

**BEFORE YOU APPLY**

You must get the following, before you apply for a Basic Business License:

- ✓ **Federal Employer Identification Number (FEIN) or Social Security Number (SSN).**  
To get a FEIN, call (800) 829-3676 and ask for Federal Form SS-4. After you return the form, call (866) 816-2065 to get your FEIN over the phone.
- ✓ **Certificate of Occupancy (C of O)**  
If your business is located in commercial space, you must get a Certificate C of O. Businesses located in office buildings may operate under the umbrella of the C of O issued to the owner of the office building – but only if the C of O was issued for the entire building.
- ✓ **Registration with the Office of Tax and Revenue (OTR)**  
Registration is required for all businesses operating in the District of Columbia. If you aren't already registered, You must register your business by filing a *Combined Business Tax Registration Application* (Form FR500). You can file online at [otr.cfo.dc.gov](http://otr.cfo.dc.gov) (click on Business Tax Service Center) or in person at OTR's Customer Service Center, 941 North Capitol St NE. Call (202) 727-4829 to learn more. Attach a copy of your tax registration certificate to your application.
- ✓ **If you are a Corporation, Partnership or Limited Liability Company (LLC)** you must register and be in good standing in the District of Columbia before you conduct business. For instructions on registering, go to DCRA's website at <http://dcra.dc.gov/> and click on "Corporate Registration," or pick up registration forms at the DCRA Business License Center, Room 1100, 941 North Capitol St NE.
- ✓ **Clean Hands Self-Certification Form**  
You must certify that you don't owe more than \$100 to the DC government in fees, penalties, interest, or taxes, pursuant to the Litter Control Act of 1995; Illegal Dumping Enforcement Act of 1994; the Civil Infractions Act of 1985; and other statutes. Complete the *Clean Hands* form in your BBL application package.
- ✓ **Resident Agent Appointment Form**  
If you're a non-District resident and you have no fixed business address in the District, you must appoint a Resident Agent. See *Resident Agent Appointment Form* in the application package.
- ✓ **Trade Name Registration Form** if you are using or plan to use a trade name for your business. The DC Omnibus Law 20-212 allows business establishments to use fictitious names to conduct business, but requires that the trade name(s) are registered with DCRA. See *the Instructions for Section A, to learn more.*

**GENERAL INFORMATION**

**Basic Business Licenses are renewable every two years.** DCRA will send a renewal notice and bill to the billing name and address that you write in Section D of the Basic Business License Application, 30-45 days before the expiration date of your license. Please notify DCRA, at 941 North Capitol Street NE, Suite 7205, Washington, DC 20002, in writing, if your address changes. It is important that all information for your business remains current during your registration period to ensure that you receive your renewal notices in time.

**You will be charged a fine of \$150,** if you renew your license late, but within six (6) months of its expiration date. After that, if you are found conducting business without a valid registration, you will be liable for all fees and fines for non-compliance.

Even if you don't get your renewal application in the mail, you are responsible, by law, for renewing your license on time.

**APPLICATION INSTRUCTIONS**

Directions for most sections are written directly on the application.

Further directions are given here, to make basic directions clearer or to add more for special situations.

Type or print clearly. Complete, sign, and date your application: DCRA will return incomplete applications.

**SECTION A: Business / Applicant Information**

All applicants must complete this Section.

**Line 1:** If the business is a corporation, partnership, or limited liability company (LLC), make sure to use the legal name of the entity as it is registered with DCRA. Do not abbreviate any words, including the word "incorporated."

**Line 1a:** Print your Federal Employer Identification Number (FEIN). If you are a sole proprietor/self-employed business, use your Social Security Number (SSN).

**Line 1b:** If you will conduct business under a Trade Name, give the Trade Name. (Please also read the insert "Trade Name Registration.") The official entity name of a corporation, partnership or LLC is not considered a Trade Name. **The entity name is not required to be registered as a Trade Name.**

**Lines 2-2d:** Give the address, phone number, fax number and email of the Business Owner on Line 2. If the Business Owner is a corporation, partnership or LLC, give the address and phone number of the company's main headquarters. If the Business Owner is a sole proprietor/self-employed individual, give the home address and phone number. Do not use abbreviations.

**SECTION A-1: Officers, Partners, & Members**

This Section must be completed by all businesses that checked any box under Section A – *except Sole Proprietorship*. You must list address and telephone information of the members. If there are no officers, you must list the partners (in a Partnership) or the members (in an Unincorporated Association).

**SECTION B: Information About Premise Address (Vendors: skip this Section)**

**Lines 6-6g.** All applicants with business establishments located in the District of Columbia. *Premise address* means the District business address where services, goods or products are primarily prepared, performed, and/or offered to the public. You must get a Basic Business License for each premise address. If you do not have a premise address in the District, check the appropriate box and go to Section C.

**SECTION C: Billing Address**

**Lines 7-7c:** Give the address to which DCRA will mail your notice to renew your Basic Business License. If your billing address changes during the license period, you or your agent must notify DCRA, *in writing, at least 60 days before the license expires.*

DCRA will send a renewal notice and bill to the billing name and address that you write here or in Section D, 30-45 days before the expiration date of your license. Please notify DCRA, at 941 North Capitol Street NE #7205, Washington, DC 20002, in writing, if your address changes. It is important that all information for your business remains current during your registration period to ensure that you receive your renewal notices in time.

