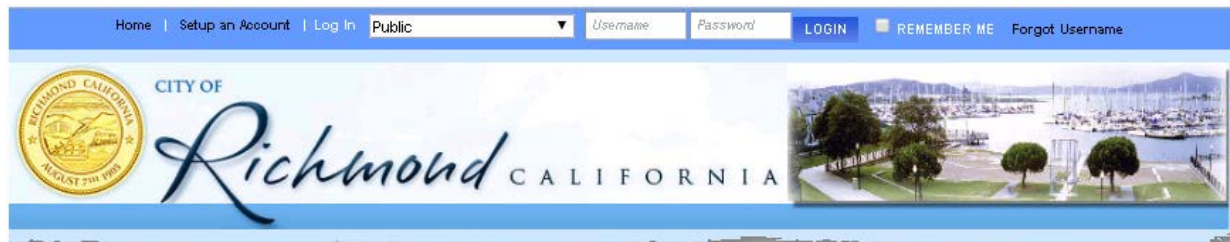


# City of Richmond eTRAKiT Business License Application



## License Application

To apply for a License, users must register by selecting Setup an Account and filling out user application. Click on Setup an account (If registered or a contractor applying for a permit this step not needed, contractors should contact The building division for a PIN ).



Select the Apply for a New License menu option under the License menu and you are required to login.

Enter your user name and password in the Public Login section if you are a registered user or if you are a registered "Contractor/Landlord/Utility", use the dropdown to find your account and enter your password.

# City of Richmond eTRAKiT Business License Application Process

**License Declaration:** Please read the License Declaration and click “I Agree” then click CONTINUE.

The screenshot shows the 'APPLICATION DECLARATION' page of the City of Richmond's eTRAKiT system. The page has a blue header with navigation links: HOME, DASHBOARD, VIEW/EDIT PROFILE, VIEW CART, LOG OUT, and LOGGED IN AS: BUS LIC DIVISION. A left sidebar contains a 'My Dashboard' menu with categories like Permit Application, Projects, Properties, Inspections, License, Violations, Issues, Shopping Cart, and Contact. The main content area is titled 'APPLICATION DECLARATION' and contains the following text:

**A Business License is required by anyone who wishes to transact or conduct business within the tax boundaries of the City of Richmond.**

**The City of Richmond Municipal Code Section 7.04 requires all businesses to pay a business tax, but such payment does not authorize an applicant to do business in the City. All businesses must comply and continue to comply with all laws of the City, including but not limited to its zoning, building, planning, and fire regulations.**

Assembly Bill 3002 went into effect on January 1, 2019, which provides information regarding disability access requirements and resources to business owners.

To read the full notice in English, click [HERE](#). To view in other languages click [HERE](#).

**I declare under penalty of perjury that the information contained in this application is true and correct to the best of my knowledge; that I am licensed or otherwise qualified to conduct the business described in this application; and that I do not intend to engage in or allow criminal activity on the business premises. I agree to comply with all requirements of Zoning, Building, Fire and all other applicable laws, ordinances and regulations pertaining to the operation of such businesses. The issuance of a license does not constitute the City's consent that the holder or such license may operate a business in violation of any such codes or regulations.**

Below the declaration, there are two radio buttons: ☒ I Agree and ☐ I Disagree. A blue 'CONTINUE' button is located at the bottom right of the declaration area.

## STEP 1 ENTER BUSINESS INFORMATION

All questions must be answered or designated not Applicable (N/A) as appropriate.

**Business Located in the City of Richmond must submit:**

- [Zoning Compliance Information Form](#)\*

**Home based business must submit:**

- [Certificate of Home Occupation Authorization](#)\*
- Signed permission from property owner if applicant is not the property owner

FAILURE TO PROVIDE ALL NECESSARY INFORMATION AND/OR DOCUMENTATION OR SUBMITTING THE FORM INCORRECTLY/INCOMPLETELY WILL RESULT IN THE DENIAL OF THE APPLICATION REQUEST. IF THE REQUEST IS DENIED, CUSTOMERS MUST RESUBMIT A NEW APPLICATION WITH ALL NECESSARY DOCUMENTATION. ONCE THE LICENSE HAS BEEN ISSUED, ANY CHANGES TO THE LICENSE INFORMATION MAY BE SUBJECT TO ADDITIONAL FEES.

# City of Richmond

## eTRAKiT Business License Flow Process

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- Scheduled

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- Apply for New Licenses
- Search Licenses
- Pay Fees

Violations

- Search
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Issues

- Report Issue/Petition/Enroll
- Search
- Issue/Petition/Enrolls

Shopping Cart

- Pay All Fees
- Paid Items

Contact

- Contact us

### License Application

STEP 1 ENTER BUSINESS INFORMATION STEP 2 STEP 3 STEP 4

#### Business Information

**LICENSE WILL NOT BE ISSUED IF REQUIRED INFORMATION IS MISSING OR INCOMPLETE**  
First Time Applicants

To operate a business within the City of Richmond, a Business License is required before conducting a business. Businesses located outside of the city are required to obtain a Business License before conducting any business within the City of Richmond, even if licensed by another jurisdiction. If your business name is other than your surname, or has more than one owner, or implies multiple ownership, you will need to file a Fictitious Business Name with the Contra Costa County Clerk-Recorder's Office.

