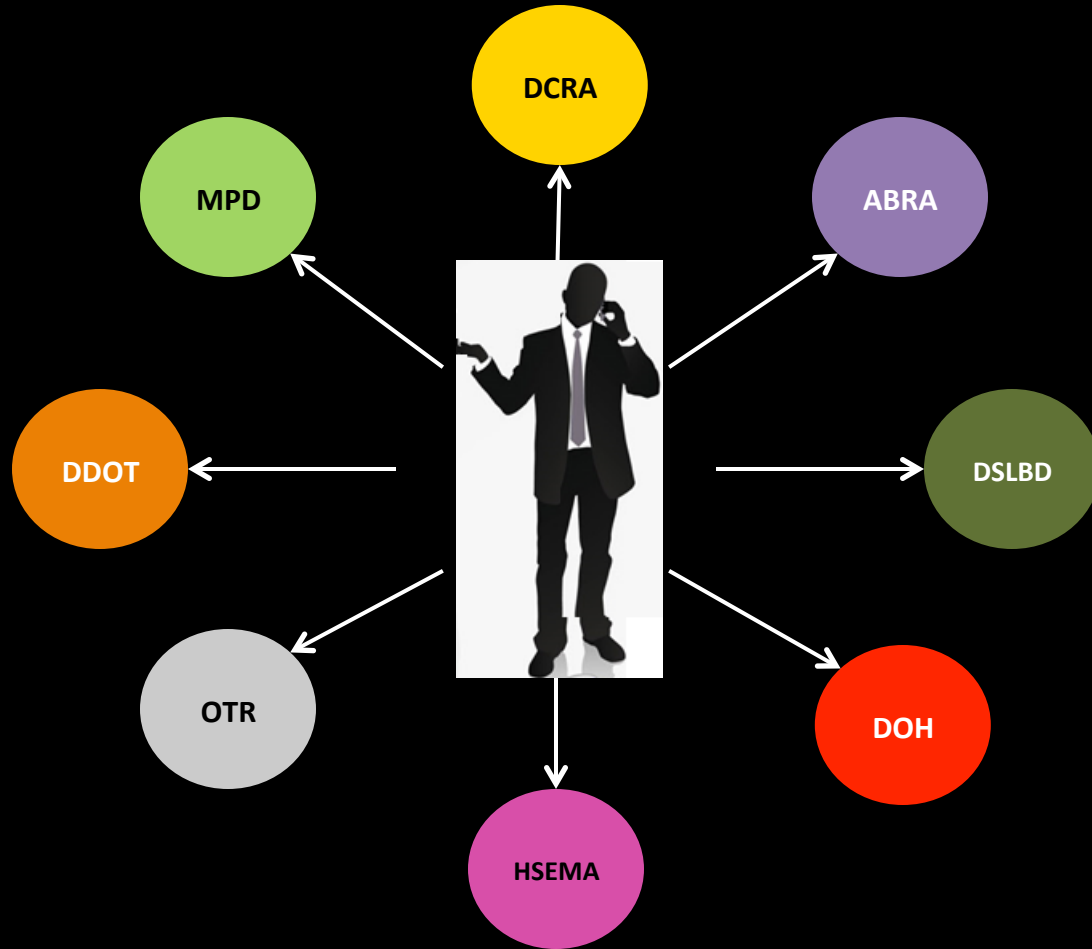
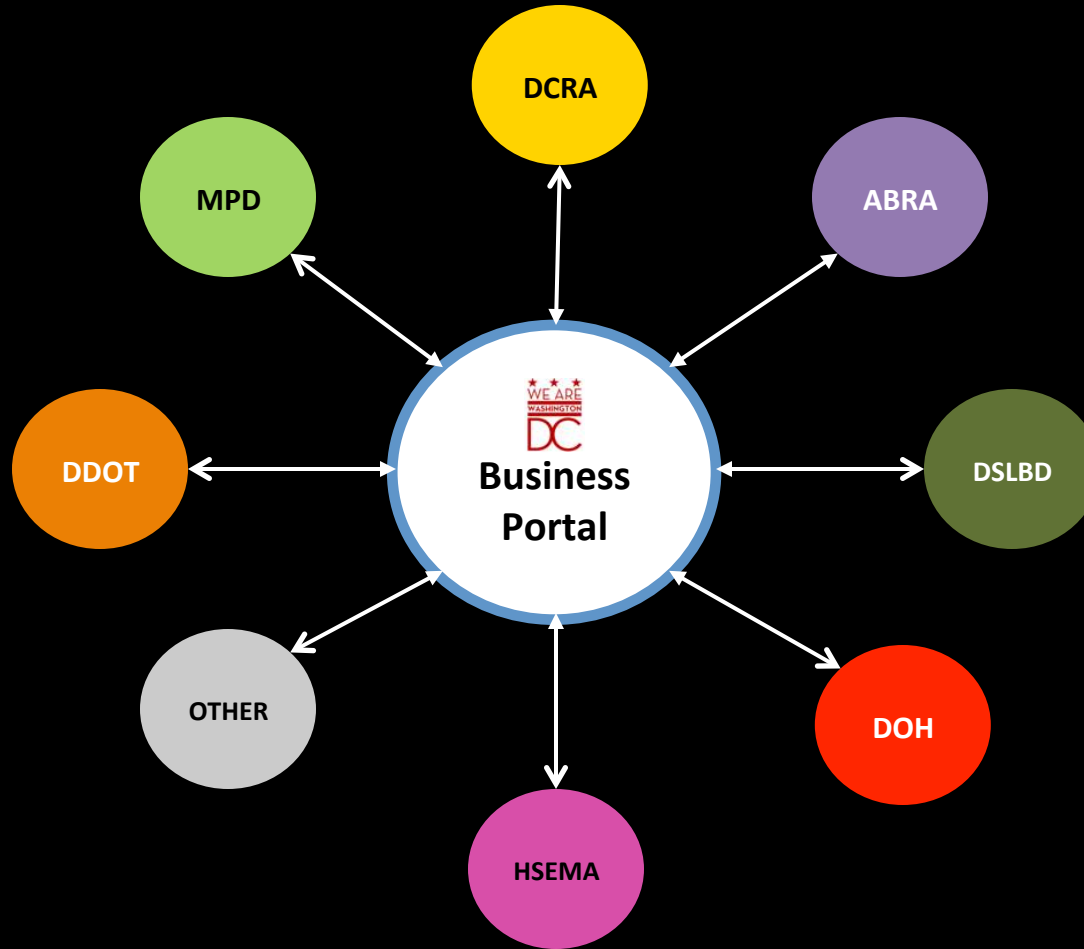