## SECTION D: Resident / Registered Agent

**Lines 8-8d:** If you are a *non-District resident*, and you do not have a business premise address in the District, you must provide the name, address, and telephone number of a *Resident Agent* that is located in the District. A resident agent can be a business associate or family member, as long as the individual or organization is located in the District and agrees to serve as your resident agent. **You may not use a Post Office Box as the agent's address.**

All corporations, partnerships and limited liability companies must provide the name, address, and telephone number of a Resident Agent or the same information of their Registered Agent, as registered with DCRA.

## SECTION E: License Endorsements: Business Activities (*Vendors: skip this section*)

Identify the primary business activity for this application. So that your registration is properly processed, please read *How to Use The Business Activity Chart*.

## SECTION F: Business Equipment, Machinery & Facilities (*Vendors: skip this section*)

Some businesses require the use of equipment, machinery, and/or facilities that need to be listed as separate endorsements on the Basic Business License. This could include tow trucks, solid waste vehicles, and storage lots. Some businesses must pay fees based on the number of units (for example, vending machines, restaurant seats, hotel rooms, fuel storage tanks or gasoline pumps/hoses, billiard tables or bowling alleys). It is important that you carefully identify any equipment, machinery, or facilities that you use in your business. *You could get a fine if you don't adequately identify these items on your application.*

## SECTION G: Vendor Information (*Vendors only*)

This Section is new. If you have questions about it, please call the Vendor Hotline, at (202) 442-4512 for help.

If you are certified by the Department of Small & Local Business Development (DSLBD) as a resident-owned, Local Small Disadvantaged Business Enterprise (LSDBE) business, check this box. You'll be eligible for the LSDBE-preferred Sidewalk Vendor Site Lottery --- before the first general lottery for all other applicants. Resident-owned, LSDBE certification is optional; you do not need it to get a site.

## SECTION H: Employee/Applicant Information

This Section applies to these license endorsements: Auto Repossessors, Home Improvement Salespersons, Motor Vehicle Salespersons, Parking Lot Attendants, Solicitors, Tour Guides A & B

Employee/Applicants must provide the following information:

**Line 8:** Name of company for which the applicant is to be or is employed. If applicant is self-employed, write "self employed."

**Line 8a:** If applicant will be employed by an organization, give the organization's Federal Tax Identification Number.

**Line 9f:** Driver's License Number. Each Parking Lot Attendant Applicant must provide his/her Operator's License Number, its state of issuance, and expiration date. Applicant will be required to show his/her driver's license at time of application.

**Line 9g:** *Owner or Manager of employee/applicant must sign, print his/her name, title and date signed.*

*Important:* If the applicant is not a resident of the District, he/she must appoint a person who will receive notice on behalf of the applicant. Complete the Resident Agent form for that person. (Must be verifiable).

## SECTION I: Additional Information

Include any activity about your business that may not have been identified in the Business Activities listing description.

## SECTION J: Applicant's Signature

Person or persons responsible for completing this Application must sign and date it. Attach all required forms, reports or documentation required for DCRA approval.

## SUBMITTING YOUR APPLICATION

You must have a separate Basic Business License (BBL) for each business location. Fees are as follows:

\$ 35.00	Basic Business License Application Fee
<del>\$ 10.00</del>	Business Activity (endorsement) Fee
\$ 45.00	Sub-Total
\$ _____	License Fee, if applicable (see <i>License Table of Fees</i> to calculate your BBL fees for each endorsement)
\$ _____	Application Total

Make sure your application is complete or the processing could be delayed. To make sure that you have completed this application form properly, check the DCRA Business Activity Fact Sheet for the type of business activity or activities for which you are applying.

## Business Activity Groups, Business Activity Description & NAICS Code

### How to Use this Chart

The District has a diverse business community, with hundreds of different business activities. For consistency with the Internal Revenue Service and the DC Office of Tax and Revenue, the Basic Business License System uses the North American Industrial Code System (NAICS).

1. Choose the Business Activity Group(s) that describes your business. There may be several that are appropriate, depending on how you define your operation /or if your business activities are varied. Many businesses have multiple activities. You must list all of them on your application.
2. Each group contains an alphabetical list of business activities that require a Basic Business License endorsement. Each business activity is briefly described.
3. When you identify a business activity that *best describes* your business, print the name of the activity and its NAICS Code (the 6-digit code to the right of the title) in Section E of your Application. Continue to do this until you've entered all primary activities.

If, after reviewing the list you're still not sure what your business activity is, contact our Business License Center at (202) 442-4311 for help.

