



# City of Victorville

## Development Department

Planning ♦ Building ♦ Code Enforcement ♦ Business License

### Guidelines for Business License / Certificate of Occupancy Modifications

14343 Civic Drive  
PO Box 5001  
Victorville, CA 92392

(760) 955-5072  
Fax (760) 269-0046  
businesslicense@  
ci.victorville.ca.us

These guidelines are intended to accommodate specific changes to a Business License and / or Certificate of Occupancy without the requirement of new licensing approvals and Building Division site reviews.

BSL = Business License

OCC = Certificate of Occupancy

#### Major BSL / OCC modifications are:

- Business Name Modification: *A change in the business name, which still contains part of the original business name and where the business type or classification has not changed.*
- Ownership Type Modification (Sole Proprietor, Partnership, LLC, Corporation or Trust): *A change in the organization of the business, such as a sole proprietor to a partnership, a limited liability company to a corporation, etc.*
- Partnership Business Personnel Listing Adjustments: *A change in the list of personnel within a partnership where at least one person who was originally listed will remain on the license.*

#### Minor BSL / OCC modifications are:

- Corporate / LLC Personnel Listing Adjustments: *A change in the list of personnel within a corporation or LLC only (such as officers or managers).*
- Supporting Business License Information: *A change in mailing address, number of employees, etc.*
- Personnel / Vehicles Change: *Adding or removing personnel / vehicles to include, but not limited to technicians, drivers, vehicles, etc., outside of the annual renewal process.*
- Duplicate Correspondence: *Review and re-creation of an issued Business License, Renewal Notice, Conditions Letter, etc.*

#### BSL modifications will NOT be allowed if:

- Full Change in Ownership: *A complete change of ownership (this excludes personnel adds or drops referred to above). A new BSL and OCC is required. (i.e. from sole proprietor to sole proprietor, etc.).*
- Change in Business Classification Type (Nature of the Business): *A new BSL and OCC is required. (i.e. changed from a retail clothing store to an appliance repair service, etc).*

#### OCC modifications will NOT be allowed if:

- Change in Land Use / Occupying Space: *The land use has expanded or the business is occupying more space than originally approved for. A new OCC is needed, however, a new BSL is not required if the ownership and business classification remain unchanged (BSL modification may be necessary).*
- Change in Internal / External Building: *The building has been altered or modified either internally or externally. A new OCC is needed, however, a new BSL is not required if the ownership and business classification remain unchanged (BSL modification may be necessary).*
- Change in Floor Space: *The floor space originally approved for the business listed in the C of O has changed. A new OCC is needed, however, a new BSL is not required if the ownership and business classification remain unchanged (BSL modification may be necessary).*



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### Modification Fee Schedule

OCC Modification Fee: \$26.20

Minor BSL Modification Fee: \$10.91

### Major BSL Modification Fees:

Business Classifications	VMC 16-7.06.	In-City Modification Fee	Out-of-City Modification Fee
Retail	020	\$86.46	\$62.88
Service / Delivery	030	\$86.46	\$62.88
Administrative	040	\$86.46	\$62.88
Manufacturing	050	\$86.46	\$62.88
Professional	060	\$86.46	\$62.88
Contractors	070	\$86.46	\$62.88
Rental Property	080	\$41.92	N / A
Entertainment / Amusement	090	\$89.08	\$62.88
Film / Photography	100	\$136.24	\$112.66
Vehicles for Hire	110	\$188.64	\$157.20
Solicitors / Peddlers	120	\$144.10	\$115.28
Firearms / Pawnshops	130	\$112.66	\$83.84
Massage	140	\$91.70	\$68.12
Exempt	150	\$0.00	\$0.00

A Major BSL may also require an OCC Modification; please pay both fees as listed above.

Please include payment for total fees due when submitting the major and/or minor modification application.

The City accepts cash, check or money order (payable to the City of Victorville), either in-person or via mail; no exceptions.



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### Application For MAJOR Business License / Certificate of Occupancy Modification

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CURRENT ORGANIZATION / BUSINESS NAME: \_\_\_\_\_

APPLICANT NAME: \_\_\_\_\_ BSL #: \_\_\_\_\_

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**PLEASE SELECT THE LICENSE MODIFICATIONS REQUESTED FROM THE FOLLOWING:**

**(Major) Business Name Modification:** *A change in the business name, which still contains part of the original business name and where the business type or classification has not changed.*

Proposed Business Name: \_\_\_\_\_

**(Major) Ownership Type Modification (Sole Proprietor, Partnership, LLC, Corporation or Trust):** *A change in the organization of the business, such as a sole proprietor to a partnership, a limited liability company to a corporation, etc.*

