



City of Victorville

Development Department

Planning • Building • Code Enforcement • Business License

Business License Requirements: Multi Family Residential Rental Property

14343 Civic Drive
PO Box 5001
Victorville, CA 92392

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

A Multi Family Residential Rental is a property / parcel containing multiple units that is rented out to tenants (i.e. duplex, triplex, fourplex, apartments, apartment courts, rooming houses, trailer courts, mobile home parks, motels, hotels, etc.).

REQUIRED ITEMS (all required documents to be completed are enclosed):

- APPROPRIATE ZONING:** Before beginning the process, make sure that your type of business is compatible with the existing zoning for your proposed site. Provide the Assessor's Parcel Number or street address of the property to the Planning Division. Contact the Planning Division at planning@victorvilleca.gov or at (760) 955-5135.
- BUSINESS LICENSE:** Every rental property within the Victorville city limits must obtain a business license.
- RENTAL PROPERTY ACKNOWLEDGEMENT AND LICENSING CONDITIONS FORM:** The enclosed form must be completed and signed by all rental business license applicants. Also enclosed is a Sample Rental Property Checklist Inspection Form, for your convenience. The information contained in this form is identical to the Official Rental Property Inspection Checklist that the City Development Department Personnel will use when conducting your Initial Rental Property Inspection. Please use this sample checklist as a guide to prepare for your initial rental property inspection.
- PROOF OF PROPERTY MANAGER/AUTHORIZED REPRESENTATIVE:** If the Property Owner completes the application packet and signs all documents required, proof is not required, even if there is a Property Manager/Authorized Representative. The Property Owner only needs to list the Property Manager/Authorized Representative as a "Contact Person" on the application. If the Property Owner would prefer their Property Manager/Authorized Representative to receive all future correspondence, please indicate this request on the application. If the Property Manager/Authorized Representative completes the application packet, proof of Property Manager/Authorized Representative must be provided (i.e. contract, lease agreement, etc.) in order for the Business License Division to accept and process the application packet.
- WORKERS' COMPENSATION INSURANCE ACKNOWLEDGEMENT FORM:** The enclosed form must be completed by all business license applicants, pursuant to San Bernardino County District Attorney's office. It is only an acknowledgement form of the law; a copy of insurance is not required.
- TOTAL START-UP FEES DUE:** \$173.92. If a Certificate of Occupancy is required: \$226.32 (see below for requirement description). This above applicable fee covers all fees due through the first year. Your Renewal Notice will be mailed out 30 days prior to the expiration date.

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

- CERTIFICATE OF OCCUPANCY:** If your rental property is a multi-family residential rental property (more than 1 unit per parcel) and has a community building / room, such as a communal exercise / laundry / bathrooms / showers, or a pool / spa, etc., you must complete the attached Certificate of Occupancy Application. You will be required to schedule inspections with the Building Division and Fire Department. The Certificate of Occupancy will be issued once all approvals have been received and will be issued with the business license. For more information or to schedule your inspections, contact the Building Division at inspection@victorvilleca.gov or at (760) 955-5100 and the Fire Department at fire@victorvilleca.gov or at (760) 955-5227.
- FICTITIOUS BUSINESS NAME STATEMENT (FBN) / CORPORATE STATUS:** If your business ownership type is Sole Proprietor (individual), Partnership (2 or more owners) or Trust, and your business name does not include your surnames (last names); or if your business ownership is a Limited Liability Company or Corporation, and your business name is something other than what is listed on the Articles of Incorporation (DBA-doing business as). For more information, contact the San Bernardino County Recorder's Office at (760) 995-8065, 15900 Smoke Tree Street, Hesperia or at www.sbcounty.gov/arc/FbnInfo.aspx.
If your business ownership is a Limited Liability Company or Corporation, you must file Articles of Incorporation. For more information, contact the California Secretary of State at (916) 657-5448, or at www.sos.ca.gov/business/.
- 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.
- SELLER'S PERMIT:** If your business is selling tangible property at wholesale or retail prices. Please be aware that the Seller's Permit must have the Victorville location for posting at the location. For more information, contact the State Board of Equalization at (800) 400-7115 or at www.boe.ca.gov/.

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.