## ASSOCIATIONS & ORGANIZATIONS

<b>Charitable Solicitation Registration</b> - Organization which solicits funds for charitable purposes, including grants from federal, state, local and private agencies or foundations; public solicitations by direct mail, telephone, and media, or through special events.	<b>813000-1</b>	<b>Cooperative Association</b> - Group enterprise legally incorporated in the District of Columbia and subject to the provisions of DC Code, Title 29, Chapter 9.	<b>813990-1</b>
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## BUILDING CONTRACTORS

<b>Asbestos Abatement Business</b> - Business engaged in asbestos, lead paint and other toxic material abatement.	<b>562910-1</b>	<b>Home Improvement Salesperson</b> - An HIC Salesperson license must be issued in conjunction with a Home Improvement Contractor (HIC) License. The salesperson represents the HIC, negotiates and secures contract for services.	<b>235990-2</b>
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<b>Home Improvement Contractor</b> - Specialized contract work for home owners (For example, roofing, flooring, painting, fencing, waterproofing, countertops, swimming pools, radon remediation.) <i>Note: Home Improvement Salesperson license also required.</i>	235990-1		
<b>ENTERTAINMENT &amp; RECREATION</b>			
<b>Amusement Arcade</b> - Establishment with 10 or more amusement machines, devices or appliances (except music machines) offered to the public for game, entertainment or amusement (excludes gambling device) operated by insertion of a coin, slug, token.	713120-1	<b>Horse Drawn Carriage Business</b> - Establishment providing scenic and sightseeing transportation on land using horse-drawn sightseeing carriages (rides).	487110-1
<b>Amusement Machine / Mechanical Device</b> - Machine or device offered for use by public as a game, entertainment or amusement operated by insertion of coin or token. <i>See Amusement Arcade.</i>	713120-2	<b>Motion Picture Theater</b> - Establishment engaged in operating motion picture theatre.	512130-1
<b>Athletic Exhibition</b> - Owner or manager of grounds used for athletic exhibitions (outdoor baseball, football or soccer stadiums) to which an admission fee is charged directly or indirectly. For indoor exhibitions, see Public Hall.)	713990	<b>Public Hall</b> - Any building where a skating rink, carnival, ball, dance, exhibition (includes indoor sports), lecture or entertainment of any description is conducted for profit. <i>Excludes theatres.</i>	713990-5
<b>Billiard Parlor, Pool Table, Gaming Table</b> - Establishment providing customers with use of billiard/pool tables for entertainment. <i>See Table of Fees.</i>	713990-1	<b>Swimming Pool</b> - Establishment which offer customers use of swimming facilities (indoor or outdoor) with or without a use fee.	713940-3
<b>Bowling Center</b> - Bowling / Bowling Alleys operator. Often provide food and beverage services.	713950	<b>Theatre (Live Theatrical Performances)</b> - Company, group or theatre primarily engaged in producing musicals, operas, plays, comedy, improvisational, mime, and puppet shows. Includes dinner theaters.	711110
<b>Circus, Carnival, Fairs</b> - Circus, rodeo, carnival, fair, performance, singing, playing of musical instruments, dancing or amusement of any kind; preaching, exhorting or lecturing as may be conducted or operated in a tent or temporary structure of any kind on vacant land or in a yard or area appurtenant to any building. Also referred to as "Special Events" license endorsement.	711190-1		
<b>FOOD SERVICES &amp; OPERATIONS</b>			
<b>Bakery</b> - Manufacturer of fresh and frozen bread and other bakery products on premises. (For example, cakes, cookies.)	311800	<b>Ice Cream &amp; Frozen Dessert Manufacturing</b> - Manufacturer of ice cream, frozen yogurts, frozen ices, sherbets, frozen tofu, other frozen desserts (except bakery products).	
<b>Candy Manufacturer</b> - Manufacturer of confectioneries (candy) on premises.	311330-1	<b>Marine Food Products, Retail (Fish/Seafood)</b> - Establishment retailing fresh, frozen or cured seafood products.	
<b>Caterer - Catering Services</b> - Business providing single-event-based food services, generally having equipment and vehicles to transport meals and snacks to events and/or prepare food at off-premise site. Banquet halls with catering staff are included.	722320	<b>Marine Food Products, Wholesale (Fish/Seafood)</b> - Establishment retailing fresh, frozen or cured seafood products.	
