



Finance Department
 Revenue Collection
 1947 Center Street
 Berkeley, CA 94704

2024 BUSINESS LICENSE RENEWAL

2024 Tax Due: January 1, 2024
 Penalty & Interest apply starting March 1, 2024

***Attention: Information required on this form may be subject to public disclosure**

 Print Type: _____
 Ck #: _____
 Print \$: _____

1. ADDRESS INFORMATION*



***AUTO**SCH 5-DIGIT 94702
 1 2 AV 0.498*****1 1 S61872D3569



1 COLUMBIA DESIGN
 KATHLEEN DIVNEY
 PO BOX 2015
 BERKELEY, CA 94702-0015

Business License #*:	BL-051776
Location*:	2323 BROWNING ST
Tax Code*:	P
Business Type*:	INTERIOR DESIGN
NAICS Code*:	541410

Check box(es) and complete information if applicable

1a. New Berkeley Location: _____ Berkeley, CA Zip: _____

1b. New Mailing Address: _____

2. BUSINESS INFORMATION

Business Phone Number*: _____ Emergency Phone: _____
 Number of Employees*: _____ Number of Vehicles Decals: _____ (max 4)
 Date Fiscal Year Ends: _____ Email*: _____
 Type of Ownership*: Partnership Corporation
 Co-op Corporation Sole Owner LLC/LP
 How do you file business taxes?: FEIN SSN
 FEIN/SSN: _____
 Resale License Number: _____
 Contractor's License Number: _____ Contractor's License Expiration Date: _____

3. 2024 BUSINESS LICENSE TAX DUE

(See box on the right for penalty and interest rates)

A. 2023 Gross Receipts \$ _____
 B. Allowable Deductions: \$ _____
 (Tax Codes C, M, and P only, see instructions)
 C. Taxable Gross Amount: \$ _____
 D. Tax: Line C X 0.0036 = \$ _____
 (Note: Minimum tax due is \$51)
 E. Penalty 1: 10% of line D, if paying on or after 3/1: \$ _____
 F. Subtotal: (Tax + Penalty) \$ _____
 G. Interest 1: Interest rate (Line F x %): _____ % \$ _____
 H. Penalty 2: 40% of line D, if paying on or after 4/1: \$ _____
 I. Penalty 2 Interest 2: Interest rate, (Line H x %): _____ % \$ _____
 J. State Mandated Disability Access Fee: \$ **4.00**
 K. Additional License Fees: \$ _____
 (e.g.: Solano BID, Elmwood BID)
 L. TOTAL AMOUNT DUE: (Add Lines F through K) \$ _____

PENALTY AND INTEREST is due if paid/postmarked on or after March 1, 2024	
Line E - Penalty 1: applicable if license is paid on or after 3/1/24	Line H - Penalty 2: applicable if license is paid on or after 4/1/24
Line G - Interest 1: add 1% per month from 3/1/24 until paid in full	Line I - Penalty 2 Interest: add 1% per month from 4/1/24 until paid in full

4. CLOSING BUSINESS DECLARATION (if applicable):

If you closed your business, you must complete this section within 90 days of closure. To close your business license, enter the closing date below, complete Section 3 above, and remit payment. The State Mandated Fee and minimum tax do not apply.

Business closed on: _____ (mm/dd/yyyy)

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.

I declare under penalty of perjury that to the best of my knowledge all the information contained in this statement is true and correct.

Signature: _____ Date: _____

Compliance with the Business License Tax requirement per BMC 9.04 does not constitute conformity with Zoning, Building Permits, Toxic, Health, and Fire requirements.



INSTRUCTIONS

Please read instructions prior to completing the form. This form must be signed and dated for processing.

ATTENTION CONTRACTORS – An active business license is required before building permits can be issued.

SECTION 1: ADDRESS INFORMATION

Verify the printed mailing address and location information. If either address has changed, check the appropriate box and write the updated information on the provided line.

SECTION 2: BUSINESS INFORMATION

Enter the business' information. Please be advised that the business e-mail address is public information. The City of Berkeley will not use e-mail addresses for any purpose other than that for which it is explicitly provided but will disclose the information if required under law, such as pursuant to third party public record act requests.

SECTION 3: 2024 BUSINESS LICENSE TAX DUE

Line A: Enter the business' total gross receipts for 2023. If you have tax code Q, enter the business' gross payroll for 2023.

