

# OPERATING A BUSINESS IN A COMMERCIAL LOCATION

## HOW TO GET STARTED:

Certificate of Occupancy is needed in a business that is operating from a commercial location. When you come to City Hall, you will need to check in at the Development Services Assistance Desk and obtain a Certificate of Occupancy (CofO) Application and related materials. You will be checked in to see Building & Safety, Planning, Fire Prevention and the Cashier to process your CofO and business license.

All of the information below (if applicable) must be completed before a business license can be processed. This process does not include any modifications to the building. Please check with Building & Safety regarding tenant improvements. Inspections will be required.

It is recommended, prior to signing any lease agreement, that the zoning is verified through the Planning Division. See Planning for any proposed changes to the exterior of the structure or site, including painting, landscaping, and permits for signs and/or banners, to ensure that they comply with City regulations.

## YOU WILL NEED TO DO THE FOLLOWING:

1. Return a notarized letter from Property Owner providing permission to applicant to pull Certificate of Occupancy Permit on subject property – OR – a copy of the original signed lease agreement between business owner and property owner.
2. Obtain a Seller's Permit. (if applicable). A Seller's Permit is necessary for you to obtain a resale number for reporting of sales tax and needed when selling items.
3. Obtain a Health Department Certificate (if applicable). This is needed when you are selling food.
4. **Fictitious Business Name:** If you are not using your last name in the name of your business, you need to apply for a fictitious business name and provide proof of publishing your business name with a newspaper of your choice. (See "Welcome to Moreno Valley" information sheet.) There are fees associated with this process.
5. **Business License:** You must complete and process a business license with the City of Moreno Valley. \*You will be required to pay a fee for processing your business license application. See *the Business License Division* for further details.
6. Complete a **Certificate of Occupancy** Application. You will be required to pay a fee for submittal of this application.
7. Application must be accompanied by **two (2) copies of the site plan**, existing floor plan with dimensions of unit and existing fixtures, room, exits, etc. (See back of Certificate of Occupancy application.)

# GUIDELINES TO OPENING AND OPERATING A BUSINESS

## Location, location, location...

Prior to signing any lease or rental agreement verify with the City of Moreno Valley, Planning Division that your use is an allowed use within the zone you are proposing to locate.

## NEW USES THAT MAY REQUIRE A REVIEW AND APPROVAL OF THE PLANNING DIVISION

The City of Moreno Valley Planning Division has identified several uses that if newly established require a Planning application, and review. These uses include but are not limited to:

- Automotive repair - Major and minor repairs, alarm and sound system installation, window tinting
- Education facilities - charter schools, higher education, drivers training school
- Counseling facilities with group settings - AA,NA, etc
- Fitness facilities - including dance studios and martial art facilities
- Hookah Bars
- Nail Salons
- Recycling facilities and kiosks
- Restaurant (food and beverage) - with and without customer seating

## SIGNAGE - TENANT IDENTIFICATION AND ADVERTISING

The City of Moreno Valley Municipal Code **9.12-Sign Regulations** has specific standards for business signage. Moreno Valley Municipal Code 9.12 is available for download at the City's website ([www.moval.org](http://www.moval.org)). In addition several of our shopping centers have a Sign Program specific to the shopping center where the signage proposed would have to be consistent with the approved Sign Program. Electronic copies of the various sign programs are available via email.

Business signage that requires a permit from the Planning and or Building & Safety Divisions includes: walls signs, monument signs, pole/freeway signs banners, balloons, and flags. The various signage listed has specific standards that would have to be adhered to such as size and sign location. Please contact the Planning Division for information related to **any** proposed signage. Attached is a guideline for allowed and non-allowed signage in the City of Moreno Valley for your reference. The Planning Division can be reached at (951) 413-3206.

# GUIDELINES TO TEMPORARY COMMERCIAL SIGNAGE

A permit is required for all banners. The permit approval is good for as long as the business has a valid business license and the banner is maintained in good repair. The banner permit application is attached and shall be accompanied by the following information.