<b>Delicatessen</b> - Business where food, drink, or refreshments are cooked, prepared, and sold for consumption other than on premises.	722211-1	<b>Restaurant</b> - Business where food, drink, or refreshments are cooked, prepared, and sold for consumption on premises. Includes cafeterias and other self-serve food establishments.	
<b>Dairy</b> - Manufacturer of dairy products from raw and/or processed milk products (fluid milk, butter, cheese); dairy substitutes [except frozen] from soybeans and other nondairy substances; dry, condensed, concentrated & evaporated dairy products. (Excludes Ice Cream & Frozen Desserts)	311510	<b>Vending (Food) Machine</b> - Establishment engaged in retailing food items through vending machines that they service.	
<b>Food Product Sales</b> - Sale of prepackaged food items prepared on a licensed premises.	445110-1	<b>Vending, Street, Mobile (Food - Class A)</b> - Business which prepares and serves meals or snacks for immediate consumption from motorized vehicles or non-motorized carts.	
<b>Grocery Stores (Supermarkets)</b> Establishments engaged in retailing a general line of goods, such as canned and frozen foods; fresh fruits and vegetables; and fresh and prepared meats, fish, and poultry. Includes Supermarkets and Convenience Stores.	445110		
<b>GASOLINE, SOLVENTS &amp; OTHER CHEMICALS</b>			
<b>Fuel Above Ground Storage Tank</b> - Owner or manager of establishment where kerosene, oils or gasoline of like grade are stored in above ground tanks.	422720-1	<b>Fuel Underground Storage Tanks (UST)</b> - Establishment where kerosene, oils or gasoline of like grade are stored in underground tanks.	422710-3
<b>Fuel Metering Device</b> - Devices used where kerosene, gasoline or oil is sold through use of pump and measured by a metering device.	336322-1	<b>Gasoline Station / Dealer</b> - Establishments where gasoline or oils of like grade are sold. May also provide automotive repair services and/or car wash.	447190
<b>Fuel Oil Bulk Stations &amp; Terminal</b> - Establishment with bulk liquid storage facilities primarily engaged in wholesaling crude petroleum and petroleum products including liquefied petroleum gas.	422710-1	<b>Kerosene Sales</b> - Sale of kerosene product(s) for heating purposes in pre-filled containers or through fuel metering device.	324110
<b>Fuel Storage Plant</b> - Establishment where kerosene, oils or gasoline of like grade are stored. Includes any installation of tanks, pumps, loading facilities for storage. Generally wholesale distributors to retail stations or private storage tank, trucks or tank wagons.	422710-2	<b>Varsol Sales (includes Pyroxlin)</b> - Establishments that sells, distributes or warehouses varsol, varnish and/or similar chemical based products for painting or spraying.	444120-2
<b>GENERAL SERVICES</b>			
<b>Auctioneer</b> - Person, firm, partnership, association, organization, or corporation conducting auctions for existing charitable, benevolent, humane, religious, philanthropic, recreational, social, educational, civic, fraternal, or other nonprofit purpose.	561990-1	<b>Laundry, Power (Excludes Coin-operated laundries)</b> - Establishment providing laundering services (except linen and uniform supply or coin-operated); drop off and pickup sites for laundries and/or dry cleaners; specially cleaning services for specific types of garments such as fur, leather or suede, wedding gowns, etc. Services may be provided on or off premises.	812320-1
<b>Auctioneer (Temporary)</b> - Person, firm, partnership, association, organization or corporation conducting auctions for existing charitable, benevolent, humane, religious, educational or other nonprofit purpose. Temporary Auctioneer licenses are valid for a maximum of 7 calendar days.	561990-2	<b>Pesticide Applicator License</b> - Person who administers pesticide applications for land, building or other structures.	561710-2
<b>Electronic Repair &amp; Maintenance</b> - Establishment engaged in repairing and maintaining one or more of these: consumer electronic equipment; computers;	811210-1	<b>Pesticide Operator</b> - Person who owns or manages a pesticide application business in which pesticides are applied upon the lands or within buildings; or hires another to	561710-1

