



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.

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, 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, in-person at 1101 4th 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.

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.

Home Occupation Permit (HOP):

If conducting business out of a home in the District.
Visit 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.



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