



**UNION
CITY**

where innovation grows

**UNION CITY
WELCOMES
YOUR
BUSINESS!**

**where
innovation
grows**

FINANCE DEPARTMENT | REVENUE DIVISION

34009 Alvarado-Niles Road, Union City, CA 94587

P | 510-675-5312 • F | 510-489-5074

E | Biz-License@UnionCity.Org

**We want to help you
get started!**

DO I NEED A BUSINESS LICENSE?

Per section 5.08.030 (Branch Establishment), it is unlawful for any person or entity to conduct business within Union City without applying for and renewing a valid business license, and paying business license taxes. The City of Union City requires business owners to obtain a business license if any of the following situations apply:

- ▶ **Do you maintain a fixed place of business within Union City?**
- ▶ **Do you operate a home occupation business within Union City?**
- ▶ **Do you perform work or render services within Union City?**
- ▶ **Are you an independent contractor that maintains a residence in Union City?**
- ▶ **Do you solicit or advertise business within Union City?**
- ▶ **Do you maintain an inventory or stock of tangible property for sale within Union City?**
- ▶ **Do you own, rent, or lease commercial property within Union City?**
- ▶ **Do you lease residential property to others within Union City?**

HOW DO I APPLY FOR A BUSINESS LICENSE?

You can download an application from our website at: Unioncity.org/businesslicense or you can obtain a printed copy at city hall located at 34009 Alvarado-Niles Road, Union City, CA 94587 (our office hours are Mon – Thurs 8:00am to 6:00pm; Fri 8:00am to 5:00pm; City Hall is CLOSED ALTERNATE FRIDAYS.

▶ **Before you apply/Zone Clearance**

Every business located within the City must contact the Planning Dept. at 510-675-5319 or unioncityplanning@unioncity.org to see if the location you intend to occupy is suitable for your type of business.

HOW MUCH DOES A BUSINESS LICENSE COST?

The short answer is "it depends". Different types of businesses have different rates and tax structures. For more information please download the Business License Tax Schedule from our website at Unioncity.org/businesslicense or you can call us at 510-675-5312.

WHERE DO I PAY FOR MY BUSINESS LICENSE?

The City accepts the following payments forms and methods of payment delivery:

- 1** Credit Card or echeck:
online payment at Unioncity.org/bizlicense
- 2** Check or money order:
by mail or in person.
- 3** Credit Card (Visa, AMEX, MasterCard or Discover):
over the phone, in person, or by mail.
Use Credit Card Authorization Form if not paying in person.

WHAT ELSE DO I NEED TO KNOW?

In addition to completing the requisite business license application forms, depending on the type of business you own, you may also be required to apply for additional city permits and licenses.

The following are several examples:

- ▶ **Canvassing/Soliciting License**
- ▶ **Tobacco License**
- ▶ **Burglar Alarm Permit**
- ▶ **Dog License**

WHAT OTHER THINGS MAY I NEED?

The City of Union City will need to verify the status of any other licenses or permits that you are required to obtain from the list below:

- ▶ **ALAMEDA COUNTY CLERK OFFICE**
510.272.3787 | www.acgov.org/assessor
- ▶ **CA BOE SALES/USE TAX PERMIT**
510.622.4100 | www.boe.ca.gov
- ▶ **ALAMEDA COUNTY ENVIRONMENTAL HEALTH (FOOD SAFETY) PERMIT**
510.567.6700 | www.acgov.org/aceh
- ▶ **DEPARTMENT OF ALCOHOLIC BEVERAGE CONTROL**
510.622.4970 | www.abc.ca.gov
- ▶ **INTERNAL REVENUE SERVICE**
800.829.1040 | www.irs.gov
- ▶ **EAST BAY SMALL BUSINESS DEVELOPMENT CENTER**
510.208.0410 | www.eastbaysbde.org