**\*Attach a completed form as a PDF (REQUIRED WHEN APPLICABLE)**  
Complete and attach the following that applies:

**Business Located in the City of Richmond must submit:**  
[Zoning Compliance Information Form](#)\*

**Home based business must submit:**  
[Certificate of Home Occupation Authorization](#)\*

Signed permission from property owner if applicant is not the property owner  
FAILURE TO PROVIDE ALL NECESSARY INFORMATION AND/OR DOCUMENTATION OR SUBMITTING THE FORM INCORRECTLY/INCOMPLETELY WILL RESULT IN THE DENIAL OF THE APPLICATION REQUEST. IF THE REQUEST IS DENIED, CUSTOMERS MUST RESUBMIT A NEW APPLICATION WITH ALL NECESSARY DOCUMENTATION. ONCE THE LICENSE HAS BEEN ISSUED, ANY CHANGES TO THE LICENSE INFORMATION MAY BE SUBJECT TO ADDITIONAL FEES.

\*Business Name

DBA

Type of License

\*Business Subtype

\*Type of Business

\*FEIN / SSN ID Number

State or Local Resale ID

Contractor License No.

### Business Name

### DBA

### Type of License

### Business Subtype Type of Business

### FEIN / SSN ID Number

### State or Local Resale ID

- A business name is the official name of the person or entity that owns the company. It is your business's legal name.
- A company is said to be "doing business as" or trade name when the name under which they operate their business differs from its legal, registered name. Some states require dba or fictitious business name filings to be made for the protection of consumers conducting business with the entity.
- Use the drop down to select the type you are applying for the best suits your use. **(if located within Richmond this will always be "Annual License")**
- Use the drop down to select either "in-City" or "Out-of-City"
- Use the drop down to select the classification the best fits your principal business activity from "ACCOUNTANT" to "WRITER"
- Federal Employer Identification Number (EIN) or Social Security Number registered to the Business Name
- Retailers engaged in business in California must register with the California Department of Tax and Fee Administration (CDTFA) and pay the state's sales tax, which applies to all retail sales of

# City of Richmond

## eTRAKiT Business License Application Process

### Contractor License No.

- goods and merchandise except those sales specifically exempted by law. Enter your Tax Certificate number here.
- Enter the contractor number issued by The California Contractors State License Board (CSLB)

Type of Ownership	<input type="text"/>
Number of Employees	<input type="text"/>
'Describe the principal products you sell or services you provide in the City of Richmond (limit 150 characters):	<input type="text"/>

### ADDITIONAL BUSINESS INFORMATION

'First date of business	<input type="text"/>
Aggregate SQ FT occupied	<input type="text"/>
Lic. Type	<input type="text"/>
MFR-Manufacturer	<input type="checkbox"/>
Wholesaler / Distributor	<input type="checkbox"/>
Retailing	<input type="checkbox"/>
Service	<input type="checkbox"/>
Home Based	<input type="checkbox"/>
Health Care	<input type="checkbox"/>
Day Care	<input type="checkbox"/>
Massage Parlor	<input type="checkbox"/>

### Attachments

Filename	<input type="text"/>	Select
Description	<input type="text"/>	
<input type="button" value="UPLOAD"/>		

CANCEL

NEXT STEP

# City of Richmond

## eTRAKiT Business License Flow Process

---

- |  |  |
|--|--|
| <b>Type of Ownership</b>   | <ul style="list-style-type: none"><li>- Use the drop down to select the type of business ownership for your legal entity<ul style="list-style-type: none"><li>• SOLE PROPRIETOR</li><li>• PARTNERSHIP</li><li>• LIMITED PARTNERSHIP</li><li>• LLC</li><li>• CORPORATION</li><li>• TRUST</li><li>• NON PROFIT CORPORATION</li></ul></li></ul> |
| <b>Number of Employees</b>   | <ul style="list-style-type: none"><li>- Number of persons employed by your business</li></ul>  |
| <b>Description of Business</b>   | <ul style="list-style-type: none"><li>- Describe the principal products you sell or services you provide in the City of Richmond (limit 150 characters)</li></ul>  |
| <b>First Date of Business</b>  | <ul style="list-style-type: none"><li>- Enter the date your business started operating in the City of Richmond.</li></ul>  |
| <b>Aggregate SQ FT occupied Lic. Type</b>  | <ul style="list-style-type: none"><li>- Enter the total square footage occupied at this location</li><li>- Use the drop down to select the License Type the best fits your principal business activity.</li></ul>  |
| <b>Business Activity Check Boxes/Check all that Apply</b> <ul style="list-style-type: none"><li><input type="checkbox"/> MFR-Manufacturer</li><li><input type="checkbox"/> Wholesaler / Distributor</li><li><input type="checkbox"/> Retailing</li><li><input type="checkbox"/> Home Based</li><br/><li><input type="checkbox"/> Health Care</li><li><input type="checkbox"/> Day Care</li><li><input type="checkbox"/> Massage Parlor</li></ul> | <p>Any business conducted from a residence must comply with all zoning restrictions and must be approved by the Planning Division.</p> <p>Anyone conducting massage and/or bodywork must be currently certified by the California Massage Therapy Council.</p>   |
| <b>Attachments:</b>  | <ul style="list-style-type: none"><li>- To add an attachment with site or installation information, click the SELECT button in the attachment window at the bottom and select the file from your computer, give a brief description of the information, and then click the UPLOAD</li></ul>  |
| <b>Click NEXT STEP</b>   | <ul style="list-style-type: none"><li>- Proceed to Step 2 to add Address and Contact information</li></ul>   |

