



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.



City of Victorville

Development Department

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

Business License Requirements: Multi Family Residential Rental Property

14343 Civic Drive
PO Box 5001
Victorville, CA 92392

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

A Multi-Family Residential Rental Property is a property / parcel containing multiple units that is rented out to tenants (i.e. duplex, triplex, fourplex, apartments, apartment courts, rooming houses, trailer courts, mobile home parks, motels, hotels, etc.).

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. 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.
- RENTAL 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: \$176.92.**
- PROOF OF PROPERTY MANAGER/AUTHORIZED REPRESENTATIVE (ATTACH TO ONLINE APPLICATION):** If the Property Owner completes the online application and electronically signs the online application, proof is not required, even if there is a Property Manager/Authorized Representative. The Property Owner only needs to list the Property Manager/Authorized Representative as a "Contact Person" on the application. If the Property Owner would prefer their Property Manager/Authorized Representative to receive all future correspondence, please indicate this request on the online application. If the Property Manager/Authorized Representative completes the online application, proof of Property Manager/Authorized Representative **must** be provided (i.e. contract, lease agreement, etc.) in order for the Business License Division to accept and process the application.
- RENTAL PROPERTY SAMPLE INSPECTION CHECKLIST (INFORMATIONAL FORM ONLY):** This form is located on the Business License Home Page for your information only. The information contained in this form is for your convenience, as it is identical to the Official Rental Property Inspection Checklist that the City Development Department Personnel will use when conducting your Initial Rental Property Inspection. Please use this sample checklist as a guide to prepare for your rental property. This is **not** to be filled out or submitted with your application; it is for your information only.
- CERTIFICATE OF OCCUPANCY (COFO) APPLICATION – ONLINE APPLICATION:** If your multi-family rental property has a community building / room, such as a communal exercise / laundry / bathrooms / showers, or a pool / spa, etc., you **must** obtain a Certificate of Occupancy. The Certificate of Occupancy will be issued once all approvals have been received, and will be issued with the Business License. **COFO FEE \$52.40.** For more information, contact the Building Division in-person at City Hall, via email at inspection@victorvilleca.gov or by phone at (760) 955-5100.
- FIRE OPERATIONAL PERMIT APPLICATION (ATTACH TO ONLINE APPLICATION):** All commercial businesses and some residential businesses within Victorville city limits **must** obtain a Fire Operational Permit. The Fire Operational Permit will be issued once all approvals have been received, and will be issued with the Business License. **FEES VARY BASED ON SQUARE FOOTAGE AND BUSINESS TYPE.** See the Fire Inspection and Operational Permit Fee Schedule Form located on our website for further reference. For more information, contact the Community Risk Reduction Division in-person at City Hall, via email at fireprevention@victorvilleca.gov or by phone at (760) 955-5227.

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/.
- 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