## APPROVAL PROCESS

Written approval from the property owner or authorized agent shall be submitted along with a picture of the building wall occupied by the tenant. Dimensions of the wall(s), height and length of the occupied space, as well the dimensions of the temporary sign at the time of submittal must be submitted.

## LOCATION AND INSTALLATION

Banners shall be attached to buildings unless otherwise specified in this section. The banners shall be securely fastened at all four corners of the wall of the building on which it is located. The method of attachment shall prevent the banner from flapping in the wind. Banners shall also be displayed only on the wall(s) of the building space occupied by the business advertised on the banner. Banners shall not cover or interfere with windows, doors, lighting, fixtures, architectural treatments to the building, or other permitted signs. A copy of the approved temporary sign permit shall be displayed in a conspicuous place on the premises in full public view for as long as the permit is in effect.



**ALLOWED:**  
Well maintained, wall mounted banners. Two banners maximum per elevation.



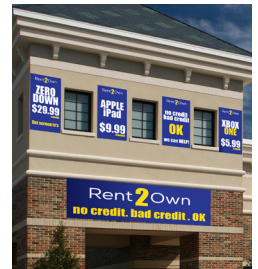
**NOT ALLOWED:**  
Portable and/or temporary signage prohibited in public right-of-way.

## SIZE

No More than one banner per wall and two banners per business. Each promotional advertising banner shall not exceed ten percent (10%) of the area of the building elevation occupied by the business on which it is placed, unless otherwise prohibited or regulated by an approved Sign Program for the commercial center. (height by length = area, area by .10 (10%) = allowed size of banner.



**NOT ALLOWED:**  
Banners should not cover or interfere with windows.



**NOT ALLOWED:**  
More than two banners per wall.

## MAINTENANCE OF BANNERS

Banners shall be maintained free of deterioration, disrepair or other condition that would create a nuisance.

## TEMPORARY BANNER FOR NEW BUSINESS

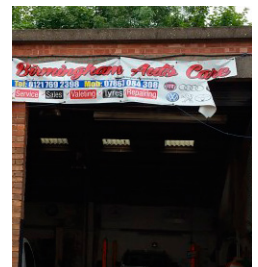
Temporary banners used to identify new businesses require a permit and approval. A temporary banner to identify the new business shall be allowed during the first 60 days of the issuance of a Certificate of Occupancy. A banner may not serve as the permanent wall identification sign.



**NOT ALLOWED:**  
Signs attached to vehicles or trailers are prohibited.

## PROHIBITED SIGNAGE

The following is a listing of prohibited signs per Municipal Code 9.12.050: Roof mounted signs extending above the eave or parapet line, vehicle signs placed or attached to a vehicle or trailer, portable signs including A-frame signs, and signs located within the public right-of-way.



**NOT ALLOWED:**  
Ill-maintained banners with signs of deterioration.

**Certificate of Occupancy  
Property Owner Notarized Consent Form**

Date: \_\_\_\_\_

**TO: CITY OF MORENO VALLEY**

I, \_\_\_\_\_, authorize  
(PRINT: Property Owner's Name)

\_\_\_\_\_  
(PRINT: Tenant's Name/Business Name)

to pull Certificate of Occupancy Permit at the address below:

\_\_\_\_\_, Moreno Valley, California.  
(PRINT: Property Address)

**FROM:**

\_\_\_\_\_  
(PROPERTY OWNER'S SIGNATURE) \*SIGNATURE MUST BE NOTARIZED BELOW.

**ACKNOWLEDGEMENT**

A notary public or other officer completing this certificate verifies only the identity of the individual who signed the document to which this certificate is attached, and not the truthfulness, accuracy, or validity of that document.

