



CITY OF MORENO VALLEY

14177 Frederick Street • P.O. Box 88005 • Moreno Valley, CA 92552-0805
Phone: 951.413.3080 • Fax 951.413.3096

Please Check One

- New Application
- Change of Address
- Change of Business Name

BUSINESS LICENSE APPLICATION - NONPROFIT

PLEASE TYPE OR PRINT CLEARLY:

Business Name _____

Business Location _____
(No P. O. Box)

City _____ State _____ Zip _____

Mailing Address _____
(If Different)

City _____ State _____ Zip _____

Health Permit No. _____

Bus. Phone () _____ **Bus. Fax** () _____

Cell No. () _____

E-Mail Address _____

No. of Employees _____ (F/T) _____ (P/T)

Ownership: Corporation Ltd. Liability Corp. Partnership Sole Proprietor Trust

Date business started: _____	Description of Business: _____
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State Lic. No. _____ **License Type** _____ **Expiration Date** _____

Resale No. _____ **Federal I.D. No.** _____ **State I.D. No.** _____

ENTER BELOW NAMES OF OWNERS, PARTNERS, OR CORPORATE OFFICERS - Attach additional page if necessary

Corporate or Owner Name _____ **Title** _____ **Phone** () _____

Home Address _____ **Cell Ph.** () _____

City _____ **State** _____ **Zip** _____

Social Security No. _____ **Driver's License No.** _____ **Date of Birth** _____

Corporate or Owner Name _____ **Title** _____ **Phone** () _____

Home Address _____ **Cell Ph.** () _____

City _____ **State** _____ **Zip** _____

Social Security No. _____ **Driver's License No.** _____ **Date of Birth** _____

EMERGENCY CONTACT:

Name _____ **Title** _____ **Phone** () _____

Address _____ **Cell Ph.** () _____

If your surname is not included in the name of your business, you will need proof of a fictitious name registration and publishing or articles of incorporation.

If your business requires a resale number or any type of license or permit, you will need to provide documentation that you have completed these required actions.

All of the above requirements must be completed before processing of the business license application can be initiated.

All businesses are subject to audit.

Proof of tax exempt status required.

CALCULATE GROSS RECEIPTS TAX: Office Use Only

(1) Enter current year's Gross Receipts \$ _____

(2) Gross Receipts Tax Rate \$ _____

(3) Gross Receipts Tax Due \$ _____
(TOTAL of line 1 x line 2)

CALCULATE TOTAL OF FEES AND TAX DUE:

Required Processing Fee \$ 0

Gross Receipts Tax Due \$ 0
(ENTER AMOUNT FROM LINE 3 ABOVE;
IF LINE 3 ABOVE IS \$99.99 OR LESS, ENTER ZERO)

No. of business vehicles _____ x \$6.00 \$ _____

\$ _____

\$ _____

TOTAL AMOUNT DUE \$ 0

*Under federal and state law, compliance with disability access laws is a serious and significant responsibility that applies to all California building owners and tenants with buildings open to the public. You may obtain information about your legal obligations and how to comply with disability access laws at the following agencies: The Division of the State Architect at www.dgs.ca.gov/dsa/Home.aspx, the Department of Rehabilitation at www.rehab.ca.gov, The California Commission on Disability Access at www.cdda.ca.gov

I hereby certify, under penalty of perjury, that the information in this application is true, correct, and complete to the best of my knowledge and belief. I agree to comply with all applicable laws and ordinances regulating the operation of this business.

Signature of Owner or Representative: _____ **Date:** _____

For Office Use Only

Order of Approval	Department	Date	Permit # Home Occ # Encroach #, etc.	Expires	Approved By
	Planning				
	Building				
	Police				
	Health				
	Fire				
	Fictitious Name				
	Proof of Publication				
	Articles of Incorporation ID #				

Comments:

WELCOME

TO MORENO VALLEY



Establishing a business in Moreno Valley?

