

# Department of Consumer and Regulatory Affairs

## SMALL BUSINESS RESOURCE CENTER



## 5 Basic Steps to Obtaining a 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 <http://corp.dcr.dc.gov> for more information.

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

- For Profit
  - FR 500 (Notice of Business Tax Registration)
- For Non-Profit
  - FR 500 (Notice of Business Tax Registration)
  - FR 164 (Notice of Business Tax Registration)

Visit <http://otr.cfo.dc.gov> for more information.

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

- Certificate of Occupancy (COO)
  - If operating out of an office location in the District.
- Home Occupation Permit (HOP)
  - If conducting business out of the home.

Visit <http://dcra.dc.gov/service/get-home-occupation-permit> for more information.

### Step 4: Clean Hands Certification

- Is an affidavit stating that you do not owe more than \$100 to the District Government.

Visit <http://dcra.dc.gov/publication/dcra-clean-hands-self-certification-form> for more information.

### Step 5: Basic Business License (BBL) Application

- Certain licensing categories may require additional information.

<https://cpms.dcr.dc.gov/OSUBI/Default.aspx/>



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