



## 4 Steps to Obtaining a Basic Business License

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

### Step 1: Corporate Registration

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

#### Trade Name Registration

- If planning to use a fictitious or shortened version of the corporate name when conducting business. Visit [corp.dcra.dc.gov](http://corp.dcra.dc.gov).

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

#### Internal Revenue Service (IRS):

Apply for Employer Identification Number (EIN) online at [irs.gov](http://irs.gov), in-person at 77 K Street, NE, Washington, DC 20002, or via telephone at (202) 803-9000.

#### DC Office of Tax (OTR):

Register EIN with the DC Office of Tax and Revenue online at [mytax.dc.gov](http://mytax.dc.gov), in-person at 1101 4<sup>th</sup> Street, SW, 2nd Floor, Washington, DC 20024, or via telephone at (202) 727-4TAX.

#### For-Profit:

Complete *FR-500 (Combined Business Tax Registration)*

#### Non-Profit:

Complete *FR-500 (Combined Business Tax Registration)*

Complete *FR-164 (OTR Application for Exemption)*

#### Clean Hands Certification:

Sign an affidavit stating you do not owe more than \$100 to the Government of the District of Columbia. Visit [dcra.dc.gov/publication/dcra-clean-hands-self-certification-form](http://dcra.dc.gov/publication/dcra-clean-hands-self-certification-form).

### Step 3: Registration with Office of the Zoning Administrator

#### Certificate of Occupancy (COO):

If operating out of an office location in the District.

Visit [dcra.dc.gov/service/get-certificate-occupancy](http://dcra.dc.gov/service/get-certificate-occupancy).

#### Home Occupation Permit (HOP):

If conducting business out of a home in the District.

Visit [dcra.dc.gov/service/get-home-occupation-permit](http://dcra.dc.gov/service/get-home-occupation-permit).

### Step 4: Basic Business License (BBL) Application

- Submit a BBL application including the required supporting documentation and payment.**

Your business' activities determine the type of Basic Business License required.

Visit [mybusiness.dc.gov](http://mybusiness.dc.gov).