



City of Victorville

Department of Development

Planning ♦ Building ♦ Code Enforcement

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Guidelines for Operating a Business in the City of Victorville

Zoning – Before signing any leases or making any investment into a property, check with the Planning Division on the proposed use of the property. Planning will inform all applicants if the zoning is appropriate and if any improvements need to be made to the site prior to opening.

Improvements – Existing sites may need to be brought into compliance with City codes pertaining to landscaping, paving, etc. If an applicant is proposing to improve raw land with new construction, they will have to go through the entitlement, plan check, construction and inspection process.

Entitlement, plan check, construction and inspection – This process is initiated with a Pre-Submittal meeting in which the applicant will be informed by the Development Department of the improvements required. This includes site design, building design, civil improvements and fire prevention. After Pre-Submittal, most projects will be subject to a public hearing where all properties within 300' are informed of the proposed project.

If the project is approved, the applicant can continue with plan check, construction and inspection. All projects will be held to the design and materials approved at the public hearing.

Plan check – Most work to be done, including new construction, tenant improvements to existing buildings and even repairs require a permit issued by the Building Division. Approved plans should be followed precisely and any field revisions will require additional review. Plan check times are about two weeks. Some permits can be issued over the counter with detail sheets provided by the Building Division. No work is to be done before an approved set of plans and a permit is issued by the Building Division.

Business License and Certificate of Occupancy – All businesses require a license and Certificate of Occupancy prior to opening. If any aspects of the business change, the applicant should get approval from the Planning Division prior to making such changes. This is to ensure the business is not operating beyond the capacity of the property and adversely affecting neighboring land.

Signs – City codes limit the amount of signage based on the size of the building and/or property. All signs shall be kept in good repair. Most signs require a permit and should be cleared by the Planning Division prior to any investment. Banners, streamers, flags and electronic reader boards, are not permitted. Signs are to be of permanent construction in accordance with an approved set of plans.

Code Violations – If the site the applicant is proposing to do business on has any pending Code Enforcement cases, those cases will have to be resolved prior to opening. Typically, the Planning Division will check this information when providing zoning information.

Contact the Development Department with any further questions:

760-955-5102 (Building), 760-955-5135 (Planning), 760-955-5104 (Code Enforcement)

Email: planning@ci.victorville.ca.us, building@ci.victorville.ca.us