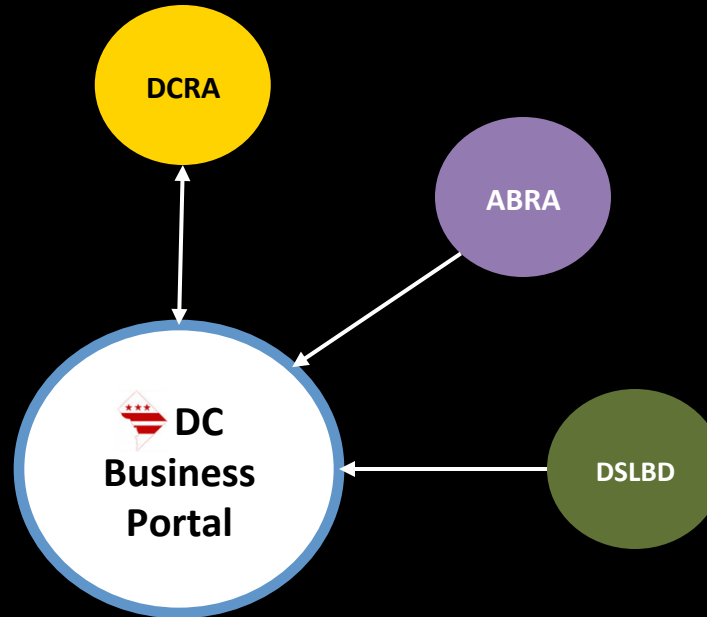
Current Business Licensing Landscape



Vision: Citywide Business Portal



Current Project Scope

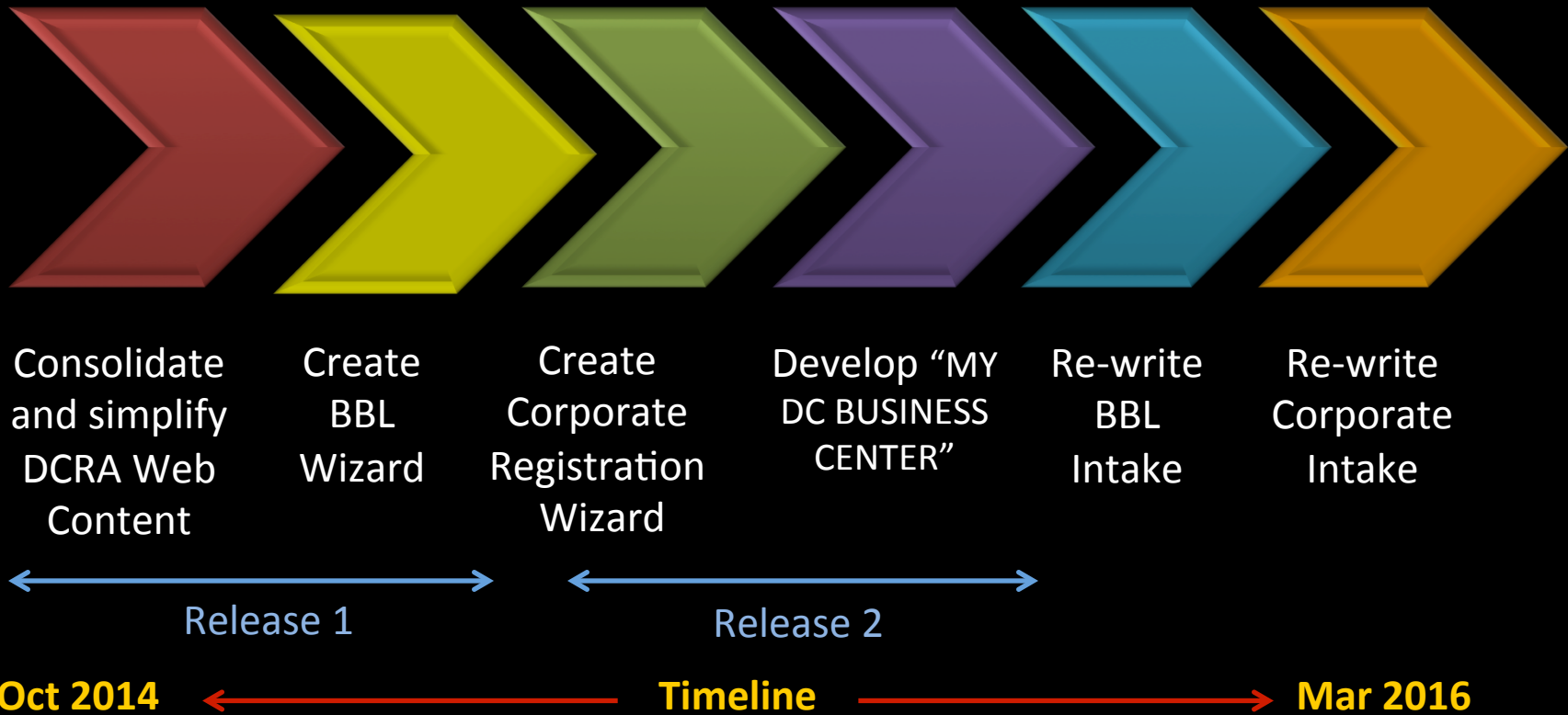


DCRA-Centric

Navigating the Maze