City of Victorville, Development Department, Business License Division: 14343 Civic Drive, Victorville, CA 92392
Email: businesslicense@victorvilleca.gov / P: (760) 955-5072 / F: (760) 269-0046 / Website: www.victorvilleca.gov



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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 / Property Owner Name (if DBA, use DBA): _____

Business / Property Owner Name (if corporation, use corporate name): _____

Rental Property Address: _____

Street Address 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

Name Residence Street Address Title Phone Number

Please make the above indicated Property Manager/Authorized Representative the "Contact Person" for all future correspondence. Proof of authorization is attached, if applicable (see the cover sheet for the requirements for proof).

Business Type: Multi-Family Residential Rental Property

Total # of Units per Parcel: _____ Total # of Owners / Employees: _____ Total # of Business Vehicles: _____

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

Provide at least one of the following: Federal ID #: _____ State ID #: _____ Social Security #: _____

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

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 START-UP FEES DUE: \$173.92 (If C of O is required: \$226.32)

An Annual Renewal Notice will be mailed out 30 days prior to the 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: _____

OFFICE USE ONLY

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



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Business License Application, Page 2 of 2

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

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 (if applicable) **AND** Business License have been approved and **ISSUED**.

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: _____

- If your rental property is a multi-family rental property (more than 1 unit per parcel) and has a community building / room, such as a communal exercise / laundry / bathrooms / showers, or a pool / spa, etc., you must complete the attached Certificate of Occupancy Application.

	<h1>City of Victorville</h1>	14343 Civic Drive PO Box 5001 Victorville, CA 92392 (760) 955-5072 Fax (760) 269-0046 businesslicense@victorvilleca.gov
	<h2>Development Department</h2> <p>Planning • Building • Code Enforcement • Business License</p> <h3>Rental Property</h3> <h3>Acknowledgment and Licensing Conditions</h3>	

Date _____ Select One: I am the Property Owner I am the Property Owner's Authorized Representative

Applicant Name _____ Phone Number _____

Rental Property Address _____ BSL # _____

Initial Exterior Rental Property Maintenance Inspection Requirements:

All rental properties must pass an exterior rental property maintenance inspection conducted by City Development Department Personnel no sooner than 15 days after submitting the business license application. Please use the provided Sample Rental Property Maintenance Inspection Checklist to prepare your property for inspection. The Property Owner or Property Owner's Authorized Representative does not need to be present during the inspection, as it is an exterior inspection only. Joint inspections will be administered only upon request.

The Rental Business License will be issued by mail once your property passes inspection and all fees have been paid. If your property fails inspection, you will receive a correction notice by mail listing the violations. Fifteen days will be given to correct the violations and a second inspection will be conducted at no cost. A failed second inspection will be forwarded to Code Enforcement for further action.

Crime Free Property Lease Addendum:

A Rental Business License shall include a "Crime-Free Lease Addendum" to be included within each lease. The addendum shall be maintained by the Property Owner or the Property Owner's Authorized Representative, and it shall prohibit tenants from engaging in illegal or criminal activity, or creating or permitting nuisances on the premises, as part of their rental agreement.

Please Initial: _____ I understand that a Crime Free Lease Addendum is required and will be on file.

I certify that I have fully read and understand the above information regarding the rental licensing conditions for a Rental Property Business License.

Signature _____ Date _____



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Notice of Possible Rental Property; Required Rental Property Business License

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The information contained in this Sample Inspection Checklist is identical to the Official Rental Property Inspection Checklist that the City Development Department Personnel will use when conducting your Initial Rental Property Inspection.

Please use this sample checklist as a guide to prepare for your initial rental property inspection.

