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|  | <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> | |
| Out-of-City Vehicles for Hire License Requirements: NEMT's, Taxi's, Limo's, Shuttles, Etc. | | |

REQUIRED ITEMS:

- BUSINESS LICENSE:** Anyone conducting business within the Victorville city limits must obtain a business license. Please complete the attached application.
- POLICE DEPARTMENT:** If you are conducting business as a Vehicle(s) for Hire (including Taxi's, Shuttles, NEMT's). Live Scan/Fingerprinting is required and a permit issued for all businesses stated above. 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.
- DRIVER/VEHICLE LIST:** Please provide the name(s) of all drivers/vehicles employed by the business.
- CPR CARDS:** Please provide a copy of each drivers' CPR card (NEMTs only).
- INSURANCE:** Please provide a copy of insurance. Attached is a copy of the insurance requirements.
- 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.
- TOTAL FEES DUE:** \$318.40. Only accept cash, check or money order (payable to the City of Victorville); either in-person or via mail.

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
PO Box 5001
Victorville, CA 92392

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

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

Name Title Phone Number

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: _____



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Driver / Vehicle List

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Provide the information below for each Masseur intended to operate in this business.

This form is to be filled out/signed by the Business Owner Only.

Business Name: _____

Business Owner: _____

Current Drivers:

Name: _____ DOB: _____ Phone: _____

Name: _____ DOB: _____ Phone: _____

Name: _____ DOB: _____ Phone: _____

Name: _____ DOB: _____ Phone: _____

Name: _____ DOB: _____ Phone: _____

Name: _____ DOB: _____ Phone: _____

Add new Drivers:

Name: _____ DOB: _____ Phone: _____

Name: _____ DOB: _____ Phone: _____

Name: _____ DOB: _____ Phone: _____

Name: _____ DOB: _____ Phone: _____

Remove Drivers:

Name: _____ DOB: _____ Phone: _____

Name: _____ DOB: _____ Phone: _____

Name: _____ DOB: _____ Phone: _____

Name: _____ DOB: _____ Phone: _____

Vehicles (if applicable):

Make: _____ Model: _____ Year: _____ License #: _____ VIN: _____

Make: _____ Model: _____ Year: _____ License #: _____ VIN: _____

I declare under penalty of perjury that the foregoing is to the best of my knowledge and belief true and correct.

Business Owner Signature

Print Name

Date

INSURANCE REQUIREMENTS PER THE VICTORVILLE MUNICIPAL CODE

Sec. 16-7.07.150: - Insurance (Taxi, Limo, Shuttle)

No certificate of public convenience and necessity shall be issued or continued in operation unless there is in full force and effect and covering each vehicle classified hereunder a policy of insurance in such form as the City Council shall deem proper, executed by an insurance company approved by said council and authorized to do business in the state of California, which policy shall insure the public against any loss or damage that may result from the operation of said vehicles and also naming the City as an additional insured of such vehicles; and provided further that said policy of insurance shall provide for maximum recovery of not less than one million five hundred thousand dollars combined single limit bodily injury and property damage, or such other statutory limit as provided for by the Public Utilities Commission.

(Ord. No. 2305, §1, 12-17-13)

Sec. 16-7.08.130: - Insurance (NEMT)

The franchisee shall obtain and keep in force during the term of the franchise public liability and bodily injury insurance issued by a company authorized to do business in the state of California, insuring the owner of the vehicle and also naming the City as an additional insured of such vehicle against loss by reason of injury or damage that may result to persons or property from negligent operation or defective maintenance of such vehicle, or from violation of this chapter, or any other law of the state or of the United States. The policy shall be in the sum of not less than two million dollars for personal injury to, or death of, any one person in any single accident; and the limits of each such vehicle shall not be less than five hundred thousand dollars for damages to, or destruction of, property in any one accident.

Workers' compensation insurance shall be carried in the statutory limits covering all employees of the franchisee. Before the City Council may issue a franchise, copies of the policies or certificates evidencing such policies shall be filed with the City Clerk. All policies shall contain a provision requiring a thirty-day notice to be given to the City prior to cancellation, modification or reduction in limits. The amount of public liability insurance for bodily injury and property damage shall be subject to review and adjustment at the City's option.

(Ord. No. 2305, §1, 12-17-13)