Line B: Enter allowable deductions; only for construction contractors, manufacturers, and professional – semi-professional businesses, tax codes C, M, and P, respectively. Tax codes C and P: To claim deductions, attach a list of qualified subcontractor(s), including their business name, address, contract number (if applicable), business license number (if available), and amount paid to subcontractor to perform a job within the City.

Tax code M: 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.

Line C: Subtract B from A.

Line D: Multiply C by the appropriate tax rate from the tax rate table located at:
<https://bit.ly/3VkJ7U7t>

Line E: If renewing on or after March 1, add a 10% penalty to the business license tax.

Line F: Add D and E.

Line G: If renewing on or after March 1, add 1% simple interest per month starting from March 1 for every month or fraction thereof until the tax is paid. Multiply F x G.

Line H: If renewing on or after April 1, add a 40% penalty of the business license tax.

Line I: If renewing on or after April 1, add 1% simple interest per month starting from April 1 for every month or fraction thereof until the tax is paid. Multiply H x I.

Line J: This is a State Mandated 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: <https://www.dgs.ca.gov/DSA>

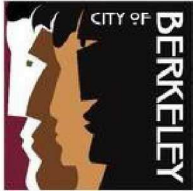
California Commission on Disability Access: www.cdda.ca.gov

Line K: If applicable, include additional license fees for the Solano or Elmwood BID.

Line L: Add Lines F through K. This is the total amount due. Please make checks payable to City of Berkeley.

SECTION 4: CLOSING BUSINESS DECLARATION

If the business closed in 2023, enter the closure date. The State Mandated Fee, minimum tax, penalties, and interest do not apply. Please complete Section 3 and remit applicable payment to City of Berkeley.



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RENEW YOUR BERKELEY BUSINESS LICENSE ONLINE

The online portal is available for the following:

Business Type	Tax Code	Business Type	Tax Code
Administrative Headquarters	Q	Motor Vehicle	V
Business Personal Repair	B	Sales Non-Profit	N
Cannabis	CC	Professional/Semi-Professional	P
Entertainment	E	Rental of Real Property	L
Grocer	G	Retail	R
Manufacturing	M	Wholesale	W

It's as simple as 1-2-3!

- 1 Register for an account
<https://aca.cityofberkeley.info/businesslicense>
- 2 Link your license
- 3 Renew and pay for your license

For additional details and instructions, go to: <http://bit.ly/46Hq1dl>

For Frequently Asked Questions, go to: <http://bit.ly/3MeC4GW>

Service Fees:

- 2.5% non-refundable service fee for credit/debit transactions
- \$2.25 convenience fee per e-check transaction
- \$20 declined card or returned check fee

Questions?

Contact (510) 981-7205 or onlinebusinesslicense@berkeleyca.gov



DISABILITY ACCESS REQUIREMENTS AND RESOURCES

NOTICE TO APPLICANTS FOR BUSINESS LICENSES AND COMMERCIAL BUILDING PERMITS:

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. You may obtain information about your legal obligations and how to comply with disability access laws at the following agencies:

DEPARTMENT OF
GENERALSERVICES,
Division of the State
Architect, CASp Program

www.dgs.ca.gov/dsa

www.dgs.ca.gov/casp

DEPARTMENT OF
REHABILITATION
Disability Access Services

www.dor.ca.gov

[www.dor.ca.gov/home/
disabilityaccessservices](http://www.dor.ca.gov/home/disabilityaccessservices)

DEPARTMENT OF
GENERALSERVICES,
California Commission on
Disability Access

www.dgs.ca.gov/ccda

[www.ccda.ca.gov/
resources](http://www.ccda.ca.gov/resources)

CERTIFIED ACCESS SPECIALIST INSPECTION SERVICES

Compliance with state and federal construction-related accessibility standards ensures that public places are accessible and available to individuals with disabilities. Whether your business is moving into a newly constructed facility or you are planning an alteration to your current facility, by engaging the services of a Certified Access Specialist (CASp) early in this process you will benefit from the advantages of compliance and under the Construction-Related Accessibility Standards Compliance Act (CRASCA, Civil Code 55.51-55.545), also benefit from legal protections.

Although your new facility may have already been permitted and approved by the building department, it is important to obtain CASp inspection services after your move-in because unintended access barriers and violations can be created, for example, placing your furniture and equipment in areas required to be maintained clear of obstructions. For planned alterations, a CASp can provide plan review of your improvement plans and an access compliance evaluation of the public accommodation areas of your facility that may not be part of the alteration.