To meet regulatory requirements of your industry and get other helpful information, you may want to contact one or more of the agencies listed on this page. While many business owners find this list helpful, it is not the intent of the City of Moreno Valley to make business owners aware of all City, County, State, or Federal agencies or regulations. It is the business owner's responsibility to be aware of all regulations that may affect their business.

BUSINESS LICENSE

City of Moreno Valley
14177 Frederick Street,
Moreno Valley, CA 92551
www.moval.org
951.413.3080

CARE LICENSING

Inland Empire Child Care Licensing for Riverside and San Bernardino County
3737 Main St., Riverside, CA, 92501-3376
cdss.ca.gov/inforesources/Community-Care-Licensing
951.782.4200

Adult Residential Care
1650 Spruce Street, Riverside, CA 92507
951.248.2222

CHAMBERS OF COMMERCE

Moreno Valley Chamber of Commerce
12625 Frederick St., Ste. E-3,
Moreno Valley, CA 92553
www.movalchamber.org
951.697.4404

Moreno Valley Hispanic Chamber of Commerce
25920 Iris Ave., Moreno Valley, CA 92551
www.mvhcc.net
951.571.3832

CONSUMER AFFAIRS

Consumer Affairs
www.dca.ca.gov
800.952.5210 - Auto Telesystem

ENVIRONMENTAL

California Environmental Protection Agency (EPA)
www.calepa.ca.gov
916.445.3846

Federal Information (General)
www.firstgov.gov
800.688.9889

FICTITIOUS BUSINESS NAME

Riverside County Clerk & Recorder
2720 & 2724 Gateway Drive
Riverside, CA 92507-0921
951.486.7000
www.asrclkrec.com

Riverside County Tax Assessors Office
951.955.6200

**If you are NOT using your last name in the name of your business, you must first obtain a Fictitious Business Name Statement and it must be published before the City can proceed with processing your business license application. You may obtain and file a Fictitious Business Name Statement with the Riverside County Clerk & Recorder. They will provide you with a list of newspapers to choose for publishing. THE CITY WILL REQUEST A COPY OF THE FICTITIOUS BUSINESS NAME STATEMENT AND PROOF OF PUBLISHING.*

Minimum Filing Fee \$58
Publishing Fee Varies

FINANCIAL

Taxes, Employee Identification No., Employment/Payroll Tax No.

Franchise Tax Board (State)
800.338.0505

IRS (Federal)
290 N. D Street
San Bernardino, CA 92401-1734
www.irs.gov
800.829.1040

BUSINESS TAX INFO
800.829.4933

FOOD PREPARATION

County of Riverside - Environmental Health
4065 County Circle Dr.,
Riverside 92503-3410
www.rivcoeh.org
951.358.5172
800 South Sanderson, #200,
Hemet 92545-9048
951.766.2824

LEGAL

Trademarks, Patents, Corporations, Partnerships, Notary Public

Inland Empire Small Business Development Center
3780 Market St. Riverside, CA 92501-3224
www.iesmallbusiness.com

951.781.2345

Riverside County District Attorney
4075 Main Street, Riverside, CA 92501-3701
www.rivcoda.org
951.955.5400

SMALL BUSINESS COUNSELING

Inland Empire Small Business Development Center
3780 Market St., Riverside, CA 92501-3224
www.iesmallbusiness.com
951.781.2345

PUBLIC SAFETY

Police Department
22850 Calle San Juan de Los Lagos
Moreno Valley, CA 92553-9045
951.486.6700

Fire Prevention-Inspections
14177 Frederick St., Moreno Valley, CA
92553-9045
951.413.3370

STATE OFFICES

Alcohol Beverage Control
3737 Main St., Riverside, CA 92501-3376
9th Floor
www.abc.ca.gov.htm
951.782.4400

California Department of Tax and Fee Administration
3737 Main St., Riverside, CA 92501-3376
10th Floor
www.cdtfa.ca.gov
951.680.6400

Board of Equalization-State Use Fuel Permit
450 N St., Sacramento, CA 95814-4311
916.322.9669

Bureau of Automotive Repair
1450 Iowa Ave., Suite 150,
Riverside, CA 92507-0509
www.bar.ca.gov
951.782.4250

State Contractor's License Board
www.cslb.ca.gov
800.321.2752

¿Esta estableciendo un negocio en Moreno Valley?

