

Business License Check List

This check list is a guide of items most businesses need to produce for the City of Moreno Valley to issue out a business license. A few items on this check list are specific to certain businesses.

Depending upon the type of business you intend to open, there may be additional requirements.

Please note, all businesses are required, under the City's Municipal Code Section 5.02.020, to have a current valid business license. This business license requirement applies to ALL businesses including online, mobile, and in home/residential businesses, rental property businesses such as single-family rentals, condos, townhomes, and apartment complexes in addition to businesses that operate out of a commercial, industrial, or retail zoned location.

****NOTE – IF YOU HAVE QUESTIONS CONCERNING WHETHER OR NOT YOUR BUSINESS MAY BE ABLE TO OPERATE IN A CERTAIN LOCATION, CONTACT THE CITY'S PLANNING DEPARTMENT AT 951.413.3206 PRIOR TO APPLYING FOR ANY PERMITS/LICENSES/OR SIGNING ANY LEASE AGREEMENTS.**

Items Required to Obtain a Business License

- City of Moreno Valley Business License** – To apply for a business License, go to the website below, where you may apply directly online for your business license:

<https://morenovalley.hdlgov.com/Apply/GettingStarted/BusinessLicense>

- Home Occupation Permit** – Required if your business will be operating out of a home/residence in any capacity such as an online business, mobile business, or direct out of home business operation. To obtain a Home Occupation permit, go to the website below where you may register and apply online.

<https://aca-prod.accela.com/MOVAL/Default.aspx>

For more information on this permit, please contact the City of Moreno Valley **Planning Department at 951.413.3206.**

OR

Certificate of Occupancy – Required if your business will be operating out of a commercial, industrial, or retail zoned location. To obtain a Certificate of Occupancy, go to the website below where you may register and apply online.

<https://aca-prod.accela.com/MOVAL/Default.aspx>

For more information on this certificate, please contact the City of Moreno Valley **Building and Safety Division at 951.413.3350.**

- Fictitious Business Name filing** - Required if your business is doing business as (DBA) under a fictitious/made up name. Filing a fictitious business name may not be required if you are using your surname (last name) depending on how it is listed (For example, Smith Shop doesn't require a fictitious business name, but Smith and Sons Shop or Smith's Shop would require a fictitious business name). To file for a fictitious business name, contact the **County of Riverside Assessor-County Clerk-Recorder's Office at 951.955.6200** or by going to the website below where you may apply online.

<https://www.rivcoacr.org/FictitiousBusinessNames>

- Proof of Publication of the Fictitious Business Name** - Once the fictitious business name has been filed/approved by the County of Riverside's County Assessor-County Clerk-Recorder's Office it must be published in an adjudicated newspaper in the legal notices section. Please consult the County of Riverside's County Assessor-County Clerk-Recorder's website for more information on this requirement.

- Seller's Permit from the State of California Department of Tax and Fee Administration** – Required if your business will be selling products and/or merchandise. To apply for a Seller's Permit, type the website below into your browser where you may apply for a State of California Seller's Permit.

<https://www.cdtfa.ca.gov/>

For more information about this permit, contact the **California Department of Tax and Fee Administration at 1.800.400.7115**

- Federal Identification No. (EIN)** – If your business is established as a Sole Proprietorship (if you have employees), Corporation, Partnership, Limited Liability Company/Corporation, listed under a trust, or engages in the sales of alcohol, tobacco, or firearms, you will need to obtain a Federal Identification No. from the Internal Revenue Service.

Type the website below into your browser where you may apply online.

<https://www.irs.gov/businesses/small-businesses-self-employed/apply-for-an-employer-identification-number-ein-online>

OR

Social Security Number/ITIN - If your business is established as a Sole Proprietorship.

- Professional License/Certification/Permitting for your profession/business.** This includes, but is not limited to, such licenses as a state contractor license; barbering and/or cosmetology license; professional license/certification/permitting for the professions of therapists; doctors; dentists; accountants; attorneys; automotive mechanics; electronic or appliance dealers and/or repair; household movers; furniture manufacturers; upholsters; service contractors; chiropractors; relators; appraisers; architects; and all others not listed for which the state of California, County of Riverside, and/or United States governments require professional licensing and/or certifications.

Information regarding professional licensing and/or certificates for most professions may be found through the **State of California Department of Consumer Affairs**. Below is the website to access their agency for more information.

https://www.dca.ca.gov/about_us/entities.shtml

- County of Riverside Department of Environmental Health Permit** – Required of certain businesses that engage in sales and services related to people and the environment. This includes, but is not limited to, the selling, preparation, transportation of food or other environmental services such as restaurants; cottage food operations; micro kitchens; food trucks/food vendors; or any food related business including those who need a food handler's permit (this does not include pre-packaged food sales); body art (such as tattooing, body piercing or any other form of body enhancement or artistry); health providers, dentists, nurses/nursing facilities or medical technicians, mobile home or R V parks; tobacco growers, distributors, or sellers; businesses that perform environmental services such as hazardous

waste cleanup, petroleum storage (such as gas stations), green waste removal/disposal services, medical waste, recycling centers and similar businesses.

For more information or to apply for a County of Riverside Health Permit, through the **County of Riverside Department of Environmental Health**, please see the website below:

<https://www.rivcoeh.org/>

Food Trucks or Ice Cream Trucks– You will need to provide a copy of the following:

- Valid California Driver’s License
- Vehicle Registration
- Proof of Auto Insurance
- H-6 DMV Printout
- Commissary Lease Agreement
- Vehicle safety inspection by a licensed mechanic that may be verifiable
- Food and Ice Cream Truck operators must make an appointment for vehicle inspection by the City. Contact Business License at 951.413.3080 to schedule an appointment. Missed appointments will incur a re-inspection appointment charge.

Pushcart vendors – If you operate a pushcart or vending cart you are required to provide:

- Valid California Driver’s License
- H-6 DMV Printout
- Commissary Lease Agreement
- Copy of the operator(s) Social Security Card
- Make an appointment for a photo to be taken by the city for all operators of the cart(s).

Department of Justice (DOJ) background check and finger printing – Certain businesses are required to file for background checks and be fingerprinted. Professions/Businesses that are required, but may not necessarily be limited to, include: Massage operators, (massage technicians perform this requirement through the California Massage Therapy Council CAMTC); ice cream truck operators; pushcart vendors; peddlers, solicitors, taxi services (Uber and Lyft drivers are required to undergo background checks through your companies).

Payment for the background check is collected by the cashier at City Hall. Documents will then be given to you to file for your background check with the Moreno Valley Police Department.

This check list is a general listing of most requirements needed to obtain a business license. There may be additional documentation and/or information required depending on any special circumstances related to your business/business model that may not be included in this list.

For questions specific to your business, please contact Business License at

951.413.3080

between the hours of 7:30 am – 5:30 pm Monday – Thursday or 7:30 am – 4:30 pm on Fridays

OR

by email at businesslicense@moval.org