



City of Victorville

Development Department

Planning • Building • Code Enforcement • Business License

Out-of-City Business License Requirements: Vehicle(s) for Hire (Taxi, NEMT's, Etc.)

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.
- POLICE DEPARTMENT:** If you are conducting business as a Vehicle(s) for Hire (including Taxi's, Shuttles, NEMT's). Live Scan/Fingerprinting is required and a permit issued for all businesses stated above. 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.
- DRIVER/VEHICLE LIST:** Please provide the name(s) of all drivers/vehicles employed by the business.
- CPR CARDS:** Please provide a copy of each drivers' CPR card (NEMTs only).
- INSURANCE:** Please provide a copy of insurance. Attached is a copy of the insurance requirements.
- CERTIFICATE OF PUBLIC CONVENIENCE AND NECESSITY:** Once all the necessary documents for the Business License have been approved and fees paid, the applicant will be referred to the City Clerk's Office regarding the Certificate of Public Convenience and Necessity prior to issuance of the Business License.
- TOTAL START-UP FEES DUE:** \$315.40. This fee covers all fees due through the first year. The Annual Business License Fees will be \$199.12. The City only accept cash, check or money order (payable to the City of Victorville); either in-person or via mail.

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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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: \$315.40

Annual Fees will be: \$199.12

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)	
<input checked="" type="checkbox"/> Rec'd: <input type="checkbox"/> Y <input type="checkbox"/> N <input checked="" type="checkbox"/> #:	Total Amount Rec'd: \$	
BSL#:	OCC Insp Req:	Planner:



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Business Operations Information

Business Type: Vehicle(s) for Hire

Type of Vehicle(s) for Hire: Taxi, Limo, Etc. NEMT

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:

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: _____



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List of Drivers / Vehicles Form

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PO Box 5001
Victorville, CA 92392

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

Provide the information below for each Driver / Vehicle intended to operate in this business.

This form is to be filled out/signed by the Business Owner Only.

Business Name: _____

Business Owner: _____

Current Drivers:

Name: _____ CDL: _____ Phone: _____

Add new Drivers:

Name: _____ CDL: _____ Phone: _____

Name: _____ CDL: _____ Phone: _____

Remove Drivers:

Name: _____ CDL: _____ Phone: _____

Name: _____ CDL: _____ Phone: _____

Vehicles (if applicable):

Make: _____ Model: _____ Year: _____ License #: _____ VIN: _____

Make: _____ Model: _____ Year: _____ License #: _____ VIN: _____

Make: _____ Model: _____ Year: _____ License #: _____ VIN: _____

Make: _____ Model: _____ Year: _____ License #: _____ VIN: _____

Make: _____ Model: _____ Year: _____ License #: _____ VIN: _____

I declare under penalty of perjury that the foregoing is to the best of my knowledge and belief true and correct.

Business Owner Signature

Print Name

Date

Sec. 16-7.07.150: - Insurance



TAXI, LIMO, SHUTTLE, ETC.

No certificate of public convenience and necessity shall be issued or continued in operation unless there is in full force and effect and covering each vehicle classified hereunder a policy of insurance in such form as the City Council shall deem proper, executed by an insurance company approved by said council and authorized to do business in the state of California, which policy shall insure the public against any loss or damage that may result from the operation of said vehicles and also naming the City as an additional insured of such vehicles; and provided further that said policy of insurance shall provide for maximum recovery of not less than one million five hundred thousand dollars combined single limit bodily injury and property damage, or such other statutory limit as provided for by the Public Utilities Commission.

(Ord. No. 2305, § 1, 12-17-13)

Sec. 16-7.08.130: - Insurance requirements



NEMT

The franchisee shall obtain and keep in force during the term of the franchise public liability and bodily injury insurance issued by a company authorized to do business in the state of California, insuring the owner of the vehicle and also naming the City as an additional insured of such vehicle against loss by reason of injury or damage that may result to persons or property from negligent operation or defective maintenance of such vehicle, or from violation of this chapter, or any other law of the state or of the United States. The policy shall be in the sum of not less than two million dollars for personal injury to, or death of, any one person in any single accident; and the limits of each such vehicle shall not be less than five hundred thousand dollars for damages to, or destruction of, property in any one accident.

Workers' compensation insurance shall be carried in the statutory limits covering all employees of the franchisee. Before the City Council may issue a franchise, copies of the policies or certificates evidencing such policies shall be filed with the City Clerk. All policies shall contain a provision requiring a thirty-day notice to be given to the City prior to cancellation, modification or reduction in limits. The amounts of public liability insurance for bodily injury and property damage shall be subject to review and adjustment at the City's option.

(Ord. No. 2305, § 1, 12-17-13)

Sec. 16-7.07.040: - Certificate of public convenience and necessity



- (a) It is unlawful for any person to engage in the business of operating or causing to be operated any vehicle for hire in the City without first having obtained from the City Council a certificate of public convenience and necessity.
- (b) All persons applying for such certificate shall file with the City Council a certified application containing the following information:
 - (1) Name and address of person(s) making application;
 - (2) Name of business and type of business;
 - (3) Number of vehicles proposed to be operated under the certificate;
 - (4) The make, type, year of manufacture and passenger capacity for each vehicle proposed to be operated for which a certificate will be requested;
 - (5) The description of the proposed color scheme, insignia or other distinguishable characteristics of the vehicle(s) to be used, including the type of illuminated sign to be mounted on the top of the vehicle and legend thereon;
 - (6) Any further facts which the applicant believes tend to prove that public convenience and necessity require the granting of a certificate;
 - (7) Proposed rates to be charged.

(Ord. No. 2305, § 1, 12-17-13)

Sec. 16-7.07.050: - Notice of hearing before the City Council



Within ten days, but not more than thirty days, after receipt of an application for a certificate of public convenience and necessity, the City Clerk shall set a time and date for the hearing of the application before the City Council. At least ten days prior to the hearing, the City Clerk shall give notice to the applicant, by mail, of the time and date of such hearing. Notice shall be published, at least once, in a newspaper of general circulation in the City, at least ten days prior to the hearing.

(Ord. No. 2305, § 1, 12-17-13)

Sec. 16-7.07.060: - Granting or denial of application for certificate of public convenience and necessity



No certificate of public convenience and necessity shall be granted until the City Council shall, following a public hearing, declare by resolution that the public convenience and necessity justify the proposed service and that the following conditions exist:

- (a) That the applicant is financially responsible, and that the applicant is of good moral character, or that the officers of said applicant are of good moral character;
- (b) That the applicant has complied with the provisions of all city, state and federal laws and regulations applicable to the proposed application and that applicant will comply with all requirements of this chapter, as well as all of the conditions of approval as set forth in the resolution granting the certificate of public convenience and necessity.

If the City Council concludes from its hearing that the public convenience and necessity justify the proposed service, the City Clerk shall notify the applicant of those findings.

If the City Council concludes from its hearing that the public convenience and necessity do not justify the proposed service, the City Clerk shall forthwith notify the applicant of the finding and thereafter such applicant shall not be permitted to reapply for a certificate of public convenience and necessity for one year after the finding.

(Ord. No. 2305, § 1, 12-17-13)