



# City of Victorville

## Development Department

Planning ♦ Building ♦ Code Enforcement ♦ Business License ♦ Animal Control

### Informational Page Regarding Business License Applications

14343 Civic Drive  
PO Box 5001  
Victorville, CA 92392

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

**IT IS HIGHLY RECOMMENDED THAT YOU VISIT THE CITY OF VICTORVILLE BUSINESS LICENSE WEBPAGES TO OBTAIN AN **APPLICATION CHECKLIST** FOR YOUR BUSINESS TYPE **PRIOR** TO APPLYING ONLINE FOR YOUR BUSINESS LICENSE.**

#### **PLEASE READ THE FOLLOWING IMPORTANT INFORMATION **PRIOR** TO APPLYING FOR YOUR BUSINESS LICENSE:**

- Applications will **only** be accepted online. Paper applications are no longer accepted, no exceptions.
- Anyone conducting business within the Victorville City Limits must first obtain a Business License **prior** to conducting business.
- All businesses **must** have a physical place of business: a P.O. Box or mailing address of the same will **not** be accepted as a business location.
- Please be sure to complete, sign, and submit all required applicable documents in the "Attachment" section located at the end of the online application to avoid delays in processing. Incomplete applications will **not** be accepted.
- It takes time to process the business license application after submittal (2–4 weeks minimum); therefore, you may submit the application while you are in the process of obtaining the applicable documents required. If you did not submit your required documents within the "Attachments" section of the online application, you may submit them via Email, Fax, US Mail or In-Person. The Business License will not be issued until all required documents are received.
- If any of the requirements have not been met, notification will be sent via email **only** regarding the remaining business license requirements.
- After staff has reviewed the online application, an automatic notification will be sent via email advising to log on to the Citizen Self Service Portal to pay the invoice.
- Fees must be received prior to the issuance of your Business License.

#### **HOW TO REGISTER ONLINE:**

1. Visit the City of Victorville's webpage at [www.victorvilleca.gov](http://www.victorvilleca.gov).
2. Click on "I Want To...".
3. Click on "Apply".
4. Click on "Business License". You will be taken to the City's Citizen Self Service Portal.
5. Click on the "Login or Register" box.
6. Click on "Don't have an account yet? Register Here".
7. Once you have registered for an account, you will receive an email to confirm your registration. Once you have done so, you can proceed with the instructions below.

#### **HOW TO APPLY FOR THE BUSINESS LICENSE ONLINE:**

1. After confirming your registration, it will redirect you to the City of Victorville's Citizen Self Service Portal.
2. Click on the "Apply" box.
3. Click on the "Licenses" box.
4. Please carefully read through the Business License Application types to ensure that you select the correct application. If you do not select the correct application, you will be required to re-submit the correct application online.
5. Click on "Apply" next to the Business License Application type you have chosen.
6. Complete each screen, step by step, ensuring all required fields are completed.
7. If your application type requires an attachment, please be sure to have it ready to attach to the end of your application.
8. Click on "Submit".
9. Once submitted, City Staff will review. Upon review, you will receive an email indicating you have an invoice to pay the business license fees. You may also receive an email indicating that there are documents required to complete your application.