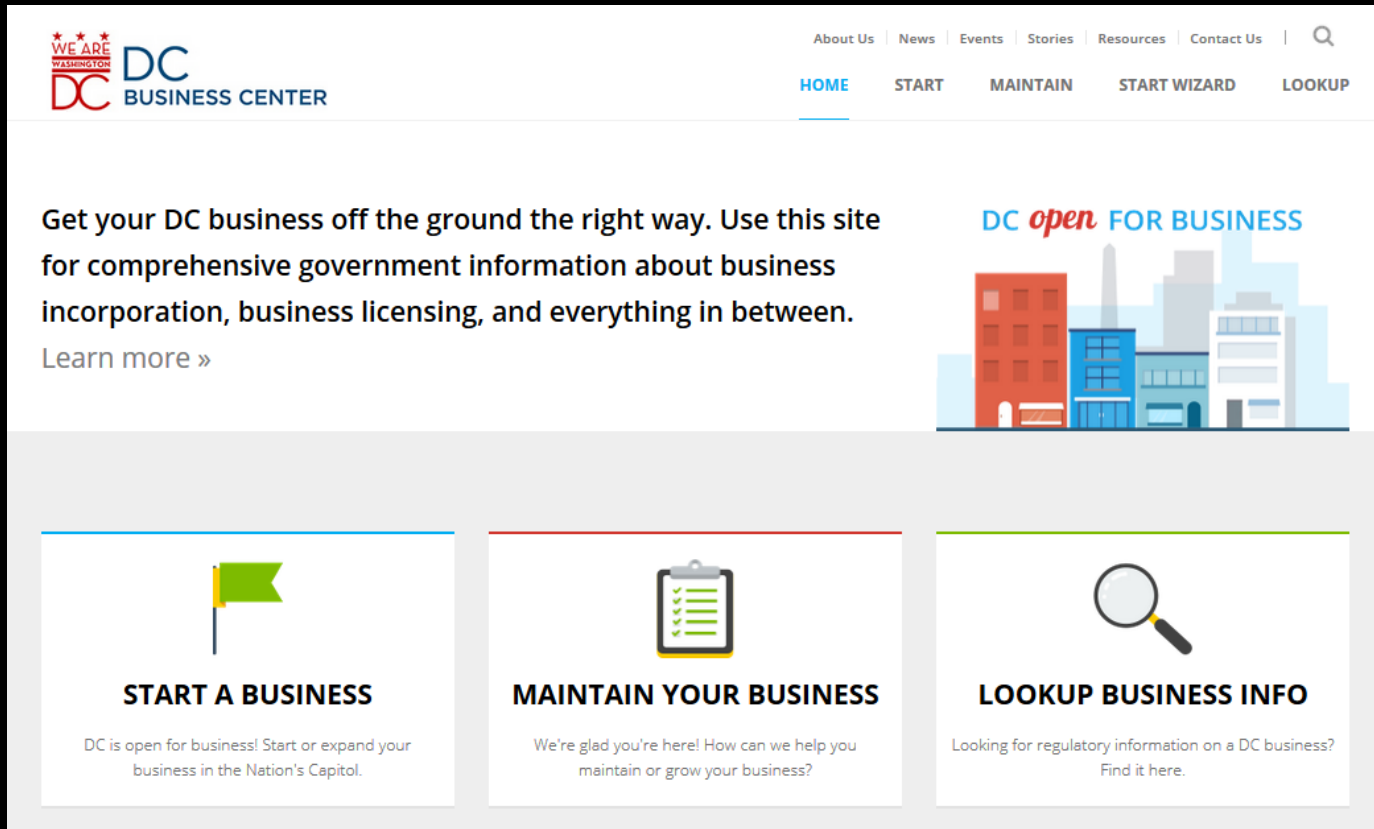
- What must I do to start a business?
- What must I do to remain in compliance with District regulations and laws?
- How do I know when some fee or filing is due?

