



City of Victorville

Development Department

Planning ♦ Building ♦ Code Enforcement ♦ Business License ♦ Animal Control

In-City Vendor Business License Requirements

14343 Civic Drive
PO Box 5001
Victorville, CA 92392

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

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. If you will be conducting business at a developed private property location, 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 for more information regarding any developed private property inquiries. If you will be conducting business as a Sidewalk Vendor, please contact the Engineering Department at engineeringshared@victorvilleca.gov or at (760) 955-5158 to discuss your proposed site(s).
- 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. **BSL FEE: \$748.75.**
- SOLICITOR LIST (ATTACH TO ONLINE APPLICATION):** Please provide the name(s) of all solicitors employed by the business.
- LIVE SCAN:** If you are conducting business as Solicitors, Live Scan/Fingerprinting is required and a Solicitor 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 solicitor.
- LOCATION MAP/PHOTOS:** If you are doing business as a Sidewalk Vendor, you must provide a location map showing your exact location, photos of your vendor setup (cart, tables, etc.) and dimensions of your vendor setup.
- VEHICLE REGISTRATION:** Please provide a copy of the vehicle registration for each listed vehicle.
- VEHICLE INSURANCE:** Please provide a copy of the declaration of insurance.
- BUSINESS INSURANCE:** Please provide a copy of insurance.

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 is something other than what is listed on the Articles of Incorporation, a copy of your Fictitious Business Name Statement is required (DBA - doing business as). 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/.
- 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.
- 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.



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Informational Page Regarding Business License Applications

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IT IS HIGHLY RECOMMENDED THAT YOU VISIT THE CITY OF VICTORVILLE BUSINESS LICENSE WEBPAGES TO OBTAIN AN **APPLICATION CHECKLIST FOR YOUR BUSINESS TYPE **PRIOR** TO APPLYING ONLINE FOR YOUR BUSINESS LICENSE.**

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, an automatic notification will be sent via email advising to log on to the Citizen Self Service Portal 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. Click on "I Want To..."
3. Click on "Apply".
4. Click on "Business License". You will be taken to the City's Citizen Self Service Portal.
5. Click on the "Login or Register" box.
6. Click on "Don't have an account yet? Register Here".
7. Once you have registered for an account, you will receive an email to confirm your registration. Once you have done so, you can proceed with the instructions below.

HOW TO APPLY FOR THE BUSINESS LICENSE ONLINE:

1. After confirming your registration, it will redirect you to the City of Victorville's Citizen Self Service Portal.
2. Click on the "Apply" box.
3. Click on the "Licenses" box. (Select the Solicitors/Peddlers/Vendors/Ice Cream Truck Business License (In-City))
4. Please carefully read through the Business License Application types to ensure that you select the correct application. If you do not select the correct application, you will be required to re-submit the correct application online.
5. Click on "Apply" next to the Business License Application type you have chosen.
6. Complete each screen, step by step, ensuring all required fields are completed.
7. If your application type requires an attachment, please be sure to have it ready to attach to the end of your application.
8. Click on "Submit".
9. Once submitted, City Staff will review. Upon review, you will receive an email indicating you have an invoice to pay the business license fees. You may also receive an email indicating that there are documents required to complete your application.