

Business License FAQs

1. Do I need a business license if the business is online?

An online business is still a business conducting sales and a license is required.

2. Do I need a State License?

Please contact Department of Consumer Affairs at www.dca.ca.gov or call (800) 952-5210 for more information.

3. Why do landlords require a business license?

In November 2014, City of Antioch voters approved Measure O, an update to the City's existing business license tax which became effective December 9, 2014. Specifically, Measure O requires an annual business license tax on residential landlords based on the total number of units.

4. Will I need a fictitious business name?

If any name is used other than a personal proper name, the business name is required to be registered with the County Clerk Recorder.
<https://www.contracostavote.gov/countyclerk/fictitious-business-name/>

5. How long does it take to obtain a business license?

The application takes 2-4 weeks to process. Once payment is received the license may take an additional 10 business days to process and mail out the license.

6. If I sell my business, can I pass on the license?

The old business license account must be closed, and a new application is required with the new owner's information.

7. How often do I have to pay for a business license?

The business license is an annual fee.

8. Do daycare facilities require a business license?

Daycare facilities as of 1/1/2020 do not require a city business license but do require one from the state of California.

<https://www.cdss.ca.gov/inforesources/child-care-licensing>

9. What is the process for massage therapy establishments, secondhand dealers, and taxi cabs?

These businesses must visit the police department and complete an application. Upon approval, bring the original certificate to apply for a business license.

10. Do I need a permit to sell food?

Contact Contra Costa Environmental Health Services as a health permit may be required before obtaining a business license with Antioch. Please visit their website <https://cchealth.org/eh/food/> or call at (925) 608-5500.

11. What license do I obtain for a food truck or sidewalk vending?

First contact Contra Costa Environmental Health Services for a health permit. <https://cchealth.org/eh/food/> . Next contact the building department at (925) 779-7065 as an authorized use permit may be required. Lastly, apply for a business license with Antioch.

12. Is a license required for an adult care facility?

If the adult care facility is in a **residential** area and contains six beds or less, then only a state license is required.

<https://www.cdss.ca.gov/inforesources/adult-care-licensing>

13. What are the requirements for a non-profit organization?

A non-profit is required to obtain a business license. The license tax fee may be waived if a 501C3 form is presented with the application.

14. When is a new license account required?

A new license account must be opened if the business has a change of ownership, change of federal tax identification number (FEIN), or a location change.

15. How do I close a business license account?

For commercial and home-based businesses, a written verification of closure is required and can be emailed to the business license department at financebuslic@antiochca.gov . [For landlord requirements click here](#)

16. Do I need a Federal Tax Number (FEIN)?

A FEIN is used to identify a business entity. To find out if you require one visit the IRS website here –

https://irs-federal-ein-number.com/?gclid=EAlaIQobChMly7TZosfU-wIV3G1vBB1NMA4zEAAYASAAEqJQ8fD_BwE

17. Do I need a City of Antioch License to open a daycare facility?

A commercial daycare requires a use permit from the building department.
A daycare run from a home does not require a license from the city but must have a state license.