



City of Victorville

Development Department

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

Vendor Business License Requirements

14343 Civic Drive
PO Box 5001
Victorville, CA 92392

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

BUSINESS REQUIREMENTS: (attach all applicable documents to the “Attachment” section located at the end of the online application form to avoid delays in processing your application)

- BUSINESS LICENSE (BSL) ONLINE APPLICATION:** Anyone conducting business within Victorville city limits **must** obtain a Business License. Please log on to your Citizen Self Service Portal Account and apply online. Once all approvals and required documents have been received, your Business License will be issued.
- VENDOR LIST (click on hyperlink at the end of the online application to complete and attach):** Please provide the name(s) of all vendors employed by the business. If your setup includes a vehicle (food truck, trailer, etc.), please also complete the bottom portion of the form.
- LIVE SCAN:** If you are conducting business as Vendors, Live Scan/Fingerprinting is required. After submittal of your online business license application, you will receive an email from the Business License Division with Live Scan Forms and instructions.
- PHOTOS (upload photos at the end of the online application):** Please provide a headshot photograph of each listed vendor (like a driver's license or ID card photo). It does not need to be a professional photograph; a photo taken by a smart phone is fine.

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. 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/.
- 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.cdtfa.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.
- 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.
- VEHICLE REGISTRATION:** If your business uses a vehicle (food truck, ice cream truck, etc.), please provide a copy of the vehicle registration for each listed vehicle.
- VEHICLE INSURANCE:** If your business uses a vehicle (food truck, ice cream truck, etc.), Please provide a copy of the declaration of insurance.
- BUSINESS INSURANCE:** Please provide a copy of your business insurance. This is NOT required if you are ONLY participating in Special Events APPROVED by the Planning Division or City Sponsored Events.
- LOCATION MAP/PHOTOS (upload map/photos at the end of the online application):** If you are doing business as a Vendor, you must provide a location map showing your preferred location, photos of your vendor setup (cart, tables, vehicle, etc.) and dimensions of your vendor setup. This is NOT required if you are ONLY participating in Special Events APPROVED by the Planning Division or City Sponsored Events.



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Informational Page Regarding Business License Applications

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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.

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#### **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.
- Applications are processed in the order that they are received, no exceptions. We cannot expedite applications.
- 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 PO Box or mailing address of the same will **not** be accepted.
- 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.
- If any of the requirements have not been met, notification will be sent **via email only** regarding the remaining requirements.
- After staff has reviewed the online application, an automatic notification will be sent **via email only** 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. 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 "Apply" box.
6. Click on the "Apply" box.
7. Click on the "Licenses" box. **(Select the Solicitors/Peddlers/Vendors/Ice Cream Truck Business License).**
8. Please select either the **(In-City, Out-of-City, or Home-Based)** application type based on your business address (not the location address). Carefully read through the Business License Application types to ensure you select the correct application. If you do not select the correct application, you will be required to re-submit the correct application online.
9. Click on "Apply" next to the Business License Application type you have chosen. Complete each screen, step by step, ensuring all required fields are completed. If your application type requires an attachment, please be sure to have it ready to attach to the end of your application.
10. Click on "Submit".

Once submitted, City Staff will review in the order that applications are received. 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. **The application status, fees due, and any correspondence can be viewed online anytime through your Portal.**