



This User Guide is designed to provide an overview of the online Basic Business License (BBL) system. The system allows customers to apply for and renew BBLs online.

Review the sections below to help you understand how to use the BBL Online system.






Steps to APPLY for a BBL Online

The BBL online application will direct you to pages that apply to your specific type of license.

- To begin an application for a new business license, select the  button on the My Basic Business Licenses page (My BBLs Page).
- Read the **How to Use the Basic Business License Online Application** to help you understand the online application process and how to complete your BBL application.
- Select  to begin the application.

There are five (5) steps to the application for a new Basic Business License:

Step 1: Answer Pre-Application Questions. Pre-Application Questions should only take you a few minutes to complete.

- Your answers to the Pre-Application Questions enable the system to generate a "Checklist" of the information and documents you will need to complete your application for a Basic Business License (Step 2 of the BBL application process).
- You will be asked to confirm your responses to the Pre-Application Questions on the "License Category and Fee Confirmation" page.
 - To make changes from this page select the  button.
- Confirm your information is correct and select the  button to generate your Checklist.
 - Once you select the  button to generate your Checklist, you will not be able to change the Pre-Application information provided for the application.
 - If you notice an error in an answer to a Pre-Application Question AFTER you have generated your Checklist:
 1. Return to the My Basic Business License Page
 2. Select the  button on the erroneous record
 3. Start a new application with the  button where corrections can be made.

Step 2: Complete Your Checklist. The Checklist serves as your primary page for the BBL application until all required information is entered and payment has been made.

- On the Checklist, navigate to the data entry screens using user-friendly [hyperlinks](#).
- The Checklist will acknowledge entry of valid information with a "check" next to the appropriate item on the Checklist.
- You can save an incomplete Checklist and resume working on it later by accessing it through the My BBLs Page.
- Once all items on the Checklist are "checked off," you can advance to the next steps.

Step 3: Verify Application Information. You are requested to verify your application information for accuracy and veracity before making payment.

- At this point, you can return to the Checklist to modify data if necessary.

Step 4: Make Payment. (credit card only) Your application is submitted to DCRA for review with your payment and cannot be edited online thereafter.

Step 5: Receive Receipt and Next Steps. A receipt of your payment and a summary of the application can be printed from the screen and will be automatically emailed to you when payment is successfully made.



Steps to RENEW a BBL Online

Note Online BBL renewals must be completed in one session.

Step 1: Receive Renewal Letter In The Mail.

- Online renewals of BBLs created outside of the online system can occur only upon receiving a renewal notification from the Department of Consumer and Regulatory Affairs (DCRA).
- The Department of Consumer and Regulatory Affairs mails BBL renewal notices within 90 days of the license expiration date.

Step 2: Add Your License To Your My Basic Business Licenses Page ("My BBLs" page).

- From the My BBLs page select .
- Enter the PIN number and license number from DCRA Renewal Letter, and the tax id associated with the business.
- A display of the license information associated with the information entered will appear.
- If the information is correct, select  to add the license to your my BBL's page and begin the renewal process.

Step 3: Renew Your BBL.

- A display of the license information associated with the information entered will appear again.

- Enter the appropriate corporate registration information.
- Upload the required supporting documents, if any.

Step 4: Make Payment (credit card only).

Step 5: Receive Receipt and Next Steps.

- A receipt of payment as well as a summary of the license renewal content will be emailed to you and can be printed from on-screen.

Future Renewals. Once a license is added to your "My BBLs" page you will receive future renewal notifications on your "Dashboard" page and your "My BBLs" page 90 days prior to the license expiration date without having to wait for a renewal letter in the mail.

At that time, from the "My BBLs" page select the [Renew](#) link to renew your license directly from the "My BBLs" page.

Note A BBL can only be added to one My DC Business Center account at a time. Once a BBL is added to an account it cannot be added to a second account, and can only be reassigned to from one account to another. To reassign a BBL from one person's account to another's you must contact DCRA Help Desk at (202) 442-4400.

Steps to Apply for an Individual License Online

Note Individual licenses are to be applied for by the company that employs the individual.

- Each employee will require a separate Individual Business License and therefore a separate Individual license application will be needed for each employee.

The Individual application will require the following information:

1. The active Basic Business License number for the company that employs the individual.
2. The Registered Agent information for the company that employs the individual.
3. Information about the employee:
 - a. Date of Birth
 - b. Height
 - c. Weight
 - d. Hair Color
 - e. Eye Color
 - f. Driver's License Number or Non-Driver Government Issued Identification Number
 - g. Driver's License/Non-Driver ID Expiration Date
 - h. Driver's License/Non-Driver ID State of Issuance.

Individual license information will display on the My BBLs page of the company applicant who completed the online license.

Individual Licenses will not display a PDF copy of the license on the My BBLs Page.

Upon approval, the individual employee must visit DCRA to obtain an Identification Card.

Key Pages

Dashboard Page. The homepage of your My DC Business Center account is referred to as your "Dashboard."

- Your Dashboard provides a one-stop location to track and maintain regulatory information you have saved to your personal DC Business Center account.
- You will be taken to the Dashboard when you log into the DC Business Center and when you exit an application within the DC Business Center.

My Basic Business Licenses Page ("My BBLs" page). From your Dashboard, you can apply for, add, renew, and take action on your BBLs from the My Basic Business Licenses page or "My BBLs" page.

- ***Note*** Online renewals of BBLs created outside of the online system can occur only upon receiving a renewal notification from the Department of Consumer and Regulatory Affairs, which are mailed within 90 days of the license expiration date.

