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| ENGLISH | CHINESE |
| Steps to Obtaining a Basic Business License | 获取基本营业执照步骤 |
| Corporate Registration & Trade Name Registration | 公司注册和商业名称注册 |
| Registration with Internal Revenue Service (IRS) and DC Office of Tax and Revenue | 向美国国税局（IRS）和哥伦比亚特区税务及税收办公室注册 |
| Registration with Office of the Zoning Administrator | 向区划管理员办公室注册 |
| Basic Business License (BBL) Application | 基本营业执照（BBL）申请 |
| Step 1 – Corporate & Trade Name Registration | 第 1 步——公司及商业名称注册 |
| If your business is operating as a corporate entity (e.g., corporation, limited liability company, or partnership), register via [CorpOnline](https://corponline.dlcp.dc.gov/). | 如果您的企业以公司实体（例如，公司、有限责任公司或合伙企业）形式运营，请通过 [CorpOnline](https://corponline.dlcp.dc.gov/) 进行注册。 |
| **Trade Name Registration** | **商业名称注册** |
| If you are planning to use a fictitious or shortened version of the corporate name when conducting business, register the trade name via [CorpOnline](https://corponline.dlcp.dc.gov/). | 如果您计划在开展业务时使用公司名称的虚构或简称，请通过 [CorpOnline](https://corponline.dlcp.dc.gov/) 注册商业名称。 |
| Step 2 – Registration with Internal Revenue Service and DC Office of Tax and Revenue | 第 2 步——向美国国税局和哥伦比亚特区税务及税收办公室注册 |
| Apply for Employer Identification Number (EIN) online, in-person at 77 K Street, NE, Washington, DC 20002, or via telephone at (202) 803-9000. | 在线申请雇主识别号（EIN），或亲自前往 77 K Street, NE, Washington, DC 20002，或通过电话（202）803-9000 申请。 |
| **DC Office of Tax (OTR):** | **哥伦比亚特区税务及税收办公室（OTR）：** |
| Register EIN with the DC Office of Tax and Revenue [online](https://mytax.dc.gov/). For more information visit 1101 4th Street, SW, 2nd Floor, Washington, DC 20024, or call (202) 727-4TAX. | 向哥伦比亚特区税务及税收办公室[在线](https://mytax.dc.gov/)注册 EIN。如需了解更多信息，请访问 1101 4th Street, SW, 2nd Floor, Washington, DC 20024，或致电 (202) 727-4TAX。 |
| **Clean Hands Certification:** | **清白证书：** |
| A Clean Hands check will be conducted during the Basic Business License online application process. Learn more about [Clean Hands](https://dlcp.dc.gov/node/1621021). | 在基本营业执照在线申请过程中进行清白检查。了解有关[清白证书](https://dlcp.dc.gov/node/1621021)的更多信息。 |
| Step 3 – Registration with Office of the Zoning Administrator | 第 3 步——向区划管理员办公室注册 |
| Expedited Home Occupation Permit (eHOP): If conducting business out of a home in the District, you may be eligible to obtain an Expedited Home Occupation Permit when you apply for a Basic Business License via [My DC Business Center](https://mybusiness.dc.gov/). | 加急家庭业务许可证（eHOP）： 如果在哥伦比亚特区从事家庭业务，通过 [我的哥伦比亚特区企业中心 (My DC Business Center) [申请基本营业执照时，您可能有资格获得加急家庭业务许可证。](https://mybusiness.dc.gov/)](https://mybusiness.dc.gov/) |
| Home Occupation Permit (HOP): If conducting business out of a home in the District, apply for a [Home Occupation Permit](https://dob.dc.gov/node/1616176). | 家庭业务许可证（HOP） 如果在哥伦比亚特区从事家庭业务，请申请[家庭业务许可证](https://dob.dc.gov/node/1616176)。 |
| Certificate of Occupancy (COO): If operating out of an office location in the District, apply for a [Certificate of Occupancy](https://dob.dc.gov/service/get-certificate-occupancy). | 占用证书（COO）: 如果在哥伦比亚特区的办公位置经营业务，请申请[占用证书](https://dob.dc.gov/service/get-certificate-occupancy)。 |
| Step 4 - Basic Business License (BBL) Application | 第 4 步——基本营业执照（BBL）申请 |
| **Submit a BBL application including the required supporting documentation and payment.** | **提交 BBL 申请，包括所需证明文件和付款。** |
| Your business' activities determine the type of Basic Business License required. | 您的业务活动决定了所需的基本营业执照类型。 |
| APPLY FOR BUSINESS LICENSE | 申请营业执照 |