### STEP 2 ENTER ADDRESS/CONTACT INFORMATION

In step 2 you will enter the physical business location, mailing address and owner information.

- |                          |   |
|--------------------------|---|
| <b>Business Address</b>  | <ul style="list-style-type: none"><li>- Enter all or part of the address and press search (if located in Richmond)<br/>Locate your address when you see "Select from Address Below". If not listed or you see <b>"There were no street names found."</b> Click the not listed button and manually enter the location address.</li></ul> |
| <b>Mailing Address</b>   | <ul style="list-style-type: none"><li>- Enter all of the Mailing address. Click the Use Business Address to duplicate that address.</li></ul>   |
| <b>Owner Information</b> | <ul style="list-style-type: none"><li>- Enter all of the Owner information. Click the Use Business Address to duplicate that address.</li></ul>   |



# City of Richmond

## eTRAKiT Business License Application Process

HOME | DASHBOARD | VIEW/EDIT PROFILE | VIEW CART | LOG OUT | LOGGED IN AS: BUS LIC DIVISION

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- Contact
  - Contact us

### License Application

STEP 1 STEP 2 ENTER ADDRESS/CONTACT INFORMATION STEP 3 STEP 4

#### Business Address

Enter all or part of the address and press search

Email Address:  \*Business Phone:

Business Fax:

\*Emergency Phone:

#### Mailing Address

☐ Use Business Address

\*Street Number:  \*City:

\*Street Name:  \*State:

Suite:  \*Zip:  -

#### Owner Information

☐ Use Business Address

\*Bus/Owner Name:  \*Address:

Title:  \*City:

\*Email Address:  \*State:

\*Home Phone:  \*Zip:  -

Click "NEXT STEP".



# City of Richmond

## eTRAKiT Business License Flow Process

In Step 3 you have the opportunity to review and update the information you have entered on your application. If changes are needed to the information you entered, click on the “**EDIT**” button for the appropriate section. Once submitted, changes to your application may result in additional fees.

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- Contact us

License Application

STEP 1STEP 2STEP 3 REVIEW AND SUBMITSTEP 4

Application for a ANNUAL LICENSE License

Review the information below prior to submitting the application

Business Information

EDIT

Type of Business	GOVERNMENTAL AGENCY
Type of License	ANNUAL LICENSE
Business Subtype	IN-CITY
Business Name	City of Richmond
DBA	City of Richmond TEST System
FEIN / SSN ID Number	123-123-2222
Contractor License No.	
State or Local Resale ID	
Type of Ownership	NON PROFIT CORPORATION
Number of Employees	1073

ADDITIONAL BUSINESS INFORMATION

EDIT

First date of business	08-07-1905
SQ FT	4173
Lic. Type	15.04.610.140 Community
MFR-Manufacturer	No
Wholesaler / Distributor	No
Retailing	No
Service	Yes
Home Based	No
Health Care	No
Day Care	No
Massage Parlor	No

Address Information

EDIT

Business Address

450 Civic Center Plaza 100  
Richmond, CA 94804

Site APN

Phone

(510) 620-6742

Fax

Emergency Phone

(510) 620-6742

Mailing Address

450 Civic Center Plaza 100  
Richmond, CA 94804

Email

bl\_review@ci.richmond.ca.us

Owner Information

EDIT

Owner's Name

City of Richmond

Owner's Title

Owner's Address

450 Civic Center Plaza 100  
Richmond, CA 94804

Owner's Phone

(510) 620-6742

Owner's Email

bl\_review@ci.richmond.ca.us

Other Contacts

EDIT

Page 7 of 3

## City of Richmond eTRAKiT Business License Application Process

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The screenshot shows a light blue rectangular area representing the 'Attachments' section of the application process. In the top right corner, the word 'Attachments' is written in a light blue font. Below it, there is a white rectangular box containing the text 'To upload additional attachments click [Here](#)'. At the bottom of the light blue area, there are three blue buttons with white text: 'CANCEL', 'PREVIOUS STEP', and 'NEXT STEP'.