State of California  
County of \_\_\_\_\_)

On \_\_\_\_\_ before me \_\_\_\_\_  
(insert name and title of the officer)

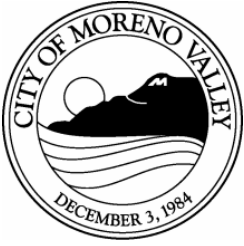
personally appeared \_\_\_\_\_  
who proved to me on the basis of satisfactory evidence to be the person(s) whose name(s) is/are subscribed to the within instrument and acknowledged to me that he/she/they executed the same in his/her/their authorized capacity(ies), and that by his/her/their signature(s) on the instrument the person(s), or the entity upon behalf of which the person(s) acted, executed the instrument.

I certify under PENALTY OF PERJURY under the laws of the State of California that the foregoing paragraph is true and correct.

WITNESS my hand and official seal.

Signature \_\_\_\_\_ (Seal)

# APPLICATION FOR CERTIFICATE OF OCCUPANCY



**Building Permit No:**

**Fire Permit No:**

**Community & Economic Development Department**  
**Building & Safety Division**  
 14177 Frederick St.  
 P.O. Box 88005  
 Moreno Valley, CA 92553  
**(951) 413-3350 FAX: (951) 413-3363**

THIS APPLICATION FOR A CERTIFICATE OF OCCUPANCY SHALL NOT BE CONSTRUED AS APPROVAL TO OCCUPY OR OTHERWISE CONDUCT BUSINESS. OCCUPANCY OF THE BUILDING AND/OR SPACE WILL NOT BE PERMITTED UNTIL AN OFFICIALLY APPROVED CERTIFICATE OF OCCUPANCY HAS BEEN ISSUED FOLLOWING SATISFACTORY COMPLETION OF ALL REQUIRED INSPECTIONS.

THIS APPLICATION **MUST BE** ACCOMPANIED BY TWO (2) COPIES OF THE SITE PLAN, EXISTING FLOOR PLAN WITH DIMENSIONS OF UNIT AND EXISTING FIXTURES, ROOMS, EXITS, ETC. See opposite side of this sheet.

**COMPLETE THE FOLLOWING INFORMATION IN DETAIL (PLEASE PRINT)**

## BUSINESS INFORMATION

Name of Business:	Business Phone:
Business Address:	
Address of Home Office:	Business Phone:

## BUSINESS OWNER/OFFICE MANAGER INFORMATION

Last Name	First Name	Initial	Home Phone:
Home Address:			
City:			Zip Code:

## APPLICANT INFORMATION

Last Name	First Name	Initial	Home Phone:
Home Address Applicant:			
City:		State:	Zip Code:

## PROPERTY OWNER INFORMATION

Name of Property Owner:	Day Time Phone:
Home Address of Property Owner:	
City:	Zip Code:
Type of Business (Specify exact type of services you are providing):	
Previous Use of Building:	