Proposed Ownership Status Modification From: \_\_\_\_\_ To: \_\_\_\_\_

**(Major) Partnership Business Personnel Listing Adjustments:** *A change in the list of personnel within a partnership where at least one person who was originally listed will remain on the license.*

Add/ Remove: (name) \_\_\_\_\_

Add/ Remove: (name) \_\_\_\_\_

Add/ Remove: (name) \_\_\_\_\_

Add/ Remove: (name) \_\_\_\_\_

**(Minor) Please Complete the Backside of this Application:**

- **Corporate / LLC Personnel Listing Adjustments:** *A change in the list of personnel within a corporation or LLC only (such as officers or managers).*
- **Supporting Business License Information:** *A change in mailing address, number of employees, etc.*
- **Personnel / Vehicles Change:** *Adding or removing personnel / vehicles to include, but not limited to technicians, drivers, vehicles, etc., outside of the annual renewal process.*
- **Duplicate Correspondence:** *Review and re-creation of an issued Business License, Renewal Notice, Conditions Letter, etc.*

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**PLEASE ANSWER THE FOLLOWING QUESTIONS:**

Y / N Have you made any alterations, modifications or improvements to any part of the building?  
If yes, please explain: \_\_\_\_\_

Y / N Have you expanded your business into another suite or unit beyond the location you were originally licensed for?  
If yes, what suite or location? \_\_\_\_\_

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**I HEREBY CERTIFY UNDER PENALTY OF PERJURY that the above information is true and correct to the best of my knowledge and belief, and do hereby apply for a MAJOR business license and certificate of occupancy modification. The business owner shall be required to submit a new business license and certificate of occupancy application if information is found after the approved license and permit modifications support the need for a new business license or certificate of occupancy. The business owner shall be liable for the costs associated with the business license and certificate of occupancy fees.**

SIGNATURE: \_\_\_\_\_ TITLE: \_\_\_\_\_ DATE: \_\_\_\_\_

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**For Office Review:**

Y / N Is the business operating under an interim use, temporary use or conditional use permit?  
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CURRENT ORGANIZATION / BUSINESS NAME: \_\_\_\_\_

APPLICANT NAME: \_\_\_\_\_ BSL #: \_\_\_\_\_

-----  
**PLEASE SELECT THE LICENSE MODIFICATIONS REQUESTED FROM THE FOLLOWING:**

**(Minor) Corporate / LLC Personnel Listing Adjustments:** *A change in the list of personnel within a corporation or LLC only (such as officers or managers).*

Add / Remove (name): \_\_\_\_\_

**(Minor) Supporting Business License Information:** *A change in mailing address, phone / fax number, email address, etc.*

New Mailing Address: \_\_\_\_\_

New Residence Address: \_\_\_\_\_

New Telephone / Fax / Email: \_\_\_\_\_

Additional Information: \_\_\_\_\_

**(Minor) Personnel / Vehicles Change:** *Adding or removing personnel / vehicles to include, but not limited to technicians, drivers, vehicles, etc., outside of the annual renewal process.*

Please complete the corresponding list to your business type (i.e. Driver / Vehicle List, Solicitor List, Masseuse List, etc.).

**(Major) Please Complete the Backside of this Application:**

• **Business Name Modification:** *A change in the business name, which still contains part of the original business name and where the business type or classification has not changed.*

• **Ownership Type Modification (Sole Proprietor, Partnership, LLC, Corporation or Trust):** *A change in the organization of the business, such as a sole proprietor to a partnership, a limited liability company to a corporation, etc.*

• **Partnership Business Personnel Listing Adjustments:** *A change in the list of personnel within a partnership where at least one person who was originally listed will remain on the license.*

-----  
**PLEASE ANSWER THE FOLLOWING QUESTIONS:**

Y / N Have you made any alterations, modifications or improvements to any part of the building?

If yes, please explain: \_\_\_\_\_

Y / N Have you expanded your business into another suite or unit beyond the location you were originally licensed for?

If yes, what suite or location? \_\_\_\_\_

-----  
**I HEREBY CERTIFY UNDER PENALTY OF PERJURY that the above information is true and correct to the best of my knowledge and belief, and do hereby apply for a MINOR business license and certificate of occupancy modification. The business owner shall be required to submit a new business license and certificate of occupancy application if information is found after the approved license and permit modifications support the need for a new business license or certificate of occupancy. The business owner shall be liable for the costs associated with the business license and certificate of occupancy fees.**

SIGNATURE: \_\_\_\_\_ TITLE: \_\_\_\_\_ DATE: \_\_\_\_\_

**For Office Review:**

Y / N Is the business operating under an interim use, temporary use or conditional use permit?