



# City of Victorville

## Development Department

Planning ♦ Building ♦ Code Enforcement ♦ Business License

### Guidelines for Business License / Certificate of Occupancy Modifications

14343 Civic Drive  
PO Box 5001  
Victorville, CA 92392

(760) 955-5072  
Fax (760) 269-0046  
businesslicense@  
ci.victorville.ca.us

These guidelines are intended to accommodate specific changes to a Business License and / or Certificate of Occupancy without the requirement of new licensing approvals and Building Division site reviews.

**BSL = Business License**

**OCC = Certificate of Occupancy**

#### **Modifications Allowed for :**

- **Business Name Changes:** *A change in the business name, where the business ownership entity or classification has not changed.*
- **Partnership Business Personnel Listing Adjustments:** *A change in the list of personnel within a partnership where at least one person who was originally listed will remain on the license.*
- **Personnel / Vehicles Change:** *Adding or removing personnel / vehicles to include, but not limited to technicians, drivers, vehicles, etc., outside of the annual renewal process.*

#### **Business License & Certificate of Occupancy Modifications will not be allowed if:**

- **Change in Physical Location:** Licenses are required for each location (VMC 16-7.01.100) and are non-transferrable (VMC 16-7.04.040)
- **Full Change in Ownership:** *A complete change of ownership; where the ownership entity has changed.*
- **Change in Business Classification Type or Activity :** *A new BSL and OCC is required. (i.e. changed from a retail clothing store to an appliance repair service, etc). (VMC16-7.01.090 & VMC 16-7.06.010)*
- **Change in Land Use / Occupying Space:** *The land use has expanded or the business is occupying more space than originally approved for. A new OCC is needed, however, a new BSL may not be required; however, please check with our office, as a BSL modification may be needed.*
- **Ownership Type Modification (Sole Proprietor, Partnership, LLC, Corporation or Trust)**
- **Change in Internal / External Building:** *The building has been altered or modified either internally or externally. A new OCC is needed; however, a new BSL may not be required; however, please check with our office, as a BSL modification may be needed.*
- **Change in Floor Space:** *The floor space and/ or layout originally approved for the business listed in the C of O has changed. A new OCC is needed; however, a new BSL may not be required; however, please check with our office, as a BSL modification may be needed.*

**Additional Documentation:** Supplemental updated documents maybe required (matching the requested changes) along with the attached modification application. These forms may include, but are not limited to: seller's permit, articles of incorporation, fictitious business name, health permit, state license, etc.

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City of Victorville, Development Department, Business License Division: 14343 Civic Drive, Victorville, CA 92392  
Email: [businesslicense@victorvilleca.gov](mailto:businesslicense@victorvilleca.gov) / P: (760) 955-5072 / F: (760) 269-0046 / Website: [www.victorvilleca.gov](http://www.victorvilleca.gov)



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### Modification Fee Schedule

Personnel/ Vehicle Change: Total BSL Fee: \$10.91

#### Modification Fees:

Business Classifications	VMC 16-7.06.	In-City Modification Fee TOTAL	Total OCC Modification Fee (if required)	Out-of-City Modification Fee TOTAL
Retail	020	\$86.46	\$26.20	\$62.88
Service / Delivery	030	\$86.46	\$26.20	\$62.88
Administrative	040	\$86.46	\$26.20	\$62.88
Manufacturing	050	\$86.46	\$26.20	\$62.88
Professional	060	\$86.46	\$26.20	\$62.88
Contractors	070	\$86.46	\$26.20	\$62.88
Rental Property	080	\$41.92	\$26.20	N / A
Entertainment / Amusement	090	\$89.08	\$26.20	\$62.88
Film / Photography	100	\$136.24	\$26.20	\$112.66
Vehicles for Hire	110	\$188.64	\$26.20	\$157.20
Solicitors / Peddlers	120	\$144.10	\$26.20	\$115.28
Firearms / Pawnshops	130	\$112.66	\$26.20	\$83.84
Massage	140	\$91.70	\$26.20	\$68.12
Exempt	150	\$0.00	\$0.00	\$0.00

A business name modification and ownership modification will require BOTH a change to the Business License and Certificate of Occupancy; if the business is In-City and occupying their own space ( not sharing space with another business)

The fees above correlate with the business classification (VMC); which, can be found on your business license. Please use the formula below to help with determining fees:

Business Classification fee (\$ \_\_\_\_\_ ) + Certificate of Occupancy fee (\$26.20) = Total amount due for Modification (\$ \_\_\_\_\_ )

Please include payment for total fees due when submitting the modification application and additional supplemental documents.

The City accepts cash, check or money order (payable to the City of Victorville), either in-person or via mail; no exceptions.



