



City of Victorville

Development Department

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

Informational Page Regarding Business License Applications

14343 Civic Drive
PO Box 5001
Victorville, CA 92392

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

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.
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.



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Business License Requirements: Multi Family Residential Rental Property

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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.