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. **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 from your current residence. If you change the location of this business to another residence in the City of Moreno Valley, you will be required to process a new Home Occupation Application and pay the fee again. Related businesses that may require a separate business license may not require a new Home Occupation permit. However, unrelated Home based businesses will require you to process a separate Home Occupation Application.

** 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.*

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). 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 you 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.

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

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

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

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.

SIZE

No More than on e 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.

MAINTENANCE OF BANNERS

Banners shall be maintained free free 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.

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 place or attached to a vehicle or trailer, portable signs including A-frame signs, and signs located within the public right-of-way.

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

NOT ALLOWED:
More that two banners per wall.

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:

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

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: _____

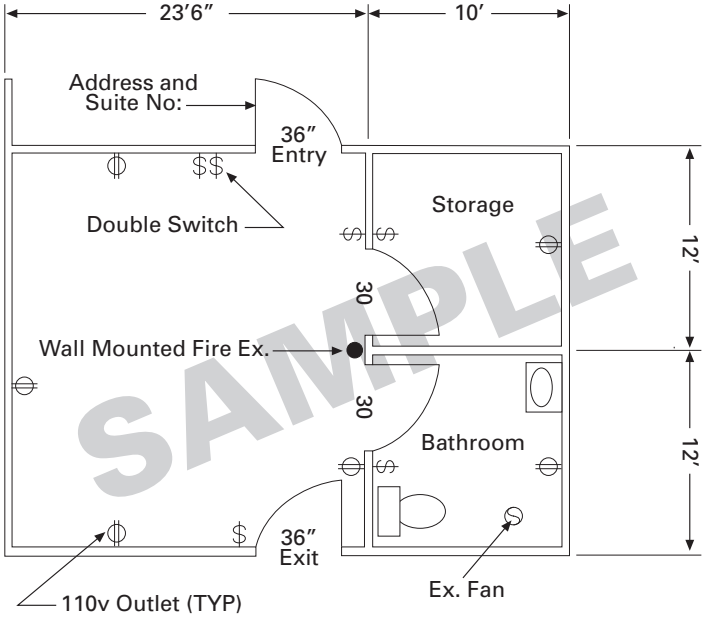
Title: _____ Square footage: _____

Revised: 7/13/2011

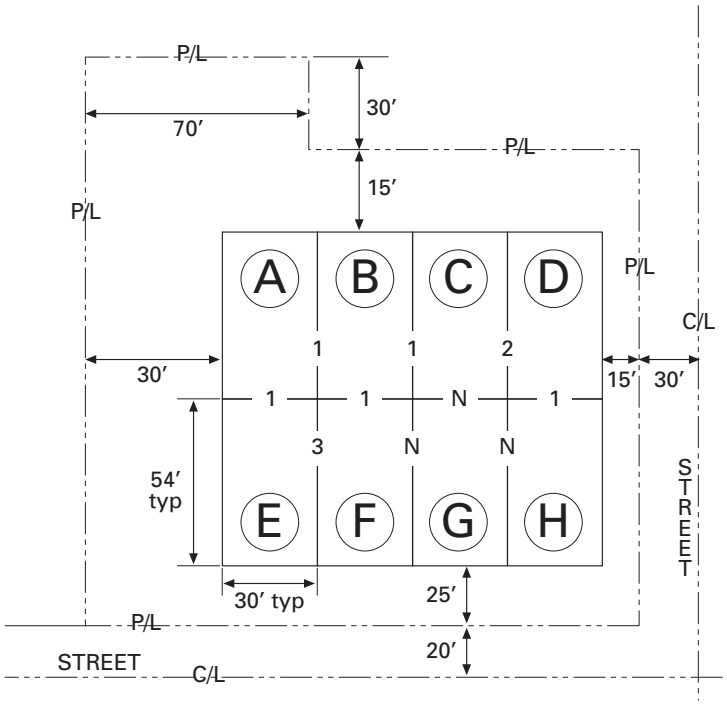
MORENO VALLEY

Division of
Building and Safety

Requirements for Floor Plan Certificate of Occupancy



SCALE: 1/4″ = 1′-0″



ALSO SEE 8 & 9 BELOW

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 builiding 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**.

Revised May 2002

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.

Question	Answer
What types of business need to complete the checklist?	All.
What types of equipment may require an AQMD permit?	▪ Charbroiled ▪ Dry cleaning machine ▪ Spray booth ▪ Printing press (screen, lithographic or flexographic) ▪ Internal combustion engine (greater than 50 HP) (Excluding motor vehicles) ▪ Boiler/combustion equipment (greater than 2 million BTU/hr. maximum input) ▪ Abrasive blasting cabinet/room ▪ Baghouse/cartridge-type dust filter/scrubber ▪ Motor fuel storage and dispensing equipment
What types of operations may require an AQMD permit?	▪ 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
No permit is required if "No" is checked in both boxes	▪ Keep a copy of the checklist letter to confirm compliance for each business
If "Yes" is checked in either box:	▪ Have the business owner call AQMD's Small Business Assistance Office at 1(800) 388-2121.
Does AQMD provide assistance?	▪ 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.

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.

_____ DATE _____
SIGNATURE (Business Owner/Applicant)

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.

Revised: 3/12/14

MORENO VALLEY
WHERE DREAMS SOAR

CITY OF MORENO VALLEY

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

BUSINESS LICENSE APPLICATION

Please Check One

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

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:**

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
TOTAL AMOUNT DUE	$

*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.cahwnet.gov. The Californai Commission on Disability Access at www.ccda.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:** _____

APRIL 2016

RETURN COMPLETED APPLICATION FORM TO ABOVE ADDRESS WITH A CHECK MADE PAYABLE TO THE CITY OF MORENO VALLEY

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

MORENO VALLEY
WHERE DREAMS SOAR

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
951.413.3060

Care Licensing

Inland Empire Child Care Licensing for Riverside and San Bernardino County
3737 Main St., Riverside, CA, 92501-3376
dpss.co.riverside.ca.us
951.782.4200

Residential (Adult, Foster, Group Homes)
3737 Main St., Riverside, CA 92501-3376
6th Floor
951.782.4207

Chambers of Commerce

Moreno Valley Black Chamber of Commerce
P.O. Box 632, Moreno Valley, CA 92556
www.mvbcc.org
951.443.0226

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 Dr., 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

Board of Equalization-Sales
3737 Main St., Riverside, CA 92501-3376
10th Floor
www.boe.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
951.321.2752

BIENVENIDO

A MORENO VALLEY

MORENO VALLEY
WHERE DREAMS SOAR

¿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.

Business License

City of Moreno Valley
14177 Frederick Street,
Moreno Valley, CA 92551
www.moval.org
951.413.3060

Care Licensing

Inland Empire Child Care Licensing for Riverside and San Bernardino County
3737 Main St., Riverside, CA, 92501-3376
dpss.co.riverside.ca.us
951.782.4200

Residential (Adult, Foster, Group Homes)
3737 Main St., Riverside, CA 92501-3376
6th Floor
951.782.4207

Cámara del Comercio

Moreno Valley Black Chamber of Commerce
P.O. Box 632, Moreno Valley, CA 92556
www.mvbcc.org
951.443.0226

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 Dr., 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.asrclkrec.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 Cuidad 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
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
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

Negocios Chicos

Inland Empire Small Business Development Center
3780 Market St., Riverside, CA 92501-3224
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
951.782.4400

Board of Equalization-Sales
3737 Main St., Riverside, CA 92501-3376
10th Floor
www.boe.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
951.321.2752