Checklist Page. Answering the Pre-Application questions contained in Step 1 of the application process enables the system to generate a Checklist of the information and documents you will need to complete your application for a Basic Business License.

- When applying for a new BBL, the Checklist serves as your primary page for the BBL application while you collect and enter all required information and until payment has been made.
- You can start a BBL application at any time and finish it later at your convenience by returning to the Checklist page of your application.
- The Checklist page is accessed from the My Basic Business Licenses page ("My BBLs" page)

[Access Application Checklist](#)

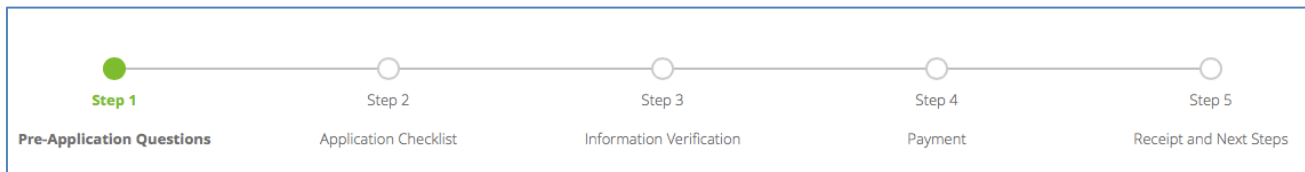
Navigation Features

Breadcrumb. A Breadcrumb is a navigation tool that creates a graphic trail of [live links](#) to the web pages you visit throughout the DC Business Center. It provides a way to always identify your current location and to trace back to your starting page.

The Breadcrumb is located in the upper left corner of the page under the DC Business Center

logo 

BBL Application Navigation Bar. Each page of the BBL online application contains a navigation bar to track your progress through the five (5) steps of the BBL application.



Help Features

Page Headers and Instructions. Each page is identified with a clear, descriptive page header and provides concise instructions in plain language.

"Help With This Page". Each page contains tailored and context-specific Help instructions that can be accessed using the link, "Help With This Page ([Click Here](#))."

Supplemental Information. Additional information can be found using the "([See Details](#))" link for terminology definitions and reference data, and to change the display of information from a summary to a detailed view. When relevant, information on where to obtain further assistance is provided.

Special License Requirements (Steps that are needed in addition to submitting a BBL Application)

- **Individual License:** Individual licenses should be applied for by the employer of the individual. Upon approval, the individual employee must visit DCRA to obtain an Identification Card. Individual licenses will not display a PDF copy on the My BBLs Page.
- **One, Two or Three Family Rentals:** *If you are renting a one family, two family, or multiple unit (3+ units) apartment building* a Rental Accommodations Division (RAD) Registration/Claim of Exemption Form must be filed AFTER your Basic Business License is complete and submitted online. (<http://dhcd.dc.gov/publication/form-1-rad-registration-claim-exemption-form>)
- **Outdoor Dealership and Parking Facilities:** Applicants for Motor Vehicle Dealerships, Parking Facilities, and Used Car Lots **with any part of a facility outdoors** are required to obtain and upload as part of the online application a copy of the Land Plat from the Surveyor's Office, (202) 442-4566, 1100 4th Street, SW, 2nd Floor, Washington, DC 20024.
- **Indoor Dealership and Parking Facilities:** Applicants for Motor Vehicle Dealerships, Parking Facilities, and Used Car Lots **that are completely indoors** are required to draft and upload as part of the online application a letter stating that the facility is 100 percent indoors.

- **Pesticide Applicator License:** Applications for a Pesticide Applicator must have their business activity inspected and/or receive approval to operate by the District Department of the Environment (DDOE), Toxic Substances Division. AFTER your Basic Business License is complete and submitted online, applicants must contact DDOE at 1200 1st Street N.E., 5th Floor, Washington, DC 20002 or (202) 535-2299 for DDOE certification and approval procedures. The final Pesticide Applicator License ID Card will be issued by DDOE.

License Categories Not Available Online

The following licenses must be applied for in person at DCRA's License Center, 1100 4th St. SW, 2nd Floor, Washington, DC 20024.

A

Amusement Park
Athletic Exhibition
Auction Sales DPW MPD (DC Government only)
Auction Sales Temporary
Auctioneer DC (DC Government only)
Auctioneer Temporary

B

Bowling Alley
Bulk Fuel Above Ground Tank
Bulk Fuel Below Ground Tank
Bulk Fuel Metering
Bulk Fuel Storage

C

Candy Manufacturing
Carnival and Fair
Circus
Commission Merchant Food

E

Explosives (Retail)

F

Fireworks Sales
Fireworks Sales Temp
Fireworks Wholesale

G

Game Table

H

Horse Drawn Carriage

I

Ice Cream Manufacturer

K

Kerosene Sales

M

Motion Picture Theatre

Motor Vehicle Reinspection Station

Motor Vehicle Reinspector

O

Outdoor Signs

P

Pesticide Dealer RSTD-USE

Pesticide Public Applicator

Pesticide Public Operator

Public School Cafeteria

Pyroxylin

S

Security Agency

Security Person

Skating Rink

Solvent Sales

Special Events

Swimming Pool DC (DC Government only)

T

Temp Secondhand Dealers

Temporary Auctioneer

Two Family Rental

V

Varsol Sales

Vendor (A) (food)

Vendor (B) (non-food goods)

Vendor (C) (agricultural products)

Vendor (D) (services)