Para cumplir con los reglamentos requeridos de su negocio y para obtener información, quizás tendrá que comunicarse con una o varias de las agencias listadas en esta página. Aunque muchos propietarios de negocios han encontrado esta lista útil, no es la intención de la ciudad de Moreno Valley de notificarles de todos los reglamentos de la ciudad, del condado, del estado, ni de la agencia federal. Es la responsabilidad de los propietarios de negocio de estar conscientes de los reglamentos que puedan afectar sus negocios.

LICENCIA DE NEGOCIOS

City of Moreno Valley
14177 Frederick Street,
Moreno Valley, CA 92551
www.moval.org
951.413.3080

LICENCIA DE CUIDADO

Inland Empire Child Care Licensing for Riverside and San Bernardino County
3737 Main St., Riverside, CA, 92501-3376
cdss.ca.gov/inforesources/Community-Care-Licensing
951.782.4200

Adult Residential Care
1650 Spruce Street, Riverside, CA 92507
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CÁMARA DEL COMERCIO

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www.movalchamber.org
951.697.4404

Moreno Valley Hispanic Chamber of Commerce
25920 Iris Ave., Moreno Valley, CA 92551
www.mvhcc.net
951.571.3832

ASUNTOS DEL CONSUMIDOR

Consumer Affairs
www.dca.ca.gov
800.952.5210 - Auto Telesystem

MEDIO AMBIENTE

California Environmental Protection Agency (EPA)
www.calepa.ca.gov
916.445.3846

Federal Information (General)
www.firstgov.gov
800.688.9889

NOMBRE FICTICIO DE NEGOCIO

La Oficina del condado le proveera con usa lista de
2720 & 2724 Gateway Drive
Riverside, CA 92507-0921
951.486.7000
www.asrclrec.com

Riverside County Tax Assessors Office
951.955.6200

*Si usted NO va a usar su apellido en el nombre de su negocio, primero debe de obtener un nombre ficticio y publicarlo en un periódico de su elección antes de traer su aplicación de negocio a la Ciudad. Puede obtener la aplicación para el nombre ficticio en la oficina de registros del condado de Riverside (Riverside County Clerk & Recorder). Estos pasos deben ser tomados antes de que la ciudad pueda comenzar a procesar su licencia de negocio. La oficina de registros del condado de Riverside le dará una lista de periódicos donde pueden publicar su negocio. La Ciudad de Moreno Valley requiere una copia de la aplicación del nombre ficticio y prueba de la publicación.

El costo mínimo de la aplicación en el condado es \$58

El costo de publicar en el periódico es variable

ASUNTOS FINANCIEROS

Taxes, Employee Identification No., Employment/Payroll Tax No.

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IRS (Federal)
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San Bernardino, CA 92401-1734
www.irs.gov
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BUSINESS TAX INFO
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PREPARACIÓN DE COMIDA

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951.358.5172
800 South Sanderson, #200,
Hemet 92545-9048
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JURIDICO

Trademarks, Patents, Corporations, Partnerships, Notary Public

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4075 Main Street, Riverside, CA 92501-3701
www.rivcoda.org
951.955.5400

NEGOCIOS CHICOS

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3780 Market St., Riverside, CA 92501-3224
www.iesmallbusiness.com
951.781.2345

SEGURIDAD PÚBLICA

Police Department
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Moreno Valley, CA 92553-9045
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Fire Prevention-Inspections
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