Project Scope / Timeline




DC Business Portal

business.dc.gov



The screenshot displays the DC Business Portal homepage. At the top left is the logo for 'WE ARE WASHINGTON DC BUSINESS CENTER'. To the right is a navigation bar with links: 'About Us', 'News', 'Events', 'Stories', 'Resources', 'Contact Us', and a search icon. Below this is a secondary navigation bar with 'HOME' (highlighted), 'START', 'MAINTAIN', 'START WIZARD', and 'LOOKUP'. The main content area features a large text block on the left stating: 'Get your DC business off the ground the right way. Use this site for comprehensive government information about business incorporation, business licensing, and everything in between. Learn more »'. To the right of this text is an illustration of city buildings with the text 'DC open FOR BUSINESS'. Below the main text block are three white cards with colored borders: a blue card for 'START A BUSINESS' with a green flag icon, a red card for 'MAINTAIN YOUR BUSINESS' with a clipboard icon, and a green card for 'LOOKUP BUSINESS INFO' with a magnifying glass icon. Each card contains a brief description of the service.

WE ARE WASHINGTON DC BUSINESS CENTER

About Us | News | Events | Stories | Resources | Contact Us | 

HOME | START | MAINTAIN | START WIZARD | LOOKUP

Get your DC business off the ground the right way. Use this site for comprehensive government information about business incorporation, business licensing, and everything in between. Learn more »

DC open FOR BUSINESS

START A BUSINESS
DC is open for business! Start or expand your business in the Nation's Capitol.

MAINTAIN YOUR BUSINESS
We're glad you're here! How can we help you maintain or grow your business?

LOOKUP BUSINESS INFO
Looking for regulatory information on a DC business? Find it here.

Online portal serving as a one-stop resource (using “responsive design”)



DC Business Portal

Content



 **DC**
BUSINESS CENTER

[About Us](#) | [News](#) | [Events](#) | [Stories](#) | [Resources](#) | [Contact Us](#) | 

[HOME](#) [START](#) [MAINTAIN](#) [START WIZARD](#) [LOOKUP](#)

[Home](#) / [FAQs](#) / What forms do I need to apply for a Weights and Measures Certificate?

What forms do I need to apply for a Weights and Measures Certificate?

The following forms are required to apply for a *Weights and Measures Certificate*:

- [Weights and Measures Device Registration Application](#)
- [Weights and Measures Clean Hands](#)

Contact the [Weights and Measures Division](#), (202) 698-2130, 1100 4th Street, SW, 2nd Floor, Washington, DC 20024 for the most recent application, which is reissued annually (i.e., [FY 2015 Weights & Measures Devices Registration Application](#)).

DC Business Portal

Message from the Director

We've made it easy to do business in the Nation's Capitol.

[READ MORE](#)



Use our wizard to receive a personalized checklist of what is needed to get your business started in DC.

The wizard will take approximately 30 minutes and can be saved and restarted at any time.

[START WIZARD](#)

[CONTINUE WIZARD](#)

[HOW TO USE THIS WIZARD](#)

DC Business Portal

Success Stories

Success Stories

See what these business owners needed to start and maintain their business in DC.



J. Singer
Caterers



D. Simpson
Bakery



A. Smith
General Business



S. Azali
Restaurant

NEWS

2015 Report Filing Notice

Thursday, February 26, 2015

EVENTS

Regulatory Process of How to Operate a Small Business in DC

Wednesday, March 18, 2015 | 4:00pm - 5:30pm

Department of Consumer and Regulatory Affairs (DCRA) 1100 4th Street SW, 2nd Floor Room E-200, Washington, D.C. 20024

FAQs

I am using Mac PC and I am having some issues. Do you plan to configure the website to work with Macs?