Yes	No	Exterior Structure Surfaces
<input type="checkbox"/>	<input type="checkbox"/>	All exterior buildings (including, but not limited to, housing walls, roofs, balconies, stairs, stairways and exterior lighting fixtures) are free of deteriorating conditions, such as cracks, tears, holes, breaks, or peeling, cracked or blistered paint or stucco.
<input type="checkbox"/>	<input type="checkbox"/>	Address numbers or apartment building unit numbers are posted on the building and visible from the public street.
<input type="checkbox"/>	<input type="checkbox"/>	There are no broken, defective, damaged or dilapidated windows, window screens, doors or vents.
<input type="checkbox"/>	<input type="checkbox"/>	Holiday lights/temporary string lighting is removed within 90 days of installation.
Yes	No	Fences , Walls and Graffiti
<input type="checkbox"/>	<input type="checkbox"/>	Fences and walls are intact, well maintained, are not leaning, do not have missing, rotted or cracked boards/ blocks and have been repaired with like fence materials.
<input type="checkbox"/>	<input type="checkbox"/>	Fences, walls and other structures are free of graffiti. Any previous graffiti has been painted over with like colors to match the structure or fence.
Yes	No	Junk and Outdoor Storage
<input type="checkbox"/>	<input type="checkbox"/>	All areas of the property (front, rear and sides) visible from the street are free of junk, trash, debris, brush, weeds, equipment, appliances, indoor furniture or other personal property no longer used for the purpose it was made or manufactured.
<input type="checkbox"/>	<input type="checkbox"/>	Basketball courts are off the street and stored off the immediate front yard.
Yes	No	Landscape
<input type="checkbox"/>	<input type="checkbox"/>	All front yard areas are landscaped and well maintained (excludes properties of ½ acre or larger). Drought tolerant landscape consisting of ground cover AND drought tolerant plants is preferred over water intensive landscape. Ground cover must consist of decorative rock (minimum ¾ inch in size) or artificial grass and may be combined with decomposed granite (DG). Bark or mulch may be used in planter areas only. Dirt front yards must install drought tolerant landscape and are prohibited from using sod or grass seed. Brown grass is acceptable during a State declared drought.
<input type="checkbox"/>	<input type="checkbox"/>	All dead, decayed, diseased or hazardous trees, weeds and other vegetation have been removed.
Yes	No	Vehicles, Trailers, Recreational Vehicles and Boats (RV's)
<input type="checkbox"/>	<input type="checkbox"/>	All areas of the property (front, rear and sides) visible from the street are free of outdoor storage of inoperable, unregistered, dismantled or extensively damaged vehicles and car parts. Non- operation registration is not current registration, therefore, also considered inoperative.
<input type="checkbox"/>	<input type="checkbox"/>	Trailers and RV's are not obstructing garage access. Ensure no parking occurs within the area located between the front and/or side property line and the primary plane of the building abutting any street. RV's may be parked in front of a third car garage as long as the trailer does not encroach onto the sidewalk.
<input type="checkbox"/>	<input type="checkbox"/>	There are no commercial vehicles parking at the residential property.
<input type="checkbox"/>	<input type="checkbox"/>	There are no vehicles parked on the front yard landscape areas. All vehicles parked on paved areas.



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Certificate of Occupancy Application, Page 1 of 2

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(760) 955-5100
Fax (760) 269-0072
inspection@victorvilleca.gov

If your multi-family residential rental property does not have a community building or communal room, a Certificate of Occupancy is not be required.

Sharing Space? Y N If so, who are you sharing space with: _____

If you answered "yes" to the above question, you may skip this page and the following page.

Certificate of Occupancy Information

Business Type: _____ Previous Use of Building: _____

Is your business a restaurant, or do you prepare food or drink? Y N

Date of Start or Change of Business: _____ Length Vacant: _____

Total Building Area (square feet): _____ # of Full Time Employees: _____ # of Part Time Employees: _____

of Business Vehicles: _____ # of Parking Spaces: _____ # of Accessible Parking Spaces: _____

Contact Person: _____	_____	_____
Name	Title	Phone Number

Important Notice:

- This is an application for a Certificate of Occupancy only and does not give the right or approval to occupy the building, conduct business or make any modifications and / or alterations to the building. (This requires a permit).
- Mojave Desert Air Quality Management District (MDAQMD) approval signature on the next page of this application is required prior to this application being accepted and processed by the City of Victorville, Development Department. MDAQMD: 14306 Park Avenue, Victorville, CA 92392; Fax #: (760) 245-2022.
- The building must be inspected by the Building Division and Fire Department, and corrections may be required prior to the issuance of the Certificate of Occupancy.
- If there are no permits associated with this case (such as a tenant improvement), this application will expire 60 days from the date of the last activity.

I have read and understand the aforementioned notice, which must be met in order for the Certificate of Occupancy to receive approval. Violation of the notice would most likely result in the invalidation of the Certificate of Occupancy.

Signature: _____ Printed Name: _____ Date: _____

APPLICATION FOR MDAQMD CLEARANCE

CERTIFICATE OF OCCUPANCY/BUILDING PERMIT

(RESIDENTIAL PROJECTS EXEMPT)

APPLICANT SEEKING CLEARANCE FOR:

Building Permit (not for demolition/renovation or asbestos permits)

Certificate of Occupancy (only if no prior building permit or there is a change in use)

BUSINESS NAME:	CONTACT:	PHONE:	
MAILING ADDRESS:	CITY:	STATE:	ZIP:
FACILITY ADDRESS:	CITY:	STATE:	ZIP:
NATURE OF BUSINESS (i.e., dry cleaner, gasoline dispensing, office, etc.):			

1. Will the subject facility use any of the equipment/processes listed in the air permit categories on the back of this document, or any other process that has the potential to emit or control air contaminants - Rule 201?

