



## Basic Business License Information: Elevator (Passenger)

**NAICS CODE:** 333921

**NAICS DESCRIPTION:** An elevator used primarily to carry persons other than the operator and persons necessary for loading and unloading.

**Endorsement Class:** Inspected Sales and Services

**Legal Authority:** DC Municipal Regulations, Title 13, Chapter 1

**License Duration:** Two (2) Years

**Category License Fee:** \$141.00

**License Available Online:** No

**Application Fee:** \$75.00

**Online Processing Fee:** N/A

**Endorsement Fee:** \$20.00

### Payment Method

If applying in person, you can pay for your Basic Business License (BBL) by cash, check, money order, or credit card at the Department of Consumer and Regulatory Affairs, Business License Center, 941 North Capitol Street, NE, Suite 1000, Washington, DC 20002.

If applying by mail you can pay for your Basic Business License (BBL) by check or money order payable to "DC Treasurer" and submitted to: Bank of America Attention: DC Government Wholesale Lockbox #91360 Mail Code MD4-301-18-04, 18th Floor, 225 North Calvert Street Baltimore, MD 21202.

### Application Requirements

All applicants for an Elevator Certificate must comply with the following DC Code requirements:

#### Basic Business License Application

To make sure you get your BBL as quickly as possible, you must submit a properly completed Basic Business License Application package. All of your responses should be printed clearly in English.

- [Download Fillable Basic Business License \(BBL\) Application\\*](#)
- [Download Basic Business License Application Instructions\\*](#)

### **Elevator Inspection Certification**

Elevator must be inspected and approved by the Elevator Inspection Branch of the Department of Consumer and Regulatory Affairs, Building and Land Regulatory Administration (BLRA), before certification. For more information, please call the Elevator Inspection Scheduling at (202)442-4520.

### **Third Party Inspection Requirements**

Provide 3<sup>rd</sup> party certificate of completion and/ or inspection report. If you can not obtain a third party certificate of completion and/ or inspection report please contact Building and Land Regulation Administration, Elevator Inspection Branch located at 941 North Capitol St., NE, Room 2000 or call (202) 442-9557

### **Certificate of Occupancy / Compliance for Zoning Regulations**

Before applying for your BBL, you'll need a Certificate of Occupancy (C of O) for the location where your business is conducted to demonstrate that your business does not conflict with building and zoning codes. (If your business is located in an office building, you may operate under the umbrella of the C of O issued to the owner of the building, as long as the C of O was issued for the entire building; check with your building owner or management company for the C of O holder name, number, and issue date.) If you have any questions about Certificates of Occupancy, please call the Building & Land Regulation Administration at (202) 442-4589.

### **Clean Hands Certification**

You'll also need to certify that you don't owe more than \$100 to the District of Columbia government as a result of fees, penalties, interest, or taxes through completion of a Clean Hands form provided in your BBL application package.

### **Office of Tax & Revenue (OTR) Registration**

Before applying for your BBL, you'll also need to register your business with OTR and submit a copy of your tax registration certificate with your application. If you're not already registered, simply complete and file a Combined Business Tax Registration Application (Form FR500). You get all the necessary forms and submit your application online at the Business this can also be done online at the [Business Tax Service Center](#). For more information, please call the Tax Customer Center at (202) 727-4829.

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### **Special Instructions**

If your business falls into one of the following categories, there are additional requirements for your BBL application, as described below.

### **Corporation Division Requirements**

If you are a corporation, partnership or limited liability company you must be registered in the District and in good standing. For instructions on how to register, please go to [DCRA Corporate Registration Information Center](#). For more information, please call the Corporation Division at (202) 442-4432.

**Non-Resident of the District of Columbia (including Foreign Corporations)**

If you are not a resident of the District of Columbia, you'll need to appoint a Resident Agent or an Attorney-in-Fact who lives or works in an office in the District, who will be the official recipient of any financial, process, or legal notices that we need to send to you. If you are not a DC resident, please complete the Certified Resident Agent Appointment Form.

**Corporate Registered Agents**

Every corporation needs to have a registered agent office in the District of Columbia. This office can but does not need to be the same as your place of business. Foreign corporations doing business in DC need to certify that their named registered agent is duly authorized to represent that corporation.

**Trade Name Operative (Use of Fictitious Business Name)**

If your business uses a Trade Name, you'll need to register the name with DCRA and indicate both the trade name and the official business name (including its corporation, LLC, or partnership classification) if applicable.

**Other District or Federal Agencies Involved for this Basic Business License**

1. [Department of Consumer and Regulatory Affairs](#)
2. [Department of Health](#)
3. [Office of Tax and Revenue](#)

**Additional Business Activities (BBL Endorsements)**

If you conduct more than one business activity (endorsement type), you'll need to indicate those activities on your BBL application. You might have any number of additional business activities connected to this particular license endorsement.

Special Notes: If your business includes any of the above endorsement activities, you can get additional fact sheets and application forms by contacting DCRA's License Center at (202) 442-4311, or by email at [bbl.infocenter@dc.gov](mailto:bbl.infocenter@dc.gov).