



City of Victorville

Development Department

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

Exempt Business License Requirements

14343 Civic Drive
PO Box 5001
Victorville, CA 92392

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

BUSINESS REQUIREMENTS:

- 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 (BSL) ONLINE APPLICATION:** Anyone conducting business within Victorville city limits **must** obtain a Business License. Please log on to your Citizen's Access Portal Account and apply online. Once all approvals and required documents have been received, your Business License will be issued. All registered exempt businesses are exempt from the Business License fees.
- HOME BUSINESSES ONLY: HOME OCCUPATION PERMIT (HOP) APPLICATION (ATTACH TO ONLINE APPLICATION):** All home based businesses within Victorville city limits **must** obtain a Home Occupation Permit. The Home Occupation Permit Application **must** be signed by the Business Owner and the Property Owner (the individual whose name is on the Grant Deed). We will not accept any applications with an incomplete or missing Home Occupation Permit Application. This Permit will be issued once all approvals have been received, and will be issued with the Business License. For more information, contact the Planning Division in-person at City Hall, via email at planning@victorvilleca.gov or by phone at (760) 955-5135.

OR

- COMMERCIAL BUSINESSES ONLY: CERTIFICATE OF OCCUPANCY (COFO) ONLINE APPLICATION:** All commercial businesses within Victorville city limits **must** obtain a Certificate of Occupancy. Please log on to your Citizen's Access Portal Account and apply online. The Certificate of Occupancy will be issued once all approvals have been received and will be issued with the Business License. For more information, contact the Building Division in-person at City Hall, via email at inspection@victorvilleca.gov or by phone at (760) 955-5100. **Please note the business owner or applicant is required to contact the Building Division to schedule the required fire and building inspections after applying for the Certificate of Occupancy.**
- FIRE OPERATIONAL PERMIT APPLICATION (ATTACH TO ONLINE APPLICATION):** All commercial businesses and some residential businesses within Victorville city limits **must** obtain a Fire Operational Permit. The Fire Operational Permit will be issued once all approvals have been received, and will be issued with the Business License. **Fees vary based on square footage and business type.** See the Fire Inspection and Operational Permit Fee Schedule Form located on our website for further reference. For more information, contact the Community Risk Reduction Division in-person at City Hall, via email at fireprevention@victorvilleca.gov or by phone at (760) 955-5227.
- FOOD BUSINESSES ONLY: GREASE INTERCEPTOR / TRAP PERMIT (FOGS) APPLICATION (ATTACH TO ONLINE APPLICATION):** All businesses handling food/beverages require a Grease Interceptor/Trap Permit. The FOGS Permit will be issued once all approvals have been received and will be issued with the Business License. For more information, contact the Code Enforcement Division in-person at City Hall, via email at enforcement@victorvilleca.gov or by phone at (760) 955-5104.
- TAX EXEMPTION FORM (ATTACH TO ONLINE APPLICATION):** The enclosed form must be completed by all exempt Business License applicants.

OTHER REQUIREMENTS IF APPLICABLE: (attach all applicable documents to the "Attachment" section located at the end of the online application form to avoid delays in processing your application)

- 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 (DBA - doing business as) is something other than what is listed on the Articles of Incorporation, a copy of your Fictitious Business Name Statement is required. 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, a copy of the Articles of Incorporation is required. For more information, contact the California Secretary of State at (916) 657-5448, or at www.sos.ca.gov/business/.
- STATE LICENSE / CERTIFICATION:** If your occupation requires you to have a State license / Certification, a copy of your State License / Certification is required. 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.
- SELLER'S PERMIT:** If your business is selling tangible property at wholesale or retail prices, a copy of your Seller's Permit is required. Please be aware that the Seller's Permit must have the physical Victorville location for posting at the location. For more information, contact the California Department of Tax and Fee Administration at (800) 400-7115 or at www.cdta.ca.gov.
- 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, a copy of your Health Permit is required. For more information, contact the San Bernardino County Health Department at (800) 442-2283, 15900 Smoketree Street, Hesperia, Ca 92345, or at www.sbcounty.gov/dph/dehs/Depts/EnvironmentalHealth/BusinessServices/applications.aspx.