I have used one of the online services and submitted my request. What is the next step?

DC Business Portal

Success Stories



S. Azali

RESTAURANT

Success Stories

Currently, we are in the beginning phases of opening our 3rd restaurant in the District. Working with the DCRA's Small Business Resource Center (SBRC) staff is turning out to be a wonderful experience. I only wish that they had been around to help with my first two restaurants.

The staff has been very helpful in guiding me in the right direction when I've had questions or problems and provided helpful tools and information. Every small business owner should start the process with the SBRC, even if they have opened up a business before. I've had such a positive experience that I've recommended utilizing the SBRC to other restaurateurs.

Customer Tips

"The process with the SBRC streamlined the permitting process within the DCRA. It began with an informative sit down meeting with the SBRC in which the permitting process was explained, forms were filled out, and the process began. During the permitting process, when reviews seemed stalled or slowed, it was reassuring to have a single point of contact at the SBRC to inquire as to the status of the reviews. The SBRC is an excellent point of contact and never wavered about posing inquiries to the correct parties."

Related Resources

- [Get File Foreign Entity](#)
- [Get Get an Employer Identification Number \(EIN\)](#)
- [Get Obtain a Certificate of Occupancy](#)
- [Get Get a Basic Business License\(s\)](#)

DC Business Portal

FAQs

Frequently Asked Questions (FAQs)

Search for Answers, Browse our Articles, or Submit a Question to our community of experts.

Search

Search for a keyword or a topic

Apply

For more information you can email us at dcra@dc.gov or call (202) 442-440

Start a Business

- [How do I start a business in the District of Columbia?](#)
- [I am already registered to do business in the District. Why do I need a Basic Business License?](#)
- [I received a notice that my business is not in "good standing." What does that mean?](#)
- [My business was incorporated in another state and I do little business in the District. Why do I need to register with the Corporations Division?](#)
- [What does it mean to be in "good standing" with the Corporations Division?](#)
- [What is a Corporation Registration?](#)
- [Why do I need to pay for a trade name? I already paid for and registered my business' name?](#)

Maintain Your Business

- [Do I need to register a trade name?](#)
- [How do I file a biennial \(2-year\) report?](#)
- [How do I obtain a copy of my Business License?](#)
- [I have not received a renewal notice yet and my license has expired. What do I do?](#)
- [When will I incur late fees?](#)

Lookup a Business

- [How do I learn if a company has a Basic Business License \(BBL\)?](#)
- [How do I learn if a company is registered in the District of Columbia?](#)

Certificate of Occupancy

- [How do I find a building's Certificate of Occupancy number?](#)
- [I rent a single family dwelling in the District: do I](#)

Home Occupation Permit

- [What is considered a "home occupation?"](#)
- [What is the purpose of a Home Occupation Permit?](#)
- [Where do I go to get a Home Occupation Permit](#)

Corporations Division

- [Do I need to register a trade name?](#)
- [How do I file a biennial \(2-year\) report?](#)
- [How do I maintain my business entity with the](#)

DC Business Portal

SBRC



Small Business Resource Center

Welcome to the Small Business Resource Center (SBRC)

The District of Columbia SBRC is your one-stop-shop where help is provided to assist in starting, growing and strengthening businesses. By partnering with District government agencies, non-profits and federal government agencies, the SBRC is your gateway to business development trainings, workshops, forums and one-on-one technical assistance.

[LEARN MORE](#)

DC Business Portal

SBRC

Welcome to the District of Columbia Small Business Resource Center

1. [Find the SBRC](#)
2. [View Helpful Documents](#)
3. [Sign Up for SBRC Training Events](#)
4. [Signup to be a SBRC Client](#)
5. [Useful Links & Partner Websites](#)

1. [Vendor Education](#)
2. [Register Your Trade Name](#)
3. [Corporate Registration Foreign](#)
4. [Washington DC Economic Partnership \(WDCEP\)](#)
5. [Washington Area Community Investment Fund \(WACIF\)](#)
6. [Small Business Administration \(SBA\)](#)
7. [Latino Economic Development Corporation \(LEDC\)](#)
8. [DC Women's Business Center \(DCWBC\)](#)
9. [DC Chamber of Commerce Foundation](#)
10. [DC Small Business](#)

Want to start and/or grow your business? DCRA's Small Business Resource Center (SBRC) is your one-stop shop. We provide concierge-like service when applying for or renewing your Basic Business License (BBL), corporate registration, applying for a Certificate of Occupancy (C of O) or a Home Occupancy Permit (HOP). To better serve you, DCRA's SBRC has partnered with District and federal government agencies, non-profits, and small business service providers to offer one-on-one assistance to develop business plans

