

	<h1>City of Victorville</h1>	14343 Civic Drive PO Box 5001 Victorville, CA 92392 (760) 955-5072 Fax (760) 269-0046 businesslicense@victorvilleca.gov
	<h2>Development Department</h2> <p>Planning ♦ Building ♦ Code Enforcement ♦ Business License</p> <h3>Out-of-City General Business License Requirements</h3> <h4>Retail, Service, Administrative, Manufacturing, Professional</h4>	

REQUIRED ITEMS:

- BUSINESS LICENSE:** Anyone conducting business within the Victorville city limits must obtain a business license. Please complete the attached application.
- TOTAL FEES DUE:** \$129.76. Only accept cash, check or money order (payable to the City of Victorville); either in-person or via mail.

OTHER REQUIREMENTS IF APPLICABLE (provide a copy of applicable documents):

- STATE LICENSE / CERTIFICATION:** If your occupation requires you to have a State license / certification. 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.
- 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. For more information, contact the San Bernardino County Environmental Health Department at (800) 442-2283, 15900 Smoketree Street, Hesperia, Ca 92345, or at www.sbcounty.gov/dph/dehs/Depts/EnvironmentalHealth/BusinessServices/applications.aspx.
- POLICE DEPARTMENT:** If you are conducting business as Solicitors/Peddlers, Vehicle(s) for Hire, Service and Sales and all businesses in Firearms, Pawnshops, Junk dealers, Secondhand Stores, etc. Live Scan/Fingerprinting is required and a permit issued for all businesses stated above, except for businesses in Firearms, Pawnshops, Junk dealers, Secondhand Stores, etc.
Complete the related forms and submit them with your business license application. The Police Department will contact you regarding their requirements. For specific questions relating to their approval / permit process, contact the Police Department at (760) 241-2911, 14200 Amargosa Road, Victorville.

IMPORTANT INFORMATION:

- Incomplete applications will **not** be accepted. Fees must be received at the time of application submission.
- The City only accepts cash, check or money orders (payable to the City of Victorville), either in-person or via mail; **no exceptions.**
- It does take some time to process the business license application; therefore, you may submit the application while you are in the process of obtaining the applicable documents required. Required documents can be emailed, faxed, mailed or submitted in person.
- If any of the requirements have not been met, notification will be sent out via mail of the remaining requirements to be met.



City of Victorville

Development Department

Planning ♦ Building ♦ Code Enforcement ♦ Business License

Out-of-City Business License Application, Page 1 of 2

14343 Civic Drive
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Fax (760) 269-0046
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This application must be completed in its entirety to be accepted / processed by the Development Department.

Select all that apply:

- New Application/Business
 Change of Owner
 Change of Ownership Type
 Change of Business Name
 Change of Business Address
 Change of Business Type / Activity /Use

General Business Information

Business Name (if DBA, use DBA): _____

Business Owner (if corporation, use corporate name): _____

Business Address including Suite #: _____
Street Address w/Suite # City State Zip Code

Mailing Address: _____
Street Address City State Zip Code

Phone No.: (____) _____ Fax No.: (____) _____ Email: _____

Principal Owners, Officers, Partners, Contact Person (attached additional pages if necessary):

Name	Title	Phone Number

Fees

Please note that the fees must be paid when the application is submitted.
Fees pay all regulatory fees associated with processing the Business License.
All payment types accepted in person. Check or money order accepted by mail.

By signing below, I understand that this is an application ONLY and does NOT give the right to conduct business until Business License have been approved and ISSUED.

Signature: _____ Printed Name: _____ Date: _____

OFFICE USE ONLY

Date Rec'd:	Rec'd By:	Comments:
VMC:	NAICS:	
Total Fees Due:	OCC - HOP - N/A (circle one)	
<input checked="" type="checkbox"/> Rec'd: <input type="checkbox"/> Y <input type="checkbox"/> N <input checked="" type="checkbox"/> #:	Total Amount Rec'd: \$	
BSL#:		Planner:



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Business License Application, Page 2 of 2

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Business Operations Information

Business Type: Retail Service / Delivery Administrative Manufacturing Professional Contractor
 Entertainment / Amusement Vehicle for Hire Solicitor/Peddler Massage Exempt

Business Description - describe business activity **IN DETAIL**, to include the following: type of business, how the business is to be conducted, type of structure (single family residence, apartment, etc.); type of items, merchandise, equipment, materials and processes used; if a storage area required and where it is located; any other information which you believe will help the Development Department understand the nature of your occupation:

Date you would like to begin in Victorville: _____ If it's a temporary event, date range: _____

Total # of Owners / Employees: _____ Of those employees, # of Professionals: _____ Total # of Business Vehicles: _____

Ownership Type: Sole Proprietor (Individual) Partnership (2 or more owners) Corporation LLC Trust

Please provide at least one of the following:

Federal ID #: _____ State ID #: _____ Social Security #: _____ Sellers Permit #: _____

Contractors: Classification: _____ State ID #: _____ Expiration Date (must be active): _____

Notice: Business Licenses are due prior to commencing operation. Business Licenses are annual and expire one (1) year from the month of issuance on the last day of the month, or as stated in the Victorville Municipal Code. Issuance of the Business License in no way releases the issuee from compliance with any provision of Federal, State, County and City statutes, ordinances, rules, regulations or other law, including and without limitation to zoning, building and health and safety laws. This application will be circulated to relevant Federal, State, County, City Agencies and Departments for reviews, inspections and law enforcement purposes. It shall be the responsibility of the licensee to notify the Business License Division of any changes, updates to, and/or to cancel the Business License. Failure to comply may result in penalty fees, the Business License being suspended and/or revoked.

I declare under penalty of perjury that the foregoing is to the best of my knowledge and belief true and correct, that I have read the above, and understand all the conditions as stated therein.

Signature: _____ Title: _____ Date: _____