Click "NEXT STEP".

### STEP 4 PAYMENT

In Step 4 a confirmation is given as to the terms of your license application.

**Please note that submitting a business license application and paying the required tax does not authorize the commencement of business and does not constitute that all of your regulatory responsibilities have been met and does not confirm that your business activity is lawful.**

The issuance of a business license is solely an acknowledgment that the applicable tax for operating a business has been paid. Issuance of a license and payment taxes does not authorize the operation of a business in any way that is otherwise illegal or at premises that do not conform to other code requirements. The City may subsequently conduct inspections of the premises for conformance with fire, safety, building or other regulations and take appropriate actions to secure compliance.

The City of Richmond makes every effort to ensure that fees are applied, updated and calculated correctly in the system. We are not responsible for additional fees due to fee increases, misinterpretations of the scope of the license, project, permit, etc. By applying and paying fees on line, by mail, or by person, courier, you understand you are responsible for any and all fees applicable to your application, license, project or permit at any time.



# City of Richmond eTRAKiT Business License Flow Process

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Shopping Cart

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- Paid Items

Contact

- Contact us

## License Application

STEP 1STEP 2STEP 3STEP 4 PAYMENT

### Confirmation

The City of Richmond makes every effort to ensure that fees are applied, updated and calculated correctly in the system. We are not responsible for additional fees due to fee increases, misinterpretations of the scope of the license, project, permit, etc. By applying and paying fees on line, by mail, or by person/courier, you understand you are responsible for any and all fees applicable to your application, license, project or permit at any time.

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In accordance with 7.04.320, a business license may be revoked, when the underlying activity violates the Municipal Code or any state or federal law.

Applicant agrees to comply with the conditions of the Richmond Municipal Code pursuant to this application and with provision of all applicable laws, codes and ordinances. License holder also agrees, at no expense to the City, to clean up and legally dispose of any materials/wastes (hazardous/non-hazardous) that may be generated by or discharged to the environment by said license holder.

In accordance with 7.04.320, a business license may be revoked, when the underlying activity violates the Municipal Code or any state or federal law.

Once your application has been reviewed and approved you will be notified via email with instructions on how to pay your license tax.

#### SB 1186 COMPLIANCE

On September 19, 2012 Governor Brown signed into law SB 1186 which added a state fee of \$1 on any applicant for a local business license or renewal. The purpose is to increase disability access and compliance with construction-related accessibility requirements and to develop educational resources for businesses in order to facilitate compliance with federal and state disability laws, as specified. Per AB 1379, effective 1/1/2018, the fee was increased from \$1 to \$4.

Under federal and state law, compliance with disability access laws is a serious and significant responsibility that applies to all California building owners and tenants with buildings open to the public. You may obtain information about your legal obligations and how to comply with disability access laws at the following agencies:

The Division of the State Architect at [www.dgs.ca.gov/dsa](http://www.dgs.ca.gov/dsa)  
The Department of Rehabilitation at [www.dor.ca.gov](http://www.dor.ca.gov)  
The California Commission on Disability Access at [www.cdda.ca.gov](http://www.cdda.ca.gov)

[VIEW BUSINESS LICENSE](#)[PRINT SUMMARY](#)

You have the option to print a summary or view your license application.

Click

[VIEW BUSINESS LICENSE](#)

# City of Richmond

## eTRAKiT Business License Application Process

Your application has been received and will now be reviewed for approval. You can follow the review process by clicking on the review tab. Once the tax is added and approved you will receive an email with the instructions on how to pay.

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Shopping Cart

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- Contact us

**Licenses Search**

Search By: BUSINESS\_NO Equals  [Click here for search examples](#)

[SEARCH](#)

**License #40058730**

Attachment

License Info Business Info Site Info Fees \$0.00 Inspections Reviews (2)

**Business #:** 40058730

**Company:** City of Richmond

**Type of Business:** ANNUAL LICENSE

**NAICS Codes:** NON PROFIT CORPORATION

**Address:** 450 Civic Center Plaza 100

**City/State/Zip:** Richmond CA 94804

**State License Issue:**

**State License Expire:**

**Phone:** (510) 620-6742

**Fax:**

**Mailing Address1:** 450 Civic Center Plaza 100

**Mailing Address2:**

**Mail City, State, Zip:** Richmond CA 94804

**Workers Comp.:**

**Workers Comp No.:**

**Workers Comp. Issue:**

**Workers Comp. Expire:**

# City of Richmond eTRAKiT Business License Flow Process

You should receive an email like the one shown below acknowledging receipt of your application.

**YOUR LICENSE APPLICATION HAS BEEN RECEIVED 40058730**  
Business License Unit - City of Richmond [DoNotReply@ci.richmond.ca.us]

## NOTIFICATION OF LICENSE APPLICATION



This email has been generated to inform you that your license application for the below business location address, has been received.