1. [One-On-One Sessions](#)
 1. [One-On-One Business Development Sessions](#)
2. [Group Workshops](#)
 1. [How to Open a Business from the Regulatory Process](#)
 2. [DC Public Library Program](#)
 3. [Money Smart for Small Business Program](#)
 4. [Senior Day Program](#)
 5. [StartUp DC Program](#)
 6. [SmartStart Program](#)

Team Members



Jacqueline Noisette



Claudia Herrera




Joy Douglas




Tamika Wood

DC Business Portal

Wizard




[About Us](#) | [News](#) | [Events](#) | [Stories](#) | [Resources](#) | [Contact Us](#) | 

[HOME](#) | [START](#) | [MAINTAIN](#) | [START WIZARD](#) | [LOOKUP](#)

[Home](#) / [Wizard](#)

Start a Business Wizard

Let's begin on getting your business ready to open! Using this wizard, you will receive guidance to what you will need to successfully get started. This wizard is a dynamic questionnaire which will ask you questions based upon your previous answers. You will be assigned a Wizard ID, so please keep this nearby as it can be used to resume your progress at a later time. Your wizard will stay in the system for 90 days. [Continue a previous session >](#)




Give Your Wizard A Name

John's Restaurant

Enter Your Email Address (optional)

john.doe@gmail.com

Confirm Your Email Address

john.doe@gmail.com 

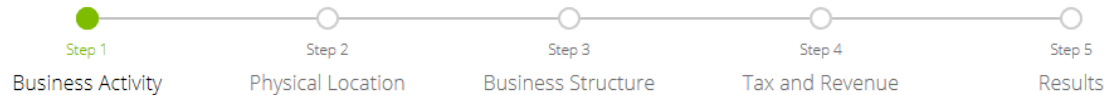
Continue >

DC Business Portal

Wizard

Start a Business Wizard : John's Restaurant

Your Wizard ID: 26687675



Will you be doing any of the following activities?


- ☐ Beauty & Health ?
- ☐ Charitable Services ?
- ☐ Employment Services
- ☐ Entertainment & Recreation ?
- ☒ Food & Beverage ?
- ☐ Funeral Services ?
- ☐ Gasoline, Solid Waste & Recycling ?
- ☐ Home Improvement and Security ?
- ☐ Laundry Services ?
- ☐ Motorized Vehicles, Parking and Towing ?
- ☐ Moving & Storage ?


The Food & Beverage category includes: restaurants; catering services; bakeries; delicatessens; grocery stores, on-site preparation and sale of food and/or beverages for consumption off-site; sale of pre-packaged foods/beverages; sale of food products from a vending machine; and sale of raw foods (i.e., uncooked meats, dairy, produce, etc.).

OK

DC Business Portal

Wizard



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[HOME](#) | [START](#) | [MAINTAIN](#) | [START WIZARD](#) | [LOOKUP](#)

[Home](#) / Wizard

Start a Business Wizard : John's Restaurant

Your Wizard ID: 26687675

Review

Step 1

Business Activity

Step 2

Physical Location

Step 3

Business Structure

Step 4

Tax and Revenue

Step 5

Results

Because you selected Business Characteristic : Food Sales, you are being asked the following question:

Are you going to sell pre-packaged foods/beverages?

Help

☐ Yes☐ No

DC Business Portal

Wizard

WE ARE WASHINGTON

DC BUSINESS

Home / Wizard

Contact Us

Q

T WIZARD

LOOKUP

Wizard Review

John's Restaurant

Download & Print

Email

Step 1: Business Activity

Business Activities : Food & Beverage

Re-Visit

Business Characteristics : Food Sales

Re-Visit

Are you going to bake and sell baked goods (i.e., bread, cakes, cookies, etc.)?

Answer: No

Re-Visit

Are you going to prepare food and/or beverages for sale via drive-thru, takeout or carryout?

Answer: No

Re-Visit

Are you going to sell pre-packaged foods/beverages?

Answer: No

Re-Visit

Are you going to sell food products from a vending

Answer: No

Re-Visit

Your selection of the "Restaurant" business activity(s) is frequently associated with the following question:

Are you going to operate a valet parking business?

