



City of Victorville

Development Department

Planning ♦ Building ♦ Code Enforcement ♦ Business License

Out-of-City Rental Business License Requirements

14343 Civic Drive
PO Box 5001
Victorville, CA 92392

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

To operate within the City limits, you must first obtain a City of Victorville Business License. This checklist provides the basic requirements for obtaining a City of Victorville Business License.

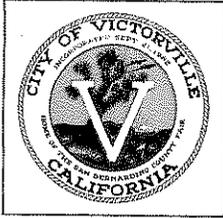
REQUIRED ITEMS:

- BUSINESS LICENSE:** Anyone conducting business within the Victorville city limits must obtain a business license. An application fee of \$26.00 (non-refundable) is required to process the business license application. The annual business license fees vary according to the type of business. To apply for a license or make inquiries about the business license process, contact the Business License Division at businesslicense@victorvilleca.gov or at (760) 955-5072.
- LIST OF RENTAL PROPERTIES:** Provide the address and zip code for each of the properties you intend to rent on the enclosed Rental Properties Form.

OTHER REQUIREMENTS IF APPLICABLE (Based on Business Type):

- HEALTH PERMIT:** If your rental property has a pool, spa or jacuzzi for public use, a copy of your Health Permit from the San Bernardino County Environmental Health Department is required with your application. 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.

To apply for a license or make inquiries about the business license process, contact the Business License Division at:
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Rental Business License Application

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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 Change of Owner Change of Ownership Type Change of Business Address Change of Business Name Change of Business Type / Activity

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 (attach additional pages if necessary):

Name Residence Street Address Title Phone Number

Name Residence Street Address Title Phone Number

Fees

Please note that the application fees must be paid when the application is submitted. The business license annual fee must be paid prior to the issuance of the business license. Fees must be paid by check, money order or cash, either in person or via mail.

- Business License Application Fee: \$26.00 (includes mandatory \$1.00 State CASP Fee)
- Business License Annual Fee: varies based on business type

By signing below, I understand that this is an application ONLY and does NOT give the right to conduct business until the Business License has been approved and ISSUED.

Signature: _____ Printed Name: _____ Date: _____

OFFICE USE ONLY

Date Rec'd:	Rec'd By:	PLN Comments:
VMC:	SIC:	
BSL App Fee: \$	BSL Annual Fee: \$	
✓ Rec'd: <input type="checkbox"/> Y <input type="checkbox"/> N ✓ #:	Total Amount Rec'd: \$	
BSL#:		Planner:



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Business Operations Information

- Business Type: Retail, Wholesale, Misc. Entertainment, Amusement, Recreation
 Service, Misc. Film, Photography
 Administrative Headquarters Vehicles for Hire, Service, Sales
 Manufacturing, Warehousing Solicitors, Peddlers
 Professional, Semi-Professional Firearms, Pawnshops, Junk dealers, Secondhand Stores, etc.
 Contractors Massage
 Rental Property Exempt

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

Date you would like to begin in Victorville: _____

Total # of Owners / Employees: _____

Rental Property Owners: # of units: _____

Is there a community room / area, pool / hot tub for public use? Y N

Ownership Type: Sole Proprietor Partnership Corporation LLC Trust Other: _____

Please provide at least one of the following:

Federal ID #: _____ State ID #: _____ Social Security #: _____ Sellers Permit #: _____

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: _____



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Out-of-City Rental Properties Form

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BUSINESS LICENSE CASE #: BSL _____ (if this is a new application, please leave blank)

BUSINESS NAME AND / OR PROPERTY OWNER(S): _____

- There is an Application Fee of \$26.00 that pays for the cost of processing your application.
- There is no Annual Business License Fee if you have from 1 to 9 rental units within Victorville City Limits.
- The Annual Business License Fee for 10 or more units is \$25.00, plus \$2.00 for each unit over 10.
- The Business License fee, if any, is in addition to the application fee.

**Please list all your rental properties in the City of Victorville
(Street Address, Zip Code)**

Rental Property (1)	_____	Zip _____
Rental Property (2)	_____	Zip _____
Rental Property (3)	_____	Zip _____
Rental Property (4)	_____	Zip _____
Rental Property (5)	_____	Zip _____
Rental Property (6)	_____	Zip _____
Rental Property (7)	_____	Zip _____
Rental Property (8)	_____	Zip _____
Rental Property (9)	_____	Zip _____
Rental Property (10)	_____	Zip _____
Rental Property (11)	_____	Zip _____
Rental Property (12)	_____	Zip _____
Rental Property (13)	_____	Zip _____
Rental Property (14)	_____	Zip _____
Rental Property (15)	_____	Zip _____

If you have additional properties, please use an additional form.

If there is a related to another Development Department Case (i.e. Code Enforcement, etc.), please provide the Case #: _____

Important Notice: It is the Business Owner / Property Owner's responsibility to notify the Business License Division of any additional properties and / or any properties that you no longer own. Please use this form and note whether you are adding properties or removing properties. They will be added / removed from the existing business license.

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To apply for a license or make inquiries about the business license process, contact the Business License Division at:  
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