

For processing of business applications when using a Burbank commercial address, please visit us at 150 N Third Street Monday through Thursday from 8:00am - 11:45am & 1:00pm – 3:00pm and Friday 8:00am - 11:45am & 1:00pm – 2:45pm. Check in at the Information Desk to see Planning & Zoning **FIRST**. Planning & Zoning will conduct your zoning review and transfer you to a Business License counter if your application can be approved.

For processing of business applications if you are using your Burbank home address OR if you are based outside of Burbank but entering Burbank for work purposes, please visit us at 150 N Third Street Monday through Thursday from 8:00am - 11:45am & 1:00pm – 3:00pm and Friday 8:00am - 11:45am & 1:00pm – 2:45pm. Check in at the Information Desk to see Business License.

All applications can be found on our website burbankca.gov <https://www.burbankca.gov/web/community-development/business-tax> Complete your application and we will determine if you are a Business Tax account or a Business License account. Many types of business accounts can potentially be processed the same day.

We accept cash, check or card, but not American Express. We have a 2% Admin fee that can be waived for cash or check payments.

Out-of-town Contractor's Tax is handled by Building Permits at 818-238-5220 or building@burbankca.gov

Garage sales are allowed now, and you will apply on the City's website: permit.burbankca.gov

Please note that our office is closed on weekends and holidays.