



# City of Victorville

## Building Department

Building • Business License • Fire Prevention

### Business License Requirements: Single Family Residence Rental Property

14343 Civic Drive  
PO Box 5001  
Victorville, CA 92392

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

#### **BUSINESS REQUIREMENTS:**

- RENTAL 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.
- PROOF OF PROPERTY MANAGER/AUTHORIZED REPRESENTATIVE (ATTACH TO ONLINE APPLICATION):** If the Property Owner completes the online application and electronically signs the online application, 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 online application. If the Property Manager/Authorized Representative completes the online application, 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.
- RENTAL PROPERTY SAMPLE INSPECTION CHECKLIST (INFORMATIONAL FORM ONLY):** This form is located on the Business License Home Page for your information only. The information contained in this form is for your convenience, as it 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 rental property. This is **not** to be filled out or submitted with your application; it is for your information only.

#### **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 is something other than what is listed on the Articles of Incorporation, a copy of your Fictitious Business Name Statement is required (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](http://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/](http://www.sos.ca.gov/business/).