office machines; communication equipment; other electronic and precision equipment and instruments without retailing these products as new.		do same for compensation.	
<b>Employer-Paid Personnel Service</b> - Person or organization who procures, offers, or attempts to procure job seekers for employers or employment for job seekers for a fee, and whose fee is charged in whole or in part to the job seeker contracting for those services.	561310-2	<b>Security Alarm Agent</b> - Agent who provides services in conjunction with a Security Alarm Dealer licensed in the District of Columbia.	561622-2
<b>Employment Counseling Service</b> - Person or organization who provides, offers, or implies the offer of counseling, evaluating, testing, marketing, or advising job seekers concerning career decisions, or the procurement of employment for a fee; who does not directly procure or attempt to procure employment for job seekers; and whose fees are charged in whole or part to the job seeker contracting for these services.	561310-3	<b>Security Alarm Dealer</b> - Business engaged in installation, inspection, maintenance, servicing or repair of security alarms.	561622-1
<b>Laundromat; Coin Operated Laundry Service</b> - Establishment operating facilities with coin-operated or similar self-service laundry and dry cleaning equipment for customer use on premises.	812310-1		
<b>HOUSING ACCOMMODATIONS (Transient/ Permanent)</b>			
<b>Boarding House</b> - Establishment operating boarding house or similar facility, such as fraternity houses, sorority houses, off-campus dormitories, residential clubs and worker camps. These establishments provide temporary or longer-term accommodations which, for the occupancy period, may serve as a principal residence (5 or more boarders) for a consideration (fee). May also provide complementary services such as meals and housekeeping.	721310-1	<b>Rooming House</b> - Business operating rooming houses or similar facility providing temporary or longer-term accommodations to 5 or more persons. Meals, housekeeping and laundry services not provided (see Boarding Houses). (Also see Bed & Breakfasts and Boarding House)	721310
<b>Hotel</b> - Any building where not less than 30 rooms are reserved exclusively for transient guests, and where meals are prepared in a kitchen on premises by the management or a concessionaire of management to be eaten in a dining room accommodating not less than 30 persons. Dining room shall communicate with hotel lobby.	721110-1	<b>Single Family Rental</b> - Owner of single family home, including condominium, who offers the home for rent and who do not reside in the home (Does not include rooming houses and boarding houses.)	531110-1
<b>Motel/Inn</b> - Provider of short-term lodging facilities of 30 or more rooms. Includes motor courts, tourists' courts, and motor lodges.	721110-2	<b>Two-Family Dwelling</b> - Owner of two-family flat offered for rent.	531110-2
<b>MEDICAL SERVICES</b>			
<b>Ambulance Service</b> - Provides transportation of patients by ground or air along with medical care. Vehicles are equipped with lifesaving equipment operated by medically trained personnel.	621910-1		
<b>MOTOR VEHICLE SALES, SERVICES, OPERATIONS, &amp; FACILITIES</b>			
<b>Auto Wash / Car Detailing Business</b> - Establishment engaged in cleaning, washing and/or waxing automotive vehicles. Includes automotive detail shops.	811192-1	<b>Moving &amp; Storage - Used Household / Office Goods</b> - Establishment providing local or long-distance trucking of used household, institutional or commercial furniture and equipment. (See "General Business" for moving & packing support services).	484210
<b>Motor Vehicle Dealer (New/Used Car Sales)</b> Business retailing new and/or used Motor Vehicles, light trucks, passenger and car vans. (Also see Motor Vehicle Sales Financing.)	441100-1	<b>Parking Garage/Lot</b> - Establishment engaged in providing parking space for motor vehicles, usually on hourly, daily or monthly basis. Also requires Parking Lot Attendant License.	812930-1
<b>Motor Vehicle Driving School</b> - Business engaged in Motor Vehicle driving instruction.	611692-1	<b>Parking Lot Attendant</b> - Person employed to park or supervise parking of Motor Vehicles in an indoor parking facility or outdoor parking lot.	812930-2
<b>Motor Vehicle Rental &amp; Leasing</b> - Establishment engaged in renting passengers cars without drivers, generally for short periods of time.	532100	<b>Solid Waste Collection Business</b> - Establishment primarily engaged in collecting and/or hauling hazardous waste, non-hazardous waste, and/or recyclable materials within local area and/or operating hazardous/non-hazardous waste transfer stations.	562212-1
<b>Motor Vehicle Repossessor</b> - Person, including dealer, seller, sales finance company or person acting under contract as or on behalf of a dealer, seller, sales finance company or Motor Vehicle repossession business which takes possession of a motor vehicle.	561491-2	<b>Solid Waste Collection Vehicle</b> - Vehicle that picks up trash from commercial or residential facilities.	562212-2
<b>Motor Vehicle Repossessor Business</b> - Establishment engaged in repossessing motor vehicles for creditors as a result of delinquent debts. Includes any person, including dealer, seller, sales finance company or person acting under contract as or on behalf of a dealer, seller, sales finance company or Motor Vehicle Repossession Business.	561491-1	<b>Towing Business</b> - Establishment engaged in towing light or heavy motor vehicles, both local and long distance. May also provide incidental services, such as storage and emergency road repair services.	488410-1
<b>Motor Vehicle Salesperson</b> - Individual (including and without limitation) any officer, director, partner or member of a dealer who expressively represents or holds himself/herself out to be employed, engaged, appointed, authorized or permitted by any dealer to sell or buy or offer to sell or buy a motor vehicle.	441100-2	<b>Tow Truck</b> - Motor vehicle equipped with a lift, crane, hoist, winch, cradle, tow dolly or similar device designated to transport disabled vehicles.	488410-2
<b>Motor Vehicle Reinspection Stations</b> - Establishment providing services (not towing) to road network users, including bridge, tunnel/highway operations, driving services, pilot car services, truck/weighing station operations.	488490-1	<b>Tow Truck Storage Lot</b> - Any establishment primarily engaged in towing light or heavy motor vehicles, both local and long distance May provide incidental services, such as storage and emergency road repair services	488410-3
<b>Motor Vehicle Reinspector</b> - Establishment providing services (excluding motor vehicle towing) to road network users. Includes Motor vehicle inspection and Re-inspection services.	488490-2	<b>Solicitors</b> Individuals engaged in retailing merchandise by direct door-to-door sales.	454390-1
<b>Motor Vehicle Repair Services</b> - Establishment providing repair and maintenance services for automotive vehicles (passenger cars, trucks, vans and trailers). Employs mechanics with specialized technical skills to diagnose and repair mechanical and electrical systems for automotive vehicles.	811100-1	<b>Tour Guide - Class A</b> - Individual or firm providing local scenic and sightseeing services using sightseeing buses, trolleys, or horse drawn carriage rides.	487110-1
<b>PERSONAL CARE SERVICES</b>			
<b>Barber Chair</b> - Practice where a person owning or operating a licensed Barber Shop leases a portion of the shop (may be enclosed within a booth) to a barber licensed under the Cosmetology Act.	812111-2	<b>Funeral Home &amp; Services</b> - Establishment engaged in preparing the dead for burial or interment and conducting funerals. (For example, providing facilities for wakes, arranging transportation for the dead, selling caskets and related merchandise).	812210-1
<b>Barber Shop</b> - Barber Shop or men's hair stylist salons engaged in cutting, trimming and styling boys' and men's hair; shaving and trimming men's beards.	812111-1	<b>Health Spa</b> - Establishment with indoor/outdoor facilities for physical sport, exercise, training, therapy or rehabilitation. Does not include locations where primary activity is training or instruction in specific skill. Health Spa Sales Endorsement also required.	713940
<b>Beauty Booth</b> - Independent beauty operator licensed to perform all operations	812112-2	<b>Massage Establishment / Parlor</b> - Establishment offering customers massage	812199-1

