



City of Victorville

Development Department

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

Rental Business License Application Instructions

14343 Civic Drive
PO Box 5001
Victorville, CA 92392

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

HOW TO APPLY FOR A RENTAL BUSINESS LICENSE ONLINE

PLEASE READ THE FOLLOWING INFORMATION **PRIOR** TO APPLYING FOR YOUR RENTAL BUSINESS LICENSE:

- Applications will **only** be accepted online. Paper applications are no longer accepted, no exceptions.
- Every rental property within Victorville City limits must obtain a Rental Business License.
- A separate Rental Business License for each property/parcel is required.
- Every rental property must have an initial inspection conducted by Code Enforcement. The inspection is external only; the tenants will not be disturbed and the Property Owner is not required to be present. A Sample Inspection Checklist is available on the back side of these instructions for your reference.
- Annually, an inspection must be completed; however, you may be given the option of conducting a self-inspection at a lower fee if your rental property remained free of violations all year. You will be notified of your options in your Annual Renewal Notice.
- It takes time to process the business license application after submittal (2–4 weeks minimum).
- 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.
- The inspection will take place no sooner than 2 weeks after the application has been processed.
- 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 scroll to the bottom to find the "Single Family Rental Business License".
5. Click on "Apply" next to the "Single Family Rental Business License" application.
6. Complete each screen, step by step, ensuring all required fields are completed.
7. Click on "Submit".
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.



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Business License Requirements: Single Family Residence Rental Property

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BUSINESS REQUIREMENTS:

- 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.
- TOTAL FEES DUE: \$176.92**

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/.