### Finance Department - Business License Unit

450 Civic Center Plaza, 2nd Floor  
Richmond, CA 94804  
Phone : (510) 620-6742  
Fax : (510) 620-6522

email: business\_license@ci.richmond.ca.us

Business Tax Certificate ID:	40058730
Applicant:	City of Richmond
Company name:	City of Richmond
Date Applied:	
License Type:	ANNUAL LICENSE
Sub Type:	IN-CITY
Business Location:	450 Civic Center Plaza 100
Assessor's Parcel Number:	
Fees Charged:	0
Fees Paid:	0
Fees Due:	0

The City of Richmond makes every effort to ensure that fees are applied, updated and calculated correctly in the system. We are not responsible for additional fees due to fee increases, misinterpretations of the scope of the license, project, permit, etc. By applying and paying fees on line, by mail, or by person, courier, you understand you are responsible for any and all fees applicable to your application, license, project or permit at any time.

**Please note that this email does not constitute that all of your regulatory responsibilities have been met and does not confirm that your business activity is lawful. Submitting a business license application and paying the required tax does not authorize the commencement of business.**

The issuance of a business license is solely an acknowledgment that the applicable tax for operating a business has been paid. Issuance of a license and payment taxes does not authorize the operation of a business in any way that is otherwise illegal or at premises that do not conform to other code requirements. The City may subsequently conduct inspections of the premises for conformance with fire, safety, building or other regulations and take appropriate actions to ensure compliance.

In accordance with 7.04.320, a business license may be revoked, when the underlying activity violates the Municipal Code or any state or federal law. Applicant agrees to comply with the conditions of the Richmond Municipal Code pursuant to this application and with provision of all applicable laws, codes and ordinances. License holder also agrees, at no expense to the City, to clean up and legally dispose of any materials/wastes (hazardous/non-hazardous) that may be generated by or discharged to the environment by said license holder.

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### **SB 1186 COMPLIANCE**

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Under federal and state law, compliance with disability access laws is a serious and significant responsibility that applies to all California building owners and tenants with buildings open to the public. You may obtain information about your legal obligations and how to comply with disability access laws at the following agencies:

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- The Department of Rehabilitation at [www.dor.ca.gov](http://www.dor.ca.gov)
- The California Commission on Disability Access at [www.cdda.ca.gov](http://www.cdda.ca.gov)

This communication may contain privileged or other confidential information. If you have received it in error, immediately delete this message and any attachments without copying or disclosing the contents.

Thank you.  
Mail (id: 855040) this email was sent to: This email was sent from a notification-only address that cannot accept incoming email. please do not reply to this message.