ordinarily connected with the practice of cosmetology who leases a portion (may be enclosed as a booth) of a licensed Beauty Shop from owner or manager.		services under direction of a licensed Massage Therapist.	
<b>Beauty Shop, Braiding Service, Nail Salon</b> - Establishment engaged in cutting, trimming, shampooing, weaving, coloring, waving, styling, or braiding hair; provides facials; applies make-up. Also included: nail salons.	812112-1	<b>Public Bath</b> - Establishment where baths are provided to transients.	923120-1
<b>Dry Cleaner</b> - Excludes coin-operated dry-cleaning machines. Business engaged in providing drycleaning services; drop-off and pickup sites for drycleaners; or specially cleaning services for specific types of garments or textile items (For example, carpet cleaning.)	812320-1	<b>Shoe Shine Stand</b>	711510-2
<b>Dry Cleaning - Coin Operated</b> - Establishment operating facility with coin-operated or similar self-service drycleaning equipment for customer use on premises; and establishments supplying and servicing coin-operated or similar self-service drycleaning equipment for customer use in business places operated by others. (For example, apartments, motels, dormitories.)	812310-1		

### RETAIL, WHOLESALE & MANUFACTURING (New & Used- Non-food Merchandise)

<b>Commission Merchant / Wholesale Trade</b> - See specific product groups for wholesalers (For example, food, agriculture, furniture, etc.)	420000	<b>Patent Medicine Sales</b> - "Over the counter drugs" which may be sold without a prescription and are pre-packaged for use by the consumer.	422210-2
<b>Fireworks Retail Shop</b> - Establishment engaged in retailing fireworks (and other specialized lines of items) from a permanent location.	453998-1	<b>Pharmacy / Drug Store</b> - Pharmacy or drug store engaged in retailing prescription and nonprescription drugs and medicines (Pharmaceutical Control Division approval).	445110
<b>Fireworks Stand, Temporary</b> - Retail stand established on temporary basis selling fireworks for a specified period of time.	453998-2	<b>Pet Store</b> - Business that retail pets, pet foods and pet supplies	453910
<b>Hearing Aid Stores &amp; Dealers</b> - Hearing aid dispenser, audiologist or otolaryngologist who engages in practice of fitting and selling hearing aids (includes selection and adaptation). Contact DOH for professional licensure.	446199-1	<b>Street Photographer Business</b> - Person engaged in taking photographs, for direct or indirect profit or gain, on any street, sidewalk, or other public space in the District of Columbia.	711510-1
<b>Mattress Manufacturer</b> - Manufacturing of inner and box spring mattresses (also mattresses for waterbeds). Includes manufacture of pillows, cushions and comforters.	337910-1	<b>Street Vendor - Non-Food, Class B</b> - Person selling non-food items such as clothing and clothing accessories and tourist items.	722330-1
<b>Mattress Sales</b> - Retail business that sells mattresses.	442110-2	<b>Used Merchandise Store - Secondhand Class A</b> - Person, firm, or corporation other than Class B Secondhand Dealer engaged in buying, selling, trading, exchanging or dealing in second-hand personal property of any description (other than motor vehicles) including return of unused portions of railroad tickets or tokens.	453310-1
<b>Pawnbroker</b> - Person who in any manner lends or advances money or other things for profit on pledge and possession of personal property or other valuable things, other than securities or written or printed evidences of indebtedness or who deals in the purchasing of personal property or other valuable things on the condition of selling the same back again at a stipulated price.		<b>Used Merchandise Store - Secondhand Class B</b> - Person, firm, or corporation primarily engaged in sale of new merchandise and also engaged in selling, trading, exchanging or dealing in secondhand personal property of any description (other than motor vehicle) -- the latter as a result of receiving second-hand personal property in trade or by repossession or as partial payment for new merchandise.	453310-2

### Basic Business Licenses & Endorsements Issued by Other DC Government Agencies

<b>Department of Health</b>			
Ambulatory Surgical Treatment Center		Low Level Radioactive Waste Generator	
Child Placement Agencies		Maternity Centers	
Clinical Laboratory		Non-Hospital Outpatient Facilities	
Drug Distributors		Nursing Homes	
Drug Manufacturers		Physician Office Laboratory	
Health Provider Plans		Renal Dialysis Centers	
Hearing Aid Dealers		Repairer of Radioactive Equipment	
Home Health Agency		Substance Abuse Treatment Center	
Hospitals		Supplier of Radioactive Equipment	
Installer of Radioactive Equipment			

### Department of Mental Health

Child Development Centers		Group Homes for Mentally Retarded	
Child Development Homes		Youth Residential Facilities	
Community Residence Facilities			

### Department of Banking, Insurance, & Securities

Fraternal Benefit Associations		Life and Fire Insurance Companies	
Insurance Companies		Marine Insurance	
Insurance Premium Finance Companies		Reinsurance Intermediary	
Insurance Rating Organizations			

**Applicant:** Please read instructions carefully before you complete this application.

## SECTION A: BUSINESS / APPLICANT INFORMATION

**Check box** applicable to your business organization:  Sole Proprietorship  Partnership  Limited Liability Company  Corporation (For Profit)  Corporation (Non-Profit)

1. Business Owner (If owner is Sole Proprietor, print his/her name. If owner is Corporation, Limited Liability Company (LLC), or Partnership, print official Company Name to be licensed) .....