A CASp is a professional who has been certified by the State of California to have specialized knowledge regarding the applicability of accessibility standards. CASp inspection reports prepared according to CRASCA entitle business and facility owners to specific legal benefits, in the event that a construction-related accessibility claim is filed against them.

To find a CASp, visit www.apps2.dgs.ca.gov/DSA/casp/casp_certified_list.aspx.



DISABILITY ACCESS REQUIREMENTS AND RESOURCES

GOVERNMENT TAX CREDITS, TAX DEDUCTIONS AND FINANCING

State and federal programs to assist businesses with access compliance and access expenditures are available:

Disabled Access Credit for Eligible Small Businesses

FEDERAL TAX CREDIT—Internal Revenue Code Section 44 provides a federal tax credit for small businesses that incur expenditures for the purpose of providing access to persons with disabilities. For more information, refer to Internal Revenue Service (IRS) Form 8826: Disabled Access Credit at www.irs.gov.

STATE TAX CREDIT—Revenue and Taxation Code Sections 17053.42 and 23642 provide a state tax credit similar to the federal Disabled Access Credit, with exceptions. For more information, refer to Franchise Tax Board (FTB) Form 3548: Disabled Access Credit for Eligible Small Businesses at www.ftb.ca.gov.

Architectural and Transportation Barrier Removal Deduction

FEDERAL TAX DEDUCTION—Internal Revenue Code Section 190 allows businesses of all sizes to claim an annual deduction for qualified expenses incurred to remove physical, structural and transportation barriers for persons with disabilities. For more information, refer to IRS Publication 535: Business Expenses at www.irs.gov.

California Capital Access Financing Program

STATE FINANCE OPTION—The California Capital Access Program (CalCAP) Americans with Disabilities Act (CalCAP/ADA) financing program assists small businesses with financing the costs to alter or retrofit existing small business facilities to comply with the requirements of the federal ADA. Learn more at www.treasurer.ca.gov/cpcf/calcap/.

FEDERAL AND STATE LEGAL REQUIREMENTS ON ACCESSIBILITY FOR INDIVIDUALS WITH DISABILITIES

AMERICANS WITH DISABILITIES ACT OF 1990 (ADA) —The ADA is a federal civil rights law that prohibits discrimination against individuals with disabilities, and requires all public accommodations and commercial facilities to be accessible to individuals with disabilities. Learn more at www.ada.gov.

CALIFORNIA BUILDING CODE (CBC)—The CBC contains the construction-related accessibility provisions that are the standards for compliant construction. A facility's compliance is based on the version of the CBC in place at the time of construction or alteration. Learn more at www.dgs.ca.gov/bsc.

MANDATORY ADA DISCLOSURE

ATTENTION: You may be subject to liability for failure to meet your legal obligation to comply with state and federal disability access laws. The recent issuance or renewal of a business license or equivalent instrument or permit does not mean that your business has been determined to be in compliance with state and federal disability access laws.

Please see the attached materials for more information.

Government Code — Section 4469. ENSURING EQUAL ACCESS TO YOUR BUSINESS

The State of California wants to ensure that all people have equal access to public and private services. Many people with disabilities do not have equal access to services because many business owners do not take the time to ensure that their businesses are accessible. Some common problems disabled people encounter are:

- (1) The building has architectural barriers that make it difficult or impossible for someone using a wheelchair, walker, or other mobility device to get inside or move around.**
- (2) The business uses a website that does not work with screen reading devices and other assistive technology.**
- (3) The business does not allow people with disabilities to enter the building with their service animals.**
- (4) The staff do not receive ADA training and do not know about the requirements to modify practices or to provide auxiliary aids and services.**



As the operator of a business, it is your responsibility to ensure that your business provides equal access to people with disabilities. Refusing to make your business accessible is discrimination under state and federal law. People with disabilities and the government have the right to sue businesses that discriminate.

The best way to protect yourself from a lawsuit is to make your business accessible. Here are some important steps you should take:

(1) Schedule an inspection with a Certified Access Specialist. A Certified Access Specialist (CASp) is a person who the State of California recognizes as having specialized knowledge of accessibility standards. They can inspect your business and tell you what changes you need to make for your business to be accessible to disabled people. Getting a CASp inspection has important benefits, like giving you extra protection in a lawsuit.

