



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/applyonline
2. Click on "Register" underneath and to the right of the photo.
3. 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/applyonline
2. Click on the "Log On" underneath and to the right of the photo. Enter your email address and password.
3. Click on the "Business License" tab at the top of the page.
4. Click on the "Apply for Business License" drop down tab.
5. Carefully read the information on the page and gather all required documents **prior** to starting the business license application process.
6. Click on the "Apply for New Business License".
7. Complete entire online application and attach all required documents.
8. 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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Out-of-City Vehicle(s) for Hire Business License Requirements Taxi's, NEMT's

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BUSINESS REQUIREMENTS:

- ❑ **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.
- ❑ **DRIVER/VEHICLE LIST (ATTACH TO ONLINE APPLICATION):** Please provide the name(s) of all drivers/vehicles employed by the business.
- ❑ **LIVE SCAN:** If you are conducting business as a Vehicle(s) for Hire (including Taxi's, NEMT's), Live Scan/Fingerprinting is required and a Driver's Permit must be issued. After submittal of your online business license application, the Police Department will contact you regarding their requirements.
- ❑ **PHOTOS (ORIGINALS MUST BE SENT VIA US MAIL OR DROPPED OFF IN PERSON TO CITY HALL):** Please provide two (2) professional passport (2' x 2') size photographs for each listed driver.
- ❑ **CPR CARDS (ATTACH TO ONLINE APPLICATION):** Please provide a copy of each drivers' CPR card (NEMTs only).
- ❑ **DRUG TEST (ATTACH TO ONLINE APPLICATION):** Please provide a copy of a drug test for each listed driver from a licensed physical or laboratory that within thirty (30) days, applicant tested negative for controlled substances.
- ❑ **VEHICLE REGISTRATION (ATTACH TO ONLINE APPLICATION):** Please provide a copy of the vehicle registration for each listed vehicle.
- ❑ **VEHICLE INSPECTION (ATTACH TO ONLINE APPLICATION):** Please provide the completed original vehicle inspection form and a copy of the A.S.E. Technician's Certificate for each listed vehicle.
- ❑ **VEHICLE INSURANCE (ATTACH TO ONLINE APPLICATION):** Please provide a copy of the declaration of insurance.
- ❑ **BUSINESS INSURANCE (ATTACH TO ONLINE APPLICATION):** Please provide a copy of insurance.
- ❑ **CERTIFICATE OF PUBLIC CONVENIENCE AND NECESSITY:** Once all the necessary documents for the Business License have been approved and fees paid, the applicant will be referred to the City Clerk's Office regarding the Certificate of Public Convenience and Necessity prior to issuance of the Business License.
- ❑ **STATE LICENSE / CERTIFICATION (ATTACH TO ONLINE APPLICATION):** 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.
- ❑ **TOTAL FEES DUE: \$318.40.**