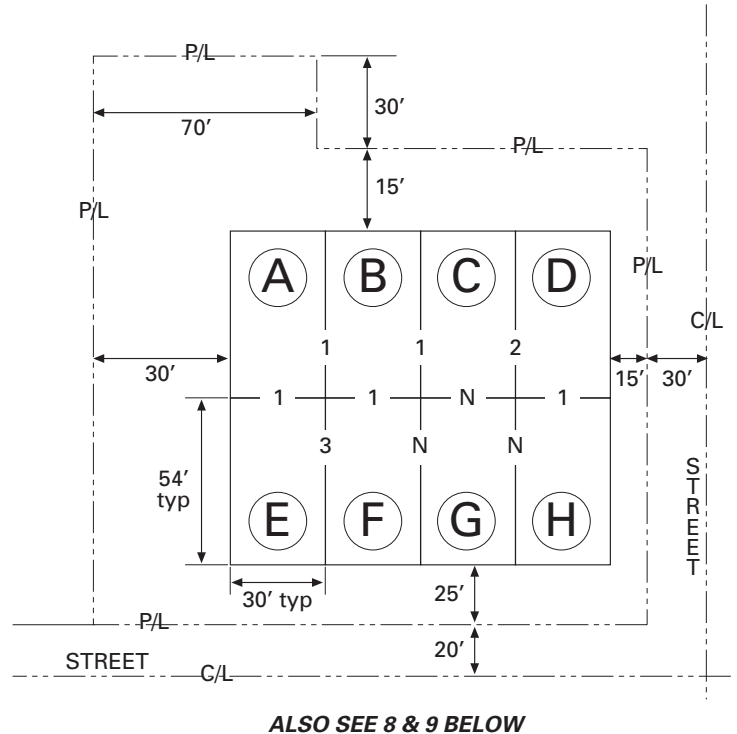
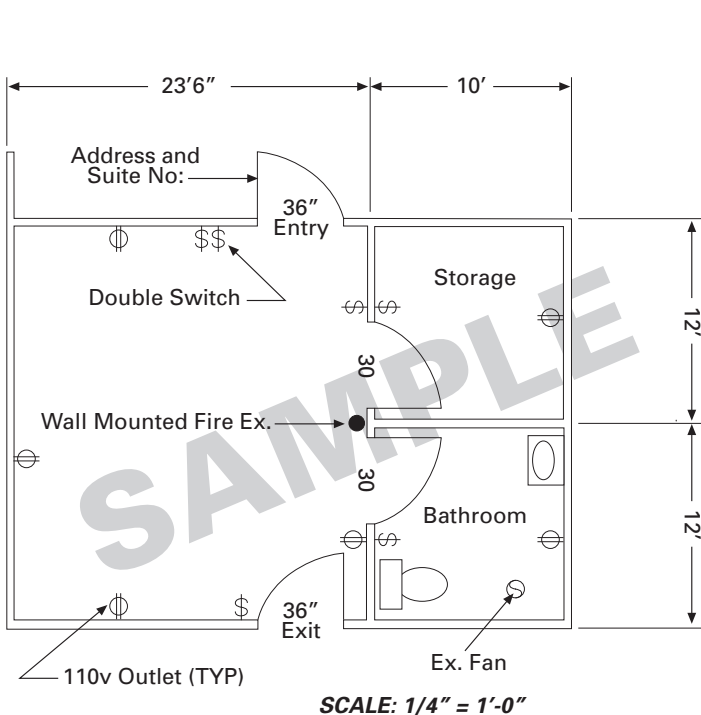
I certify that I have read the statements contained in this application and that they are true and correct.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Title: \_\_\_\_\_ Square footage: \_\_\_\_\_

# Requirements for Floor Plan Certificate of Occupancy

Division of  
Building and Safety



## PROVIDE THE FOLLOWING INFORMATION ON A DRAWING

1. Location of walls and partitions.
2. Location and width of doors.
3. Location of electrical outlets, wall switches and exhaust fans.
4. Location of fire extinguisher (min. size 2A10BC).
5. Address, building number and /or suite number (display on entry door in a minimum size of 6" letters).
6. Provision for disabled facilities in restroom, size of wheelchair turn-around; location of grab bars, etc.
7. Is this building fire sprinklered?  Yes  No
8. Footprint of building, with dimensions of outside area to public right-of way and to property lines.
9. Type of business in surrounding areas/commercial complex and the square footage of each.



# South Coast Air Quality Management District

21865 E. Copley Drive, Diamond Bar, CA 91765

396-3529 • <http://www.aqmd.gov>

## Air Quality Permit Checklist

California State Law Code 65850.2 prohibits cities from issuing an occupancy permit to a business without clearance from the local air quality agency. This checklist will determine if you need to obtain clearance from the South Coast Air Quality Management District (AQMD).