To find a CASp in your area, contact the CASp Program at the Division of the State Architect. You can also visit www.apps2.dgs.ca.gov/DSA/casp/casp_certified_list.aspx. Additionally, you should contact your local government and ask what resources it has to help businesses comply with disability access laws. The State of California makes money available to local governments to create programs that help business owners comply with disability access laws.

(2) Learn about accessibility laws from reliable sources. There is a lot of misinformation about accessibility laws. Get information about your rights and responsibilities as a business owner from reliable, trustworthy sources. California has several agencies that provide fact sheets, trainings, and other educational materials about accessibility. In fact, one of these agencies, the California Commission on Disability Access, was created by the Legislature for the purpose of helping businesses comply with accessibility laws. You should contact the following agencies and ask for information on how to comply with accessibility laws:

The California Commission on Disability Access: www.cdda.ca.gov

The Division of the State Architect: www.dgs.ca.gov

The Department of Rehabilitation: www.dor.ca.gov

(3) Making your business accessible is good for everyone. It makes your business available to more customers. It also promotes fair and equal access.

We thank you for doing your part to help make California a great place for everyone!



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1. ADDRESS INFORMATION*:



***AUTO**SCH 5-DIGIT 94702
 2 2 AV 0.498*****2 1 S61872D433



EDPRO COMMUNICATIONS
 KEITH NICKOLAUS
 PO BOX 2045
 BERKELEY, CA 94702-0045

Business License #*:	BL-015237
Location*:	1346 HASKELL ST
Tax Code*:	B
Business Type*:	FREELANCE COPYWRITER &
NAICS Code*:	813219

Check box(es) and complete information if applicable

- 1a. New Berkeley Location: _____ Berkeley, CA Zip: _____
- 1b. New Mailing Address: _____

2. BUSINESS INFORMATION

Business Phone Number*: _____ Emergency Phone: _____

Number of Employees*: _____ Number of Vehicles Decals: _____ (max 4)

Date Fiscal Year Ends: _____ Email*: _____

Type of Ownership*: Partnership Corporation
 Co-op Corporation Sole Owner LLC/LP

How do you file business taxes?: FEIN SSN

FEIN/SSN: _____

Resale License Number: _____

Contractor's License Number: _____ Contractor's License Expiration Date: _____

3. 2024 BUSINESS LICENSE TAX DUE

(See box on the right for penalty and interest rates)

- A. 2023 Gross Receipts \$ _____
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Division of the State Architect: <https://www.dgs.ca.gov/DSA>

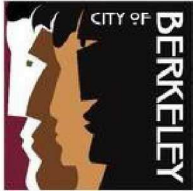
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Business Type	Tax Code	Business Type	Tax Code
Administrative Headquarters	Q	Motor Vehicle	V
Business Personal Repair	B	Sales Non-Profit	N
Cannabis	CC	Professional/Semi-Professional	P
Entertainment	E	Rental of Real Property	L
Grocer	G	Retail	R
Manufacturing	M	Wholesale	W

It's as simple as 1-2-3!

- 1 Register for an account
<https://aca.cityofberkeley.info/businesslicense>
- 2 Link your license
- 3 Renew and pay for your license

For additional details and instructions, go to: <http://bit.ly/46Hq1dl>

For Frequently Asked Questions, go to: <http://bit.ly/3MeC4GW>

Service Fees:

- 2.5% non-refundable service fee for credit/debit transactions
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Division of the State
Architect, CASp Program

www.dgs.ca.gov/dsa

www.dgs.ca.gov/casp

DEPARTMENT OF
REHABILITATION
Disability Access Services

www.dor.ca.gov

www.dor.ca.gov/home/

[disabilityaccessservices](http://www.dor.ca.gov/home/disabilityaccessservices)

DEPARTMENT OF
GENERALSERVICES,
California Commission on
Disability Access

www.dgs.ca.gov/ccda

[www.ccda.ca.gov/
resources](http://www.ccda.ca.gov/resources)

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California Capital Access Financing Program

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FEDERAL AND STATE LEGAL REQUIREMENTS ON ACCESSIBILITY FOR INDIVIDUALS WITH DISABILITIES

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- (2) The business uses a website that does not work with screen reading devices and other assistive technology.**
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The Division of the State Architect: www.dgs.ca.gov

The Department of Rehabilitation: www.dor.ca.gov

(3) Making your business accessible is good for everyone. It makes your business available to more customers. It also promotes fair and equal access.

We thank you for doing your part to help make California a great place for everyone!