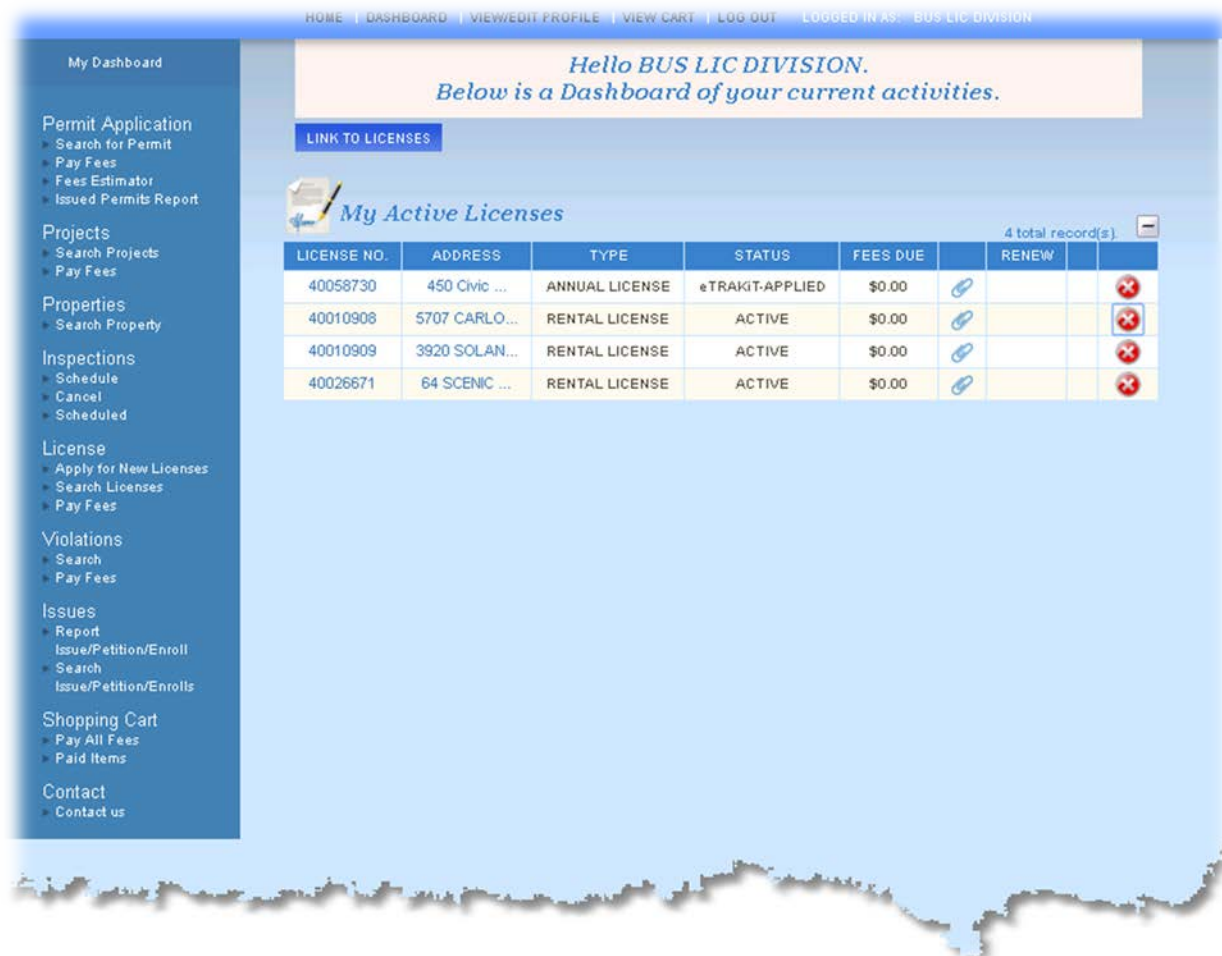
Follow Us  

# City of Richmond

## eTRAKiT Business License Application Process

At any time, once logged in, you can click on the Dashboard option to view all current activity in regards to licenses, permits projects and open issues. You can view the location, status, fees due or upload any documents needed to complete your application by clicking on the paper clip.

By clicking the red circle X you will remove that activity from your dashboard.



HOME | DASHBOARD | VIEW/EDIT PROFILE | VIEW CART | LOG OUT | LOGGED IN AS: BUS LIC DIVISION

My Dashboard

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Contact









- Contact us

Hello BUS LIC DIVISION.  
Below is a Dashboard of your current activities.

LINK TO LICENSES

 My Active Licenses

4 total record(s)

LICENSE NO.	ADDRESS	TYPE	STATUS	FEES DUE		RENEW	
40058730	450 Civic ...	ANNUAL LICENSE	eTRAKIT-APPLIED	\$0.00			
40010908	5707 CARLO...	RENTAL LICENSE	ACTIVE	\$0.00			
40010909	3920 SOLAN...	RENTAL LICENSE	ACTIVE	\$0.00			
40026671	64 SCENIC ...	RENTAL LICENSE	ACTIVE	\$0.00			



# City of Richmond eTRAKiT Business License Flow Process

Once you have received the email that your application has been approved and the tax has been added, you can click the link in the email or login to pay

## NOTIFICATION OF APPROVED LICENSE APPLICATION



This email has been generated to inform you that your license application for the below business location address, has been approved and is now ready for payment. **Please note that this email does not constitute that all of your regulatory responsibilities have been met and does not confirm that your business activity is lawful. Submitting a business license application and paying the required tax does not authorize the commencement of business.** Taxes/Fees have been assessed in the amount shown below: Once the your business license tax has been paid your Business License Tax Certificate will be mailed within 3 to 5 business days to the mailing address provided.

### Finance Department - Business License Unit

450 Civic Center Plaza, 2nd Floor  
Richmond, CA 94804  
Phone : (510) 620-6742  
Fax : (510) 620-6522  
email: business\_license@ci.richmond.ca.us

Business Tax Certificate ID:	40058730
Applicant:	City of Richmond
Company name:	City of Richmond
Date Applied:	05-31-2019
Date Approved:	05-31-2019
License Type:	ANNUAL LICENSE
Sub Type:	IN-CITY
Business Location:	450 Civic Center Plaza 100
Assessor's Parcel Number:	
Fees Charged:	401.6
Fees Paid:	0
Fees Due:	0

The City of Richmond makes every effort to ensure that fees are applied, updated and calculated correctly in the system. We are not responsible for additional fees due to fee increases, misinterpretations of the scope of the license, project, permit, etc. By applying and paying fees on line, by mail, or by person, courier, you understand you are responsible for any and all fees applicable to your application, license, project or permit at any time.

### Paying Your License Tax [Click here to login and pay](#)

- **Login:** In order to pay fees, users must be logged in.
- **Using your Dashboard:** Click on the application number and then click on the **Add Fees to Cart** button.
- **Find:** Search for the License application that has outstanding fees to pay.
- **Pay:** Click on the **Pay All Fees** button.
- **Shopping Cart:** Confirm the Application you are about to pay, and then click on the **PROCEED TO CHECKOUT** button.
- Click on the **PROCEED TO PAYMENT** button.