Help

☐ Yes

☐ No

DC Business Portal

Wizard



Business Name: *John's Restaurant*

Wizard ID: 26687675

<http://www.business.dc.gov>

Step 1: Business Activity	
Selected Business Activities	
Food & Beverage	
Selected Business Characteristics	
Food & Beverage Food Sales	
Questions:	Answers:
Are you going to bake and sell baked goods (i.e., bread, cakes, cookies, etc.)?	No
Are you going to prepare food and/or beverages for sale via drive-thru, takeout or carryout?	No
Are you going to sell pre-packaged foods/beverages?	No
Are you going to sell food products from a vending machine?	No
Are you going to sell raw foods (i.e., uncooked meats, dairy, fruits, vegetables, etc.)?	No
Are you going to operate a restaurant?	Yes
Are you going to operate a valet parking business?	No
Step 2: Physical Location	
You must have a DC commercial location for this business	
Step 3: Business Structure	
What is the current status of the company?	No Existing Company
Step 4: Tax and Revenue	
Does your business owe more than \$100 to the DC Government?	No

DC Business Portal

Wizard Output: Personalized Checklist

Your personalized checklist is below. Please go through each item and ensure that you apply/complete each checklist item to obtain your business license. Your personalized checklist is for informational purposes only. You will not need to check off each item nor follow up with DCRA to start your business.

Download & Print ?

Email

Expand All(+)

1. Create a Business Structure

Quick Start Guide



2. Register Your Business with the Office of Tax and Revenue (OTR)

Quick Start Guide



Complete Form FR-500

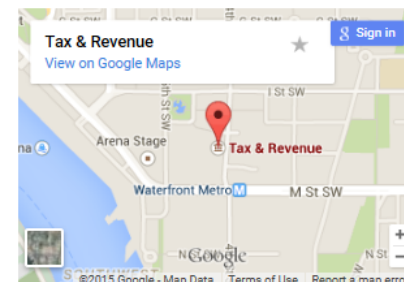
Complete Form FR-500 at the Office of Tax and Revenue or on their website (<https://www.taxpayerservicecenter.com/fr500/>). Not-For-Profit businesses must also complete form FR-164. This paperwork must accompany your application for a Basic Business License (BBL) at DCRA.

Office of Tax and Revenue (OTR) - *Division of Office of Tax and Revenue*

1101 4th Street, SW, Suite 270 West Washington, DC 20024

(202) 727-4829

<http://otr.cfo.dc.gov/>



3. Verify Clean Hands with OTR

Quick Start Guide



4. Obtain a Certificate of Occupancy

Quick Start Guide



DC Business Portal

Wizard Output: Personalized Checklist



Checklist for Business: *John's Restaurant*

Wizard ID: 26687675

<http://www.business.dc.gov>

The following checklist items must be accomplished in the order they are listed.

Selected Business Activities

Food & Beverage

Selected Business Characteristics

Food & Beverage

Food Sales

☒ 1. Create a Business Structure

☐ Form a Business in the District

DCRA - Corporations Division - *Division of Department of Consumer and Regulatory Affairs (DCRA)*

📍 1100 4th Street SW, Washington DC 20024

📞 (202) 442-4400

🌐 <http://dcra.dc.gov/service/corporate-registration>

Contact the Department of Consumer and Regulatory Affairs' (DCRA) Corporate Division to establish your new business structure. DCRA is ready to help you form your new Corporation, LLC, Limited Liability Partnership, or other business type either in person or online.

☒ 2. Register Your Business with the Office of Tax and Revenue (OTR)

☐ Complete Form FR-500

Office of Tax and Revenue (OTR) - *Division of Office of Tax and Revenue*

📍 1101 4th Street, SW, Suite 270 West Washington, DC 20024

📞 (202) 727-4829

🌐 <http://otr.cfo.dc.gov/>

Complete Form FR-500 at the Office of Tax and Revenue or on their website (<https://www.taxpayerservicecenter.com/fr500/>). Not-For-Profit businesses must also complete form FR-164. This paperwork must accompany your application for a Basic Business License (BBL) at DCRA.

☒ 3. Verify Clean Hands with OTR

☐ Ensure That Your Business Has "Clean Hands"

Office of Tax and Revenue (OTR) - *Division of Office of Tax and Revenue*

📍 1101 4th Street, SW, Suite 270 West Washington, DC 20024

📞 (202) 727-4829

🌐 <http://otr.cfo.dc.gov/page/clean-hands>

To ensure that your accounts receivable and tax returns with the District Government are up-to-date, visit the Office of Tax and Revenue (OTR) and request a Certificate of Clean Hands or request the form online (<http://dcraforms.dc.gov/webform/certificate>).

DC Business Portal

Coming Soon in Future Releases

DC Business Portal

"My DC Business Center"



[Home](#) | [Search](#) | [My Saved Searches](#) | [BBL](#) | [Corp](#) | [Logout](#) MW

My Basic Business Licenses

My Basic Business Licenses				5 Active BBLs
Name	License Type	Expiration Date	Days Until Expiration	Renewals
Pizza Hut	Restaurant	2/11/15	32	Renew
McDonalds SW	Restaurant	2/12/15	33	Renew
Subway	Restaurant	5/18/15	85	
Five Guys	Restaurant	5/23/15	90	
Wendys	Restaurant	6/23/15	216	

[+ Add A New License](#)

[+ Associate A License](#)

DC Business Portal

"My DC Business Center"



[Home](#) | [Search](#) | [My Saved Searches](#) | [Logout](#)