Company Name: \_\_\_\_\_  
Property Address: \_\_\_\_\_  
City: \_\_\_\_\_ Zip Code: \_\_\_\_\_  
Contact Person: \_\_\_\_\_ Title: \_\_\_\_\_  
Type of Business: \_\_\_\_\_ Telephone: ( ) \_\_\_\_\_  
Applicant (print name) \_\_\_\_\_ Signature: \_\_\_\_\_

- Will the facility have any of the following equipment? Yes [ ] No [ ]
  - Charbroiler
  - Dry cleaning machine
  - Spray booth
  - Printing press (screen/lithographic/flexographic)
  - Internal combustion engine greater than 50 HP (excluding motor vehicles)
  - Boiler/combustion equipment (greater than 1 million BTU/hr. maximum input)
  - Abrasive blasting cabinet/room
  - Baghouse/cartridge-type dust filter/scrubber
  - Motor fuel storage and dispensing equipment
  
- Will any of the following operations be performed? Yes [ ] No [ ]
  - Application of paints or adhesives
  - Etching, plating, casting, or melting of metals
  - Molding, extruding, or curing of plastics
  - Mixing and blending of liquids and/or powders
  - Storage of acids, solvents, organic liquids, or fuels
  - Production of fumes, dust, smoke, or strong odors

If you answered "No" to both questions, this checklist is your clearance from AQMD. If you answered "Yes" to either question, you must contact AQMD to determine if air quality permits are required. If permits are needed, AQMD will assist you in submitting permit application(s) and then provide you with a clearance letter. You can call AQMD at their Small Business Assistance Office at (800) 388-2121.

**AQMD AIR QUALITY PERMIT CHECKLIST**  
**California State law Code 65850.2**

California law prohibits cities from issuing an occupancy permit to a business without clearance from the local air quality agency. Using AQMD's Permit Checklist Letter enables cities to comply with disruption to business or nuisance complaints about non-complying businesses.

<b>Question</b>	<b>Answer</b>
<b>What types of business need to complete the checklist?</b>	All.
<b>What types of equipment may require an AQMD permit?</b>	<ul style="list-style-type: none"> <li>▪ Charbroiled</li> <li>▪ Dry cleaning machine</li> <li>▪ Spray booth</li> <li>▪ Printing press (screen, lithographic or flexographic)</li> <li>▪ Internal combustion engine (greater than 50 HP) (Excluding motor vehicles)</li> <li>▪ Boiler/combustion equipment (greater than 2 million BTU/hr. maximum input)</li> <li>▪ Abrasive blasting cabinet/room</li> <li>▪ Baghouse/cartridge-type dust filter/scrubber</li> <li>▪ Motor fuel storage and dispensing equipment</li> </ul>
<b>What types of operations may require an AQMD permit?</b>	<ul style="list-style-type: none"> <li>▪ Application of paints or adhesives</li> <li>▪ Etching, plating, casting, or melting of metals</li> <li>▪ Molding, extruding, or curing of plastics</li> <li>▪ Mixing and blending of liquids and/or powders</li> <li>▪ Storage of acids, solvents, organic liquids, or fuels</li> <li>▪ Production of fumes, dust, smoke, or strong odors</li> </ul>
<b>No permit is required if "No" is checked in both boxes</b>	<ul style="list-style-type: none"> <li>▪ Keep a copy of the checklist letter to confirm compliance for each business</li> </ul>
<b>If "Yes" is checked in either box:</b>	<ul style="list-style-type: none"> <li>▪ Have the business owner call AQMD's Small Business Assistance Office at 1(800) 388-2121.</li> </ul>
<b>Does AQMD provide assistance?</b>	<ul style="list-style-type: none"> <li>▪ Yes. Business owners can come into AQMD's Diamond Bar headquarters, call 1 (800) 388-2121 for assistance, or AQMD staff will come to the business owner's location.</li> </ul>





# City of Moreno Valley Police Department

22850 Calle San Juan de Los Lagos

Moreno Valley, CA 92553

Phone: (951) 486-6700

FAX: (951) 486-6750

## EMERGENCY CONTACT INFORMATION

*In the event of an emergency at your place of business, we will contact you and have you respond.*

**DATE:** \_\_\_\_\_

Business Name: \_\_\_\_\_ Business Phone: \_\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_