The issuance of a business license is solely an acknowledgment that the applicable tax for operating a business has been paid. Issuance of a license and payment taxes does not authorize the operation of a business in any way that is otherwise illegal or at premises that do not conform to other code requirements. The City may subsequently conduct inspections of the premises for conformance with fire, safety, building or other regulations and take appropriate actions to secure compliance. In accordance with 7.04.320, a business license may be revoked, when the underlying activity violates the Municipal Code or any state or federal law.

Applicant agrees to comply with the conditions of the Richmond Municipal Code pursuant to this application and with provision of all applicable laws, codes and ordinances. License holder also agrees, at no expense to the City, to clean up and legally dispose of any materials/wastes (hazardous/non-hazardous) that may be generated by or discharged to the environment by said license holder.

If inspections are needed please call the following numbers to schedule:

### Inspections are required to be made 48 hours in advance.

- Business License Fire Inspection: (510) 307-8031
- Police Department: (510) 620-6613
- CC County Health Dept: (925) 692-2500

This communication may contain privileged or other confidential information. If you have received it in error, immediately delete this message and any attachments without copying or disclosing the contents.

Thank you.

Mail (0.0 / 30547) This email was sent to: This email was sent from a notification-only address that cannot accept incoming email. please do not reply to this message.



[Follow Us](#)



# City of Richmond

## eTRAKiT Business License Application Process

**Paying Your License Tax** [Click here to login and pay](#)

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- **Find:** Search for the License application that has outstanding fees to pay.
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- Click on the **PROCEED TO PAYMENT** button.

The screenshot shows the user's dashboard for the City of Richmond eTRAKiT system. The user is logged in as 'BUS LIC DIVISION'. The dashboard includes a sidebar with navigation links for Permit Application, Projects, Properties, Inspections, License, Violations, Issues, Shopping Cart, and Contact. The main content area displays a welcome message and two tables: 'My Open Business License Applications' and 'My Active Licenses'.

HOME | DASHBOARD | VIEW/EDIT PROFILE | VIEW CART | LOG OUT | LOGGED IN AS: BUS LIC DIVISION

My Dashboard

Permit Application

- Search for Permit
- Pay Fees
- Fees Estimator
- Issued Permits Report

Projects

- Search Projects
- Pay Fees

Properties

- Search Property

Inspections

- Schedule
- Cancel
- Scheduled

License

- Apply for New Licenses
- Search Licenses
- Pay Fees

Violations

- Search
- Pay Fees

Issues

- Report Issue/Petition/Enroll
- Search Issue/Petition/Enrolls

Shopping Cart

- Pay All Fees
- Paid Items

Contact

- Contact us

Hello BUS LIC DIVISION.  
Below is a Dashboard of your current activities.

LINK TO LICENSES

My Open Business License Applications

1 total record(s)

Applications In Progress	Business Type	Created Date	
Continue		5/31/2019	Delete

My Active Licenses

4 total record(s)

LICENSE NO.	ADDRESS	TYPE	STATUS	FEES DUE		RENEW	
40058730	450 Civic ...	ANNUAL LICENSE	APPLICATION APPROVED	\$401.60			
40010908	5707 CARLO...	RENTAL LICENSE	ACTIVE	\$0.00			
40010909	3920 SOLAN...	RENTAL LICENSE	ACTIVE	\$0.00			
40026671	64 SCENIC ...	RENTAL LICENSE	ACTIVE	\$0.00			

# City of Richmond eTRAKiT Business License Flow Process

Once you have selected the activity that you want to pay. Click on the button add fees to cart.

The screenshot shows the eTRAKiT Business License Search interface. At the top, there is a navigation bar with links: HOME, DASHBOARD, VIEW/EDIT PROFILE, VIEW CART, LOG OUT, and LOGGED IN AS: BUS LIC DIVISION. Below this, the main content area is titled "Licenses Search". It features a search bar with "BUSINESS\_NO" selected and "Equals" as the operator. A "SEARCH" button is to the right. A link "Click here for search examples" is also present. The search results display "License #40058730". Below the license number, there is an "Attachment" icon and an "Add To Cart" button. A tabbed interface shows "License Info", "Business Info", "Site Info", "Fees \$401.60", "Inspections", and "Reviews (2)". The "License Info" tab is active, showing the following details: License No: 40058730, License Issue: 5/31/2019, License Issue By: EPRS, License Expire: 5/31/2020, License Expire By: EPRS, Status: APPLICATION APPROVED, Status By: CRW, and Conditions: (empty). A left sidebar contains a "My Dashboard" section with links to Permit Application, Projects, Properties, Inspections, License, Violations, Issues, Shopping Cart, and Contact.

