



# City of Victorville

## Development Department

Planning • Building • Code Enforcement • Business License

### Out-of-City General Business License Requirements: Retail, Service, Administrative, Manufacturing, Professional

14343 Civic Drive  
PO Box 5001  
Victorville, CA 92392

(760) 955-5072  
Fax (760) 269-0046  
businesslicense@  
victorvilleca.gov

#### REQUIRED ITEMS:

- BUSINESS LICENSE:** Anyone conducting business within the Victorville city limits must obtain a business license. Please complete the attached application.
- TOTAL START-UP FEES DUE:** \$126.76. This fee covers all fees due through the first year. The Annual Business License Fees will be \$79.60. The City only accept cash, check or money order (payable to the City of Victorville); either in-person or via mail.

#### OTHER REQUIREMENTS IF APPLICABLE (provide a copy of applicable documents):

- STATE LICENSE / CERTIFICATION:** If your occupation requires you to have a State license / certification. For more information, contact the State of California Department of Consumer Affairs at (800) 952-5210 or at <http://www.dca.ca.gov/licensee/index.shtml>. Please be aware that your state license may be under a different State Department; contact your specific department for more information.
- HEALTH PERMIT:** If your business is involved in the handling of food, or if your business has a pool, spa or jacuzzi for public use. For more information, contact the San Bernardino County Environmental Health Department at (800) 442-2283, 15900 Smoketree Street, Hesperia, Ca 92345, or at [www.sbcounty.gov/dph/dehs/Depts/EnvironmentalHealth/BusinessServices/applications.aspx](http://www.sbcounty.gov/dph/dehs/Depts/EnvironmentalHealth/BusinessServices/applications.aspx).
- POLICE DEPARTMENT:** If you are conducting business as Solicitors/Peddlers, Vehicle(s) for Hire, Service and Sales and all businesses in Firearms, Pawnshops, Junk dealers, Secondhand Stores, etc. Live Scan/Fingerprinting is required and a permit issued for all businesses stated above, except for businesses in Firearms, Pawnshops, Junk dealers, Secondhand Stores, etc.  
Complete the related forms and submit them with your business license application. The Police Department will contact you regarding their requirements. For specific questions relating to their approval / permit process, contact the Police Department at (760) 241-2911, 14200 Amargosa Road, Victorville.

#### IMPORTANT INFORMATION:

- Incomplete applications will **not** be accepted. Fees must be received at the time of application submission.
- The City only accepts cash, check or money orders (payable to the City of Victorville), either in-person or via mail; **no exceptions**.
- It does take some time to process the business license application; therefore, you may submit the application while you are in the process of obtaining the applicable documents required. Required documents can be emailed, faxed, mailed or submitted in person.
- If any of the requirements have not been met, notification will be sent out via mail of the remaining requirements to be met.



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### Business License Application, Page 1 of 2

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This application must be completed in its entirety to be accepted / processed by the Development Department.

Select all that apply:

- New Application/Business
- Change of Owner
- Change of Ownership Type
- Change of Business Name
- Change of Business Address
- Change of Business Type / Activity /Use

#### General Business Information

Business Name (if DBA, use DBA): \_\_\_\_\_

Business Owner (if corporation, use corporate name): \_\_\_\_\_

Business Address including Suite #: \_\_\_\_\_  
Street Address w/Suite # City State Zip Code

Mailing Address: \_\_\_\_\_  
Street Address City State Zip Code

Phone No.: (\_\_\_\_) \_\_\_\_\_ Fax No.: (\_\_\_\_) \_\_\_\_\_ Email: \_\_\_\_\_

Principal Owners, Officers, Partners, Contact Person (attached additional pages if necessary):

Name	Residence Street Address	Title	Phone Number

#### Fees

Please note that the fees must be paid when the application is submitted.  
Total Fees Due pay all regulatory fees associated with processing the Business License, Certificate of Occupancy / Home Occupation Permit (one-time fee) through the first year.  
Fees must be paid by check, money order or cash, either in person or via mail. No exceptions.

**TOTAL FEES DUE: \$126.76**

**Annual Fees will be: \$79.60**

By signing below, I understand that this is an application **ONLY** and does **NOT** give the right to conduct business until **BOTH** the Certificate of Occupancy or Home Occupation Permit, **AND** the Business License have been approved and **ISSUED**.

Signature: \_\_\_\_\_ Printed Name: \_\_\_\_\_ Date: \_\_\_\_\_

#### OFFICE USE ONLY

Date Rec'd:	Rec'd By:	PLN Comments:
VMC:	SIC:	
Total Fees Due:	OCC / HOP (circle one)	
✓ Rec'd: <input type="checkbox"/> Y <input type="checkbox"/> N    ✓ #:	Total Amount Rec'd: \$	
BSL#:	OCC Insp Req:	Planner:



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### Business License Application, Page 2 of 2

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#### Business Operations Information

Business Type:  Retail  Service / Delivery  Administrative  Manufacturing  Professional

Business Description - describe business activity **IN DETAIL**, to include the following: type of business, how the business is to be conducted, type of structure (single family residence, apartment, etc.); type of items, merchandise, equipment, materials and processes used; if a storage area required and where it is located; any other information which you believe will help the Development Department understand the nature of your occupation:

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Date you would like to begin in Victorville: \_\_\_\_\_ If it's a temporary event, date range: \_\_\_\_\_

Total # of Owners / Employees: \_\_\_\_\_ Of those employees, # of Professionals: \_\_\_\_\_ Total # of Business Vehicles: \_\_\_\_\_

Professionals: Federal / State / County ID / Certificate #: \_\_\_\_\_ Expiration Date: \_\_\_\_\_

Ownership Type:  Sole Proprietor (Individual)  Partnership (2 or more owners)  Corporation  LLC  Trust

Please provide at least one of the following:

Federal ID #: \_\_\_\_\_ State ID #: \_\_\_\_\_ Social Security #: \_\_\_\_\_ Sellers Permit #: \_\_\_\_\_

Contractors: Classification: \_\_\_\_\_ State ID #: \_\_\_\_\_ Expiration Date (must be active): \_\_\_\_\_

Does your business provide a food / beverage service?  Y  N If so, please describe: \_\_\_\_\_

Does your business deal in firearms?  Y  N If so, please provide your Federal Firearms License #: \_\_\_\_\_

Does your business have coin operated machines?  Y  N If so, how many / locations: \_\_\_\_\_

Does your business have a pool, spa, sauna, hot tub, etc. for public use?  Y  N If so, please describe: \_\_\_\_\_

Do you currently have a Conditional Use Permit?  Y  N If so, Case #: \_\_\_\_\_ Expiration Date: \_\_\_\_\_

**Notice:** Business Licenses are due prior to commencing operation. Business Licenses are annual and expire one (1) year from the month of issuance on the last day of the month, or as stated in the Victorville Municipal Code. Issuance of the Business License in no way releases the issuee from compliance with any provision of Federal, State, County and City statutes, ordinances, rules, regulations or other law, including and without limitation to zoning, building and health and safety laws. This application will be circulated to relevant Federal, State, County, City Agencies and Departments for reviews, inspections and law enforcement purposes. It shall be the responsibility of the licensee to notify the Business License Division of any changes, updates to, and/or to cancel the Business License. Failure to comply may result in penalty fees, the Business License being suspended and/or revoked.

I declare under penalty of perjury that the foregoing is to the best of my knowledge and belief true and correct, that I have read the above, and understand all the conditions as stated therein.

Signature: \_\_\_\_\_ Title: \_\_\_\_\_ Date: \_\_\_\_\_