

Operating a Business From Your Home

HOW TO GET STARTED: Operating a business from your home is referred to as a Home Occupation. At City Hall, please check-in at the Development Services Assistance Desk and obtain a Home Occupation Application package. You will be seeing Planning, Building & Safety, Fire Prevention and the Cashier to process your Home Occupation and Business License Applications. These Development Service Divisions will ask you questions about the type of business you are conducting out of your home in an effort to ensure that the business meets certain criteria and guidelines and will be allowed. These divisions are required to sign off on the Home Occupation and Business License Applications in order for you to be approved to operate your business out of a residential location.

IMPORTANT: You will need to do the following before your applications can be processed with the City of Moreno Valley:

1. Obtain a **Seller's Permit**. (if applicable). A Resale Tax I.D. Number is necessary for you to report sales tax in the State of California. *You must show this document at the time you are processing this application.*

2. **Fictitious Business Name:**

FILING: If you are NOT using your last name in the name of your business, you will need to apply and file for a "Fictitious Business Name" with the County of Riverside (Clerk & Recorder's Office). *You must show this document at the time you are processing this application.*

PUBLISHING: You are required to publish the "Fictitious Business Name" with a newspaper of your choice. *You must show the receipt you are provided by the newspaper as proof that you paid for publishing at the time you are processing this application.*

There are fees associated with this process. For additional information, please refer to the "Welcome to Moreno Valley Information Sheet" contained in this package.

3. **Written Consent Form:** If you are NOT the property owner, you will need to obtain the property owner's signature on the attached form granting you permission to operate your business on his/her property.
4. **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.
5. Complete a **Home Occupation** Application. *You will be required to pay a one-time fee for your submittal of this application. The fee and application will be valid as long as you operate the business in this residence according to the approved guidelines. If you change the location of this business to another residence, you will be required to process a new Home Occupation Application and pay the fee again. Each new business will require you to process a Home Occupation Application and related materials.

** Note: Moreno Valley Fees are based upon current adopted City of Moreno Valley Fee Resolution. City required fees include: Home Occupancy Permit fee and Business License fee.*