HOME | DASHBOARD | VIEW/EDIT PROFILE | VIEW CART | LOG OUT | LOGGED IN AS: BUS LIC DIVISION

My Dashboard

Permit Application

- Search for Permit
- Pay Fees
- Fees Estimator
- Issued Permits Report

Projects

- Search Projects
- Pay Fees

Properties

- Search Property

Inspections

- Schedule
- Cancel
- Scheduled

License

- Apply for New Licenses
- Search Licenses
- Pay Fees

Violations

- Search
- Pay Fees

Issues

- Report
- Issue/Petition/Enroll
- Search
- Issue/Petition/Enrolls

Shopping Cart

- Pay All Fees
- Paid Items

Contact

- Contact us

**Licenses Search**

Search By: BUSINESS\_NO Equals  **SEARCH** [Click here for search examples](#)

**License #40058730**

Attachment Add To Cart

License Info Business Info Site Info Fees \$401.60 Inspections Reviews (2)

License No: 40058730

License Issue: 5/31/2019

License Issue By: EPRS

License Expire: 5/31/2020

License Expire By: EPRS

Status: APPLICATION APPROVED

Status By: CRW

Conditions:

# City of Richmond eTRAKiT Business License Application Process

HOME | DASHBOARD | VIEW/EDIT PROFILE | VIEW CART | LOG OUT | LOGGED IN AS: BUS LIC DIVISION

## My Dashboard

- Permit Application
  - Search for Permit
  - Pay Fees
  - Fees Estimator
  - Issued Permits Report
- Projects
  - Search Projects
  - Pay Fees
- Properties
  - Search Property
- Inspections
  - Schedule
  - Cancel
  - Scheduled
- License
  - Apply for New Licenses
  - Search Licenses
  - Pay Fees
- Violations
  - Search
  - Pay Fees
- Issues
  - Report
  - Issue/Petition/Enroll
  - Search
  - Issue/Petition/Enrolls
- Shopping Cart
  - Pay All Fees
  - Paid Items
- Contact
  - Contact us

## Shopping Cart

Please ensure that the items below are yours before proceeding to checkout

**Effective December 30, 2016**

*The Richmond Fair Rent, Just Cause for Eviction, and Homeowner Protection Ordinance (Measure L) was approved by the voters in November, 2016, and became effective on December 30, 2016. The Ordinance requires all Landlords and owners of residential rental property to pay the Residential Rental Housing Fee. The Fee funds administration of the Fair Rent, Just Cause for Eviction, and Homeowner Protection Ordinance. Please visit [www.richmondrent.org](http://www.richmondrent.org) for more information. All Rental Units must be enrolled at [www.richmondrent.org/enroll](http://www.richmondrent.org/enroll).*

<input checked="" type="checkbox"/>	Item	Fee Description	Amount Due
<input checked="" type="checkbox"/>	LICENSE (40050730)	ANNUAL LICENSE TAX	401.60
<input checked="" type="checkbox"/>	LICENSE (40050730)	STANDARD - COMMERCIAL > 25 EMP	401.60
			<b>Total: \$401.60</b>

[REMOVE SELECTED ITEMS](#) [BACK TO DASHBOARD](#) [VIEW PAID ITEMS](#) [PROCEED TO CHECKOUT](#)

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Click on the [PROCEED TO CHECKOUT](#) button.

# City of Richmond eTRAKiT Business License Flow Process

## Checkout Summary

The fees/taxes you selected will now be in your cart for payment.

The screenshot shows the 'Checkout Summary' page in the eTRAKiT system. At the top, a navigation bar includes links for HOME, DASHBOARD, VIEW/EDIT PROFILE, VIEW CART, and LOG OUT, along with the user's logged-in status: BUS LIC DIVISION. A left-hand menu lists various system functions such as My Dashboard, Permit Application, Projects, Properties, Inspections, License, Violations, Issues, Shopping Cart, and Contact. The main content area displays the checkout details for a license with ID 40058730 at 450 Civic Center Plaza 100. It features a table with the following items:


Description	Quantity	Amount
<b>ANNUAL LICENSE TAX</b>	<b>1</b>	<b>\$401.60</b>
STANDARD - COMMERCIAL > 25 EMP		401.60
<b>Total Fees:</b>		<b>\$401.60</b>
Total:		\$401.60

Below the table, there are two buttons: 'BACK TO SHOPPING CART' and 'PROCEED TO PAYMENT'.


Click on the [PROCEED TO PAYMENT](#) button.

# City of Richmond eTRAKiT Business License Application Process

Enter your payment card information



CITY OF  
*Richmond* CALIFORNIA



Pay with credit or debit card

Card Number

DISCOVER

MasterCard

VISA

mm

yy

Expiration Date

CSC

[What is this ?](#)

Billing Address

First name

Last name

Country

United States of America

Billing address

If your billing address is a PO Box, please enter the number first. Example: PO Box 123 would be entered as 123 PO Box.

City

State

--- Select ---

ZIP

Email Address

Pay Now

Order summary

Total (USD): 401.60

Click the Pay Now Button. You will be emailed a receipt.

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