1a. Federal ID No. Federal Employer Identification Number (FEIN) ..... or if your business does not have a FEIN number, give your Social Security Number (SSN) .....

1b. Trade Name if applicable (see Instructions) .....

2. Business Address (If this is a Corporation, LLC or Partnership, please provide address of the company's main headquarters here)

2a. Street Address ..... Suite or Apartment No. ....

2c. City ..... State ..... Zip .....

2d. Phone number ( ) ..... 2e. Email .....

## SECTION A-1: OFFICERS, PARTNERS, MEMBERS

All Corporations, Partnerships, LLCs, and Unincorporated Associations must complete

### 3. President / Partner / Member:

3a. Name .....  
First Name M.I. Last Name

3b. Street Address .....

3c. City ..... State ..... Zip .....

3d. Phone ( ) ..... 3e. Email .....

### 4. Vice President / Partner / Member:

4a. Name .....  
First Name M.I. Last Name

4b. Street Address .....

4c. City ..... State ..... Zip .....

4d. Phone ( ) ..... 4e. Email .....

### 5. Secretary / Treasurer / Member:

5a. Name .....  
First Name M.I. Last Name

5b. Street Address .....

5c. City ..... State ..... Zip .....

5d. Phone ( ) ..... 5e. Email .....

## SECTION B: INFORMATION ABOUT BUSINESS PREMISE ADDRESS *(Vendors: skip this section)*

Location of business operation to be licensed.

6. Street Address ..... Suite or Apt No. ....

City ..... State ..... Zip .....

6a. Quadrant (check one)  NE  NW  SE  SW 6b. Ward ..... 6c. ANC .....

6d. Phone ( ) ..... 6e. Fax No. ....

6f. Email .....

6g. Certificate of Occupancy Number: ..... Date Issued .....

**SECTION C: BILLING ADDRESS** (Address where DCRA should mail Renewal Notices)

7. **Business Name** (if different than line1).....  
 7a. Attention (Contact Name).....  
 7b. Street Address (if different than in Section C) .....  
 7c. City ..... State ..... Zip .....

**SECTION D: REGISTERED / RESIDENT AGENT**

Corporations, Partnerships and LLCs must provide Registered Agent information. Sole Proprietors who are not District residents must name a Resident Agent.

8. Contact Name ..... Title .....  
 8a. Business Name .....  
 8b. Street Address ..... Suite .....  
 8c. City..... State ..... Zip .....  
 8d. Phone ( ) ..... Business Email .....

**SECTION E: LICENSE ENDORSEMENTS: Business Activities** (*Vendors: skip this Section*)

List all your business activities and their NAICS Codes. Choose from the *Table of Endorsement Business Activities* in the Instructions

BUSINESS ACTIVITY – LICENSE ENDORSEMENT		Related NAICS Code for Activity
1		
2		
3		
4		
5		
6		
7		
8		
9		
10		

**SECTION F: BUSINESS EQUIPMENT, MACHINERY, & FACILITIES INFORMATION** (*Vendors: skip this Section*)

Give information about your business about your Basic Business License in Tables I, II and III below. If you need more space, write it on more paper and add it to the application.

**Table I. AUTOMOTIVE & OTHER EQUIPMENT**

Give the required information for each vehicle you will use in your business.

✓	Equipment Type	Vehicle Make	Year	Identification No.	License Plate	State	Tare Weight	Capacity
	Ambulance							
	Carriages							
	Driving School							
	Horses							
	Solid Waste Truck							
	Tow Truck							
	Tow Unit							
	Truck or Van							
	Other _____							

**Table II. EATING ESTABLISHMENTS & HOUSING (Permanent & Transient)**

Give the number of units in each establishment type in your business.

✓	Type	Rooms / Units	Restaurant Seats	Resident Manager Name	Manager's Phone
	Apartments				
	Boarding / Rooming House				
	Carriages				
	Hotel / Motel				
	Restaurant				
	Other				

**SECTION F cont.**

**Table III. OPERATING MACHINERY, EQUIPMENT, FACILITIES, & PARKING LOTS**

Check all equipment used in your business activity and give the number of units. Each of these is a separate endorsement.

<input checked="" type="checkbox"/>	Equipment	Number of Units	<input checked="" type="checkbox"/>	Equipment	Number of Units
	Amusement (Mechanical) Machines			Gasoline Dispensing Hoses	
	Billiard Tables			Home Improvement Contractor Permit Number	
	Bowling Alley (lanes)			Parking Lot (square feet)	
	Bulk Fuel Meter Device(s)			Slot Weighing Machines	
	Bulk Fuel Storage Tank(s) - Above Ground			Swimming Pool	
	Bulk Fuel Storage Tank(s) - Underground			Vending Machines - Cigarettes	
	Coin Operated Machines - Photograph, lockers, other			Vending Machines - Food	
	Game Boards / Tables				