# City of Victorville

## Development Department

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### Application For MAJOR Business License / Certificate of Occupancy Modification

14343 Civic Drive  
PO Box 5001  
Victorville, CA 92392

(760) 955-5072  
Fax (760) 269-0046  
businesslicense@  
ci.victorville.ca.us

CURRENT ORGANIZATION / BUSINESS NAME: \_\_\_\_\_

APPLICANT NAME: \_\_\_\_\_ BSL #: \_\_\_\_\_

PLEASE SELECT THE LICENSE MODIFICATIONS REQUESTED FROM THE FOLLOWING:

**Business Name Modification:** : A change in the business name, where the ownership entity, business type, or classification has not changed.

Proposed Business Name: \_\_\_\_\_

**Ownership Type Modification (Sole Proprietor, Partnership, LLC, Corporation or Trust):** A change in the organization of the business, such as a sole proprietor to a partnership, a limited liability company to a corporation, etc. (Where the ownership entity has not changed)

Proposed Ownership Status Modification From: \_\_\_\_\_ To: \_\_\_\_\_

**Partnership Business Personnel Listing Adjustments:** A change in the list of personnel within a partnership where at least one person who was originally listed will remain on the license.

Add/ Remove: (name) \_\_\_\_\_

Add/ Remove: (name) \_\_\_\_\_

Add/ Remove: (name) \_\_\_\_\_

Add/ Remove: (name) \_\_\_\_\_

**Please Complete the Backside of this Application:**

- **Personnel / Vehicles Change:** Adding or removing personnel / vehicles to include, but not limited to technicians, drivers, vehicles, etc., outside of the annual renewal process.

PLEASE ANSWER THE FOLLOWING QUESTIONS:

Y / N Have you made any alterations, modifications or improvements to any part of the building?  
If yes, please explain: \_\_\_\_\_

Y / N Have you expanded your business into either an additional suite, unit, or different location?  
If yes, what suite or location? \_\_\_\_\_

I HEREBY CERTIFY UNDER PENALTY OF PERJURY that the above information is true and correct to the best of my knowledge and belief, and do hereby apply for a MAJOR business license and certificate of occupancy modification. The business owner shall be required to submit a new business license and certificate of occupancy application if information is found after the approved license and permit modifications support the need for a new business license or certificate of occupancy. The business owner shall be liable for the costs associated with the business license and certificate of occupancy fees.

SIGNATURE: \_\_\_\_\_ TITLE: \_\_\_\_\_ DATE: \_\_\_\_\_

**For Office Review:**

Y / N Is the business operating under an interim use, temporary use or conditional use permit?



# City of Victorville

## Development Department

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### Application for Adding Personnel/Vehicles

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PO Box 5001  
Victorville, CA 92392

(760) 955-5072  
Fax (760) 269-0046

[Businesslicense@victorvilleca.gov](mailto:Businesslicense@victorvilleca.gov)

CURRENT ORGANIZATION / BUSINESS NAME: \_\_\_\_\_

APPLICANT NAME: \_\_\_\_\_ BSL #: \_\_\_\_\_

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**PLEASE SELECT THE LICENSE MODIFICATIONS REQUESTED FROM THE FOLLOWING:**

**New Personnel**

|             |            |            |              |
|-------------|------------|------------|--------------|
| Name: _____ | CDL: _____ | DOB: _____ | Phone: _____ |
| Name: _____ | CDL: _____ | DOB: _____ | Phone: _____ |
| Name: _____ | CDL: _____ | DOB: _____ | Phone: _____ |
| Name: _____ | CDL: _____ | DOB: _____ | Phone: _____ |
| Name: _____ | CDL: _____ | DOB: _____ | Phone: _____ |
| Name: _____ | CDL: _____ | DOB: _____ | Phone: _____ |

**Remove Personnel**

|             |            |            |              |
|-------------|------------|------------|--------------|
| Name: _____ | CDL: _____ | DOB: _____ | Phone: _____ |
| Name: _____ | CDL: _____ | DOB: _____ | Phone: _____ |
| Name: _____ | CDL: _____ | DOB: _____ | Phone: _____ |
| Name: _____ | CDL: _____ | DOB: _____ | Phone: _____ |

**Vehicles (if applicable)**

|            |             |            |                |           |
|------------|-------------|------------|----------------|-----------|
| Make _____ | Model _____ | Year _____ | License# _____ | VIN _____ |
| Make _____ | Model _____ | Year _____ | License# _____ | VIN _____ |
| Make _____ | Model _____ | Year _____ | License# _____ | VIN _____ |
| Make _____ | Model _____ | Year _____ | License# _____ | VIN _____ |
| Make _____ | Model _____ | Year _____ | License# _____ | VIN _____ |

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**I HEREBY CERTIFY UNDER PENALTY OF PERJURY that the above information is true and correct to the best of my knowledge and belief, and do hereby apply for adding personnel and/or vehicles.** *The business owner shall be required to submit a new business license and certificate of occupancy application if information is found after the approved license and permit modifications support the need for a new business license or certificate of occupancy. The business owner shall be liable for the costs associated with the business license and certificate of occupancy fees.*

SIGNATURE: \_\_\_\_\_ TITLE: \_\_\_\_\_ DATE: \_\_\_\_\_

**For Office Review:**

Y / N Is the business operating under an interim use, temporary use or conditional use permit?