Cross Street: \_\_\_\_\_ Alarm: Yes No Audible Silent Both

Alarm Co. Name: \_\_\_\_\_ Alarm Co. Phone: \_\_\_\_\_

Alarm Co. Address: \_\_\_\_\_

### Emergency Contact:

1. \_\_\_\_\_ Title: \_\_\_\_\_ Phone: \_\_\_\_\_

2. \_\_\_\_\_ Title: \_\_\_\_\_ Phone: \_\_\_\_\_

3. \_\_\_\_\_ Title: \_\_\_\_\_ Phone: \_\_\_\_\_

**Type of Business:** Commercial Building Home Occupation Peddler/Solicitor

Other \_\_\_\_\_

### Hazards/Special Instructions:

\_\_\_\_\_  
\_\_\_\_\_

-OFFICE USE ONLY -

Beat \_\_\_\_\_ Reporting Dist. \_\_\_\_\_ Date \_\_\_\_\_ By \_\_\_\_\_



Community & Economic Development Department  
Building & Safety Division  
14177 Frederick St.  
Moreno Valley, CA 92553  
(951) 413-3350 FAX: (951) 413-3363

## APPLICATION FOR TEMPORARY UTILITY SERVICES

**BUSINESS NAME** \_\_\_\_\_

**APPLICANT NAME** \_\_\_\_\_

**PHONE #** \_\_\_\_\_

**PROPERTY OWNER** \_\_\_\_\_

**PHONE #** \_\_\_\_\_

**JOB ADDRESS** \_\_\_\_\_

**BUILDING PERMIT NO.(s)** \_\_\_\_\_

Request is hereby made for the temporary use of utilities on subject project only for the purpose of testing equipment and/or mechanical systems prior to final release.

I am fully aware of provisions within the State Building Standards Code which indicates, in part, that no building or structure shall be used or occupied until the Building Official has issued a Certificate of Occupancy.

Furthermore, we warrant not to use or occupy this building until all City regulations and conditions concerning this building or suite have been complied with and a Certificate of Occupancy has been issued, and it is understood and agreed that the City of Moreno Valley, through its officers, employees and/or agents, is hereby authorized to order immediate discontinuance of any and all utilities for any violation of City of Moreno Valley regulations and conditions prior to final approval of use and issuance of its Certificate of Occupancy.

\_\_\_\_\_  
SIGNATURE (Business Owner/Applicant) DATE \_\_\_\_\_

PHONE # \_\_\_\_\_

### 2013 California Building Code, Section 111 – Certificate of Occupancy

**111.1 Use of Occupancy** - No building or structure shall be used or occupied, and no change in the existing occupancy classification of a building or structure or portion thereof shall be made, until the Building Official has issued a certificate of occupancy.



# 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

PLEASE TYPE OR PRINT CLEARLY:

**Business Name** \_\_\_\_\_

**Business Location** \_\_\_\_\_  
 (No P. O. Box)

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

**Mailing Address** \_\_\_\_\_  
 (If Different)

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

**Bus. Phone** ( ) \_\_\_\_\_ **Bus. Fax** ( ) \_\_\_\_\_

**E-Mail Address** \_\_\_\_\_

**Health Permit No.** \_\_\_\_\_

**Cell No.** ( ) \_\_\_\_\_

**No. of Employees** \_\_\_\_\_ (F/T) \_\_\_\_\_ (P/T)

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

<b>Date business started:</b>	<b>Description of Business:</b>

**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.

### 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	\$	61.00
Gross Receipts Tax Due (ENTER AMOUNT FROM LINE 3 ABOVE; IF LINE 3 ABOVE IS \$99.99 OR LESS, ENTER ZERO)	\$	_____
No. of business vehicles _____ x \$6.00	\$	_____
	\$	1.00
<b>TOTAL AMOUNT DUE</b>	\$	_____

\*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](http://www.dgs.ca.gov/dsa/Home.aspx), the Department of Rehabilitation at [www.rehab.ca.gov](http://www.rehab.ca.gov), the California Commission on Disability Access at [www.cdda.ca.gov](http://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](http://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](http://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](http://www.movalchamber.org)  
951.697.4404