YES* NO

*If YES, you must complete an application for an Authority To Construct (ATC). Applications can be obtained on the internet (www.mdaqmd.ca.gov), at our office 14306 Park Avenue Victorville, or via telephone (760) 245-1661/ facsimile (760) 245-2022.

2. Will the subject facility be located within 1,000 feet of a school (measured outer boundary to outer boundary) - H&S Code 42301.6?

YES NO* *If NO, proceed to Item 5 (you can skip items 3 and 4)

3. Will the subject facility have the potential to emit hazardous air contaminants, such as solvents, thinners, pesticides, gasoline, dip tank solutions, dust, mist, vapor, resin, or others (complete list available on request)?

YES NO* *If NO, proceed to Item 5 (you can skip item 4)

4. Attach a list of substances to be used at the subject facility and include a plot plan. The plot plan must include the distance from the outer boundary to the outer boundary of the nearest school.

5. I DECLARE UNDER PENALTY OF PERJURY under the laws of the State of California that the foregoing is true and correct to the best of my knowledge.

Signature of owner or authorized agent

Date of signature

FOR OFFICE USE ONLY

_____ DATE RECEIVED	_____ AUTHORIZED DISTRICT SIGNATURE	_____ DATE SIGNED
<div style="border: 1px solid black; width: 100%; height: 100%;"></div> <p>CONFIRMING STAMP OR INITIALS</p>	<input type="checkbox"/> BUILDING PERMIT <input type="checkbox"/> CERTIFICATE OF OCCUPANCY	
	LOCAL AGENCY	<div style="border: 1px solid black; width: 100%; height: 20px;"></div>

LISTING OF PERMIT CATEGORIES

Mojave Desert Air Quality Management District

All businesses require clearance from the MDAQMD before obtaining a
Certificate of Occupancy or Building Permit

Chemicals

Organic Gas Sterilizers
Acid Chemical Milling
Can and Coil Manufacturing
Evaporators, Dryers, and Stills
Processing Organic Minerals
Dry Chemical Mixing
Detergent Spray Towers
Bulk Dry Chemical Storage

Coatings and Surface Preparation

Abrasive Blasting Equipment
Coating and painting
Plasma Arc and Ceramic Deposition
Spray Booths
Paint, Stain, and Ink Manufacturing

Combustion

Generators
Piston Internal Combustion Engines
Gas Turbines and Turbine Test Cells and Stands
Incinerators and Crematories
Burn Out Ovens
Core Ovens

Food

Smokehouses
Feed and Grain Mills
Coffee Roasters
Feed and Grain Mills
Bulk Flour and Powdered Sugar Storage

Metal Melting Devices

Oil Quenching and Salt Baths
Hot Dip Galvanizing
Precious Metals Refining
Chrome Plating
Chromic Acid Anodizing

Rock and Mineral

Hot Asphalt and Batch Plants
Sand, Rock, and Aggregate Plant
Concrete Batch, CTB, Concrete Mixers and Silos
Brick Manufacturing

Solvent Use

Vapor and Cold Degreasing
Dry Cleaning
Solvent and Extract Dryers

Other

Asphalt Roofing Tankers
Gasoline and Alcohol Fuel Dispensing
Reverse osmosis Membrane Manufacturing
Aqueous Waste Neutralization
Brake Debonders
Bulk Grain and Dry Chemical Transfer and Storage
Rubber Mixers
Landfill Gas Fare Recovery Systems
Waste Disposal and Reclamation Units
Asphalt Pavement Heaters
Ceramic Slip Casting
Perlite Processing
Oil Field Production
Storage of Organic Liquids
Organic Compound Marketing (gasoline, etc.)
Gasoline and Alcohol Bulk Plants and Terminals
Intermediate Refuelers

- **NOTE:** Other equipment/processes not listed here may require a District permit if they have the potential of emitting air contaminants. If there are any questions, contact the Mojave Desert AQMD @ 760-245-1661.

IF YOU INSTALL OR OPERATE EQUIPMENT WITHOUT A PERMIT, YOU MAY BE SUBJECT TO LEGAL ACTION AND PENALTIES OF UP TO \$25,000 FOR EACH DAY OF VIOLATION.