

# DEPARTMENT OF CONSUMER & REGULATORY AFFAIRS

**Claudia Herrera**

Business Resource Center Specialist  
Small Business Resource Center



# SMALL BUSINESS RESOURCE CENTER

The District of Columbia Small Business Resource Center (SBRC) is a one-stop-shop where help is provided to assist in starting, growing and strengthening businesses.

The SBRC primary function is to provide FREE one-on-one assistance and group workshops to future and current business owners seeking to navigate through the District's regulatory processes.

Through the SBRC, DCRA has established partnerships with the private sector and District and Federal government agencies.

These partnerships assist current and future business owners with business development opportunities to properly do business in the District of Columbia.

# 4 STEPS TO OBTAINING A BASIC BUSINESS LICENSE

## 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 [corponline.dcr.dc.gov](https://corponline.dcr.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) at [irs.gov](https://www.irs.gov) or in-person at 77 K Street, NE, Washington, DC 20002. For more information, call (844) 545-5640.
- ✓ **DC Office of Tax (OTR):** Register EIN with the DC Office of Tax and Revenue at [mytax.dc.gov](https://mytax.dc.gov). For more information, visit 1101 4th Street, SW, 2nd Floor, Washington, DC 20024 or call (202) 727-4TAX.
- ✓ **Clean Hands Certification:** Sign an affidavit stating you do not owe more than \$100 to the Government of the District of Columbia. Visit [eservices.dkra.dc.gov/DocumentManagementSystem](https://eservices.dkra.dc.gov/DocumentManagementSystem) to download 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-zoning](https://dcra.dc.gov/service/get-certificate-occupancy-zoning).
- ✓ **Home Occupation Permit (HOP):** If conducting business out of a home in the District. Visit [dcra.dc.gov/service/home-occupation-permits](https://dcra.dc.gov/service/home-occupation-permits).
- ✓ **Expedited Home Occupation Permit (eHOP):** If conducting business out of a home in the District, you may be eligible to obtain an Expedited Home Occupation Permit when you apply for a Basic Business License at [mybusiness.dc.gov](https://mybusiness.dc.gov).

## 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](https://mybusiness.dc.gov) to apply.

# SBRC CONTACT INFORMATION

## ➤ Phone

☐ SBRC Main Number: (202) 442-4538

## ➤ Email

☐ Jacqueline Noisette – [jacqueline.noisette@dc.gov](mailto:jacqueline.noisette@dc.gov)

☐ Claudia Herrera - [claudia.herrera@dc.gov](mailto:claudia.herrera@dc.gov)

☐ Joy Douglas - [joy.douglas@dc.gov](mailto:joy.douglas@dc.gov)

☐ Tamika Wood – [tamika.wood@dc.gov](mailto:tamika.wood@dc.gov)

## ➤ Register for events

☐ <https://dcrasbrc.ecenterdirect.com>

## ➤ Social Media - Twitter

☐ @DCRA\_SBRC