**Moreno Valley Hispanic Chamber of Commerce**  
25920 Iris Ave., Moreno Valley, CA 92551  
[www.mvhcc.net](http://www.mvhcc.net)  
951.571.3832

### CONSUMER AFFAIRS

**Consumer Affairs**  
[www.dca.ca.gov](http://www.dca.ca.gov)  
800.952.5210 - Auto Telesystem

### ENVIRONMENTAL

**California Environmental Protection Agency (EPA)**  
[www.calepa.ca.gov](http://www.calepa.ca.gov)  
916.445.3846

**Federal Information (General)**  
[www.firstgov.gov](http://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](http://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](http://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](http://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](http://www.iesmallbusiness.com)

951.781.2345

**Riverside County District Attorney**  
4075 Main Street, Riverside, CA 92501-3701  
[www.rivcoda.org](http://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](http://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](http://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.cdfta.ca.gov](http://www.cdfta.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](http://www.bar.ca.gov)  
951.782.4250

**State Contractor's License Board**  
[www.cslb.ca.gov](http://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](http://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](http://cdss.ca.gov/inforesources/Community-Care-Licensing)  
951.782.4200

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

### CÁMARA DEL COMERCIO

**Moreno Valley Chamber of Commerce**  
12625 Frederick St., Ste. E-3,  
Moreno Valley, CA 92553  
[www.movalchamber.org](http://www.movalchamber.org)  
951.697.4404

**Moreno Valley Hispanic Chamber of Commerce**  
25920 Iris Ave., Moreno Valley, CA 92551  
[www.mvhcc.net](http://www.mvhcc.net)  
951.571.3832

### ASUNTOS DEL CONSUMIDOR

**Consumer Affairs**  
[www.dca.ca.gov](http://www.dca.ca.gov)  
800.952.5210 - Auto Telesystem

### MEDIO AMBIENTE

**California Environmental Protection Agency (EPA)**  
[www.calepa.ca.gov](http://www.calepa.ca.gov)  
916.445.3846

**Federal Information (General)**  
[www.firstgov.gov](http://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](http://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.

**Franchise Tax Board (State)**  
800.338.0505

**IRS (Federal)**  
290 N. D Street  
San Bernardino, CA 92401-1734  
[www.irs.gov](http://www.irs.gov)  
800.829.1040

**BUSINESS TAX INFO**  
800.829.4933

### PREPARACIÓN DE COMIDA

**County of Riverside - Environmental Health**  
4065 County Circle Dr.,  
Riverside 92503-3410  
[www.rivcoeh.org](http://www.rivcoeh.org)  
951.358.5172  
800 South Sanderson, #200,  
Hemet 92545-9048  
951.766.2824

### JURIDICO

Trademarks, Patents, Corporations, Partnerships, Notary Public

**Inland Empire Small Business Development Center**  
3780 Market St. Riverside, CA 92501-3224  
[www.iesmallbusiness.com](http://www.iesmallbusiness.com)

951.781.2345

**Riverside County District Attorney**  
4075 Main Street, Riverside, CA 92501-3701  
[www.rivcoda.org](http://www.rivcoda.org)  
951.955.5400

### NEGOCIOS CHICOS

**Inland Empire Small Business Development Center**  
3780 Market St., Riverside, CA 92501-3224  
[www.iesmallbusiness.com](http://www.iesmallbusiness.com)  
951.781.2345

### SEGURIDAD PÚBLICA

**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

### OFICINAS DEL ESTADO

**Alcohol Beverage Control**  
3737 Main St., Riverside, CA 92501-3376  
9th Floor  
[www.abc.ca.gov.htm](http://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](http://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](http://www.bar.ca.gov)  
951.782.4250

**State Contractor's License Board**  
[www.cslb.ca.gov](http://www.cslb.ca.gov)  
951.321.2752