



34009 ALVARADO-NILES ROAD
UNION CITY, CA 94587
(510) 471-3232

**PLEASE RETURN ALL FORMS ATTACHED; FORMS MISSING FROM THE APPLICATION
WILL DELAY THE CITY APPROVAL PROCESS.**

**COMMERCIAL BUSINESS LICENSE
FILING PROCEDURE & INFORMATION**

1. Complete the Commercial Business License application and supplemental forms.
2. Bring the completed forms to the Planning Department, or mail to: City of Union City, 34009 Alvarado Niles Road, Union City, CA 94587, Attn: Licensing Dept.
3. Allow at least **10 BUSINESS DAYS** for review and approval of your application.
4. A letter will be sent to you informing you of the status of your application and the fee for your license. There might also be additional forms enclosed for you to complete and return with your business license fee.
5. When you have completed everything required in the letter and paid your license fee, a receipt will be issued to you, which serves as a temporary business license. The **BUSINESS LICENSE CERTIFICATE** will be mailed to you within 15 days after payment of the fee.

If you have any further questions, please contact the Business Licensing Department at (510) 471-3232 ext. 343.

IT IS ILLEGAL TO OPERATE A BUSINESS IN UNION CITY WITHOUT A VALID BUSINESS LICENSE.

TO OBTAIN THE FOLLOWING INFORMATION, PLEASE CONTACT THE NUMBERS SHOWN BELOW:

FICTITIOUS NAME (Application/Filing)

Alameda County Clerk's Office
1106 Madison Street
Oakland, CA 94607
(510) 272-6363

SELLERS PERMIT (Resale No.)

State Board of Equalization
1515 Clay Street, Suite 303
Oakland, CA 94612
(510) 622-4100