City of Victorville

Development Department

Planning • Building • Code Enforcement • **Business License** • Animal Control

Informational Page Regarding Business License Requirements

14343 Civic Drive
PO Box 5001
Victorville, CA 92392

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

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, a notification will be sent via email advising to log on to the Citizen's Access Portal Account 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
2. On the City of Victorville's homepage, click on "Pay Online" located on the top of the home page.
3. Click on the "Permits & Licensing" button.
4. Click on "Register" underneath and to the right of the photo.
5. Complete the New User Registration. Please indicate your **mailing** address on this registration form.

PLEASE NOTE: City Staff will have to approve your registration request prior to logging in. You will NOT be able to log in until your registration is approved. This can take up to one (1) business day. Once City Staff has approved your registration, you'll be notified via email. You may log in and apply for your Business License after receipt of said email.

HOW TO APPLY FOR THE BUSINESS LICENSE ONLINE AFTER REGISTRATION HAS BEEN APPROVED:

1. Visit the City of Victorville's webpage at www.victorvilleca.gov
2. On the City of Victorville's homepage, click on "Pay Online" located on the top of the home page.
3. Click on the "Permits & Licensing" button.
4. Click on the "Log On" underneath and to the right of the photo. Enter your email address and password.
5. Click on the "Business License" tab at the top of the page.
6. Click on the "Apply for Business License" drop down tab.
7. Carefully read the information on the page and gather all required documents **prior** to starting the business license application process.
8. Click on the "Apply for New Business License".
9. Complete entire online application and attach all required documents.
10. Once submitted, City Staff will review. Upon review, you will receive an email indicating you have an invoice to pay the business license fees.

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Exempt Business License Requirements

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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. **BSL FEES DUE: $0.00.**

☐ **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. **HOP FEE: $59.39**. 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. **COFO FEE: $52.40.** 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. **FOGS FEE: $52.40 (trap) / $83.84 (interceptor).** 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.

☐ **BUSINESS LICENSE (ONLY) FEES DUE: $0. BSL + HOP FEES DUE: $59.39. BSL + FOGS FEES DUE: $52.40 / $83.84.**

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.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.