**Section G: VENDOR INFORMATION (Vendors only) .**

**Vendor Endorsements** Check the endorsements that apply to your business.

<input type="checkbox"/>	Endorsement
<input type="checkbox"/>	ACZ Vendor A (Food) Central Zone
<input type="checkbox"/>	ANH Vendor A (Food) Neighborhood
<input type="checkbox"/>	ARW Vendor A (Food) Roadway
<input type="checkbox"/>	BCZ Vendor B (Non-Food) Central Zone
<input type="checkbox"/>	BNH Vendor B (Non-Food) Neighborhood Zone
<input type="checkbox"/>	BRW Vendor B (Non-Food) Roadway
<input type="checkbox"/>	BBD Vendor D (Shoe Shine & Street Photographer)

**Table IV. PRODUCTS FOR SALE**

Check all goods, wares, and merchandise that you will sell. You may not sell anything that is not on this list.

<input type="checkbox"/>	Food
<input type="checkbox"/>	Beverage
<input type="checkbox"/>	Dispensed Food
<input type="checkbox"/>	Frozen Dessert Sales
<input type="checkbox"/>	Frozen Food Only
<input type="checkbox"/>	Produce
<input type="checkbox"/>	Other _____
<input type="checkbox"/>	
<input type="checkbox"/>	

<input type="checkbox"/>	Merchandise
<input type="checkbox"/>	Arts, Crafts
<input type="checkbox"/>	Electronic, Watches, Calculators
<input type="checkbox"/>	Flowers, Plants
<input type="checkbox"/>	Perfumes, Oils, Incense
<input type="checkbox"/>	Printed, Recorded Media
<input type="checkbox"/>	Toys
<input type="checkbox"/>	T-shirts, Hats, Handbags
<input type="checkbox"/>	Other _____
<input type="checkbox"/>	

**Tables V. SIDEWALK VENDING SITE PREFERENCE FOR LOTTERY APPLICANTS**

Please use most recent release of vending site map to indicate your preference of sites for your entry into the site lottery. Please list the sites you wish to win in the table below by listing the site number. Please list the site numbers in the order of your preference and starting with the site you would like to win the most and ending with your least preferred site. You may list as many sites as are indicated on the map but please do not list sites you do not wish to win.

1 _____	26 _____
2 _____	27 _____
3 _____	28 _____
4 _____	29 _____
5 _____	30 _____
6 _____	31 _____
7 _____	32 _____
8 _____	33 _____
9 _____	34 _____
10 _____	35 _____
11 _____	36 _____
12 _____	37 _____
13 _____	38 _____
14 _____	39 _____
15 _____	40 _____
16 _____	41 _____
17 _____	42 _____
18 _____	43 _____
19 _____	44 _____
20 _____	45 _____
21 _____	46 _____
22 _____	47 _____
23 _____	48 _____
24 _____	49 _____
25 _____	50 _____

**SECTION H: EMPLOYEE INFORMATION** Employer must complete & sign this Section.

8. **Name of Company** of Employee to be Licensed .....

8a. Company FEIN / UI Number (if applicable).....

8b. Company Street Address .....

City ..... State ..... Zip .....

8c. Phone ( ) ..... Email .....

9. **Employee Information (Non-District Residents must complete Section D giving their Resident Agent; see Instructions for more details.)**

9a. Employee Name (First, MI, and Last).....

9b. Social Security No. .... 9c. Date of Birth ..... 9d. Place of Birth.....

9e. Employee Description: Height ..... Weight ..... Color of Hair ..... Color of Eyes .....

9f. Driver's License No. .... State of License ..... Expiration Date .....

9g. Company Signatory ..... Print Name .....

Title (Owner/Manager): ..... Date Signed .....

**SECTION I: ADDITIONAL INFORMATION**

Give any additional information about your business activities that you feel is important to this Application. Include any descriptions that may not be covered in Section F or Table of Endorsement Business Activities

**SECTION J: APPLICANT'S SIGNATURE**

Send your signed application, required forms, and a check or money order for all fees, payable to "DC Treasurer," to:

Bank of America  
Attention: DC Government Wholesale Lockbox #91360  
Mail Code MD4-301-18-04, 18<sup>th</sup> Floor  
225 North Calvert St  
Baltimore, MD 21202

Or bring it to our *Business License Center* at 941 North Capitol St NE #1100, Washington DC 20002

I hereby submit this application, required forms and payment in the amount of \$..... for consideration of a Basic Business License based on the information in this application.

**Applicant's Signature** ..... **Date**.....

*For Office Use Only*

**CRIMINAL PENALTIES FOR MAKING FALSE STATEMENTS**

Any person convicted of making false statements shall be fined not more than \$1,000 or imprisoned for not more than 180 days, or both. A person commits the offense of making false statements if that person willfully makes a false statement that is in fact material, in writing, directly or indirectly to any instrumentality of the DC government, under circumstance in which the statement could reasonably be expected to be relied upon as true. (DC Code §22-2405).

**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 the OIG Hotline (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 the 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, religion, national origin, sex, age, marital status, personal appearance, sexual orientation, familial status, family responsibilities, matriculation, political affiliation, disabilities, source of income, or place of residence or business. Discrimination in violation of the act will not be tolerated. Violators will be subject to disciplinary action.