MW

My Saved Search Results

filter view of saved searches (ex. company, name, license #)

Insert search term in the box above to filter results

Basic Business License (BBL)

7

Corporate Registration

Certified Business Enterprise (CBE)

Professional License (CPLA)

Alcohol Beverage Regulation Administration (ABRA)

License #	Corporate Name	Trade Name	Expiration Date	Description	First Name	Last Name	Business Address	Delete Result
39300815		SUBWAY SANDWICH & SALADS	2016-04-30	Restaurant	NAFIZ	AHMED	406 1ST ST SE UNIT WASHINGTON DC 20003	X
39901970	AHMED GROUP INC	SUBWAY	2016-04-30	Restaurant			1201 TUCKERMAN ST NW UNIT WASHINGTON DC 20011	X
40002807	G.H. SUBWAY, INC.	SUBWAY	2016-08-31	Delicatessen			1300 PENNSYLVANIA AVE NW WASHINGTON DC 20004	X
40003189	JULFAK INC	SUBWAY	2016-05-31	Restaurant			1444 I ST NW UNIT WASHINGTON DC 20005	X
41004812	SUBWAY SANDWICH & SALAD INC	SUBWAY SANDWICH & SALAD	2016-04-30	Restaurant			3204 PENNSYLVANIA AVE SE UNIT WASHINGTON DC 20020	X
50000864	AAHAN, INC.	SUBWAY SANDWICHES & SALADS	2016-04-30	Restaurant			4441 WISCONSIN AVE NW UNIT WASHINGTON DC 20016	X
50003792	GHAZI SUBWAY, INC	SUBWAY	2016-04-30	Restaurant			2033 K ST NW UNIT WASHINGTON DC 20006	X

DC Business Portal

Re-Write Intake Applications

THE DISTRICT
OF COLUMBIA
"One City, One Government, One Voice"

Ask the Mayor | [Subscribe to Emails](#) | [Agency Directory](#) | [311 Online](#) | [Closures](#)

[311 Online](#) | [District Residents](#) | [Businesses](#) | [Visitors](#) | [Media](#) | [Online Services](#)

[DC Home](#) > [DCRA Home](#) > [DCRA Online Services](#)

Online License Application Submission and Issuance

Zoning Compliance (Step 3 of 11)

The purpose of the Certificate of Occupancy (CoO) or the Home Occupation Permit (HOP) is to ensure that the use of a building, structure or land in the District of Columbia is consistent with the Zoning Regulations, and that the provisions of the DC Building Code are followed.

A Home Occupation Permit (HOP) is issued for a business, profession or other economic activity conducted full- or part-time in the principal residence of the person conducting the business. If you do not have a Home Occupation Permit (HOP), you may be eligible to obtain an Expedited Home Occupation Permit (eHOP) by completing the information below.

* Is your business located in the District of Columbia? (If No, Zoning Compliance is not required) ☐ Yes ☐ No

* Is your business home-based? ☐ Yes ☐ No

* Certificate of Occupancy Number (if in DC):

* Certificate of Occupancy Issue Date (mm/dd/yyyy):

* Home Occupation (HOP or eHOP) Number (if in DC):

* Home Occupation (HOP or eHOP) Issue Date (mm/dd/yyyy):

☐ I do not have a Home Occupation (HOP or eHOP)

You can continue and apply for your eHop online if you meet the conditions listed below.

Expedited Home Occupation Permit (eHOP) Application:

* Occupation Type:

* ☐ The Home Occupation is located in my primary residence.

* ☐ No more than the larger of 25% of the floor area of the home or 250 sq. ft. will be used for the home occupation. 60% of floor area may be allowed for a home artist studio.

* ☐ The operation of my business does not produce a level of noise that exceeds the level that is normally associated with a residential area of the District's noise regulations.

* ☐ No more than one person who is not a resident of the home will be engaged or employed in my home.

* ☐ No structural alterations are required or planned in order to conduct my business from my home that would make it difficult to return the home to residential use.

BBL Intake

DC.gov

[DC.gov](#) | [test.corp.dcr.dg.gov](#)

Department of Consumer and Regulatory Affairs

[Home](#) | [Edit Account](#) | [Log Out](#)

Index

Base Filing Information

Effective date must be current date or up to 90 days in advance. Effective date may not be the date prior to current date.

Model Type	Locale	Qualifier	Action
For-Profit Corporation	Domestic	For-Profit	Initial Filing

Business Name Business Suffix

Effective Date

Fee \$220.00

Stocks

Number of shares and par value of each share is required to determine the filing fees.

Stock Type

Quantity

Share Value

Registered Agent Info

You must select a non-commercial Registered Agent by putting the name and address in the District or by selecting a commercial agent from the drop down list.

Is non-commercial Registered Agent?: ☐ Yes ☒ No

Selected RA

Corporate Intake