIA St, BERKELEY CA 94704".

The "Record Details" section includes a "Project Description:" with the text "Finance Systems Test" and "Testing", followed by a "More Details" link.

- Click the document link that starts with “BusinessLicense\_”.

**CITY OF BERKELEY**

Logged in as: Finance Systems Collections (0) Account Management Logout

Home Building Permits Housing Zoning Fire Permits Business Licenses Public Works

[Create an Application](#)

**Record BL-022726:**  
**Rental of Real Property Business License**  
 Record Status: Active  
 Expiration Date: 12/31/2026

[Add to collection](#)

Record Info ▾

Payments ▾

Conditions 1

A notice was added to this record on 12/13/2015.  
 Condition: NPDES: 1 acre Severity: Notice  
 Total Conditions: 1 (Notice: 1)

[View Condition](#)

**Attachments**

The maximum file size allowed is 100 MB.  
 ade;adp;bat;chm;cmd;com;cpl;exe;hta;htm;html;ins;isp;jar;js;jse;lib;lnk;mde;mht;mhtml;msc;mst;php;  
 are disallowed file types to upload.

Name	Record ID	Record Type	Entity Type	Type	Size	Latest Update
Fictitious Business Name Statement.docx	BLA-2026-000001	Rental of Real Property	Related	Fictitious Business Name Statement	13.05 KB	01/28/21
/BusinessLicense_Temp_20260129_145650.pdf	BLA-2026-000001	Rental of Real Property	Related	Unofficial License	253.47 KB	01/29/21

When your business license document opens, you can print it using a browser print feature.

<b><i>City of Berkeley, California</i> 2026 BUSINESS LICENSE - Digital Version</b>	
This license must be conspicuously posted. Business owner is responsible for renewing this business license by the 28th of February each year.	
Business Type	Testing
Location	2180 MILVIA St
	Finance Systems Test Finance Systems 2180 Milvia Street Berkeley, CA 94704
	<u>License Number</u> BL-022726
	<u>Expires On</u> <b>12/31/26</b>
	<u>Nbr of Tags:</u>
This license is issued without verification that the license is subject to an exemption from licensing by the State. It shall not be construed as authorizing the conduct or continuance of any illegal or unlawful business nor does it constitute conformity with Zoning, Toxic Code, Fire, Building Permit and/or Health requirements. - Compliance with BMC 9.04 only	

## VI. RESOURCES

[Business License Online Portal](#)

[Online Business License Renewal Portal FAQs](#)

[City of Berkeley Finance Department Web Page](#)

Address: 1947 Center Street, Berkeley, CA 94704

Phone: (510) 981-7205

Fax: (510) 981-7210

Open Hours: Monday – Thursday, 8:30AM – 2:00PM

Email: [OnlineBusinessLicense@berkeleyca.gov](mailto:OnlineBusinessLicense@berkeleyca.gov)