



Town of Apple Valley

14955 Dale Evans Parkway • Apple Valley, California 92307

Business License Desk: (760) 240-7000, Ex. 7707

Business License FAX: (760) 247-3885

The Business License Process

The application attached is for a Town Business License. Submitting the completed application and paying your business license fees begins the process. To complete the process and obtain a Town Business License, please complete the remaining steps listed below.

Planning Review. Individuals interested in starting a business within the Town of Apple Valley are strongly encouraged to take a moment and stop by the Planning Division counter and discuss their business/activity with a member of the Planning Division. If your business is going to be home based you will be required to obtain a Home Occupancy Permit. Or if you are going to be located in a commercial area you may need to apply for a Conditional or Special Use Permit. You may contact anyone in the Planning Division at (760) 240-7000, Extension 7200.

Certificate of Occupancy. All businesses located in commercial areas of Apple Valley are required to fill out a Certificate of Occupancy application. If any tenant improvements are being done to the building, additional fees may be required. For more information, please contact the Building and Safety Department at (760) 240-7000, Extension 7101.

Retailers. Please provide proof that you have obtained a Sellers Permit from the State of California Board of Equalization. The Sellers Permit must match the business information on your application for a business license. You can contact the State Board of Equalization by calling or going on line (*see reverse side for contact information.*)

Fictitious Business Name Statement. Please provide proof of publication for a Fictitious Business Name Statement. To find out if you are required to file, please contact the San Bernardino County Recorder's or any local newspaper and speak with the legal advertising department (*see reverse side for contact information.*)

State Licenses. Many businesses are required to be licensed with California Department of Consumer Affairs. Proof of all state licenses is required in order to obtain a business license with the Town of Apple Valley. Please call Consumer Affairs to see what licenses, if any, are required (*see reverse side for contact information.*)

In Addition: Some businesses will be required to obtain a County Health Permit or other special permits before we can issue the Business License (*see reverse side for contact information*)

See reverse side for a listing of agencies.

Business Reference List

Tax Filing Agencies

<p>Federal Tax ID Number (IRS –CA) (800) 829-1040 or (909) 388-8108 Field Office: San Bernardino 290 N. D St. San Bernardino, CA 92401 http://www.irs.gov/</p>	<p>Franchise Tax Board (FTB-CA) (800) 852-5711 or (916) 845-6500 Field Office: Los Angeles 300 S. Spring Street, Suite 5704 Los Angeles, CA 90013-1265 http://www.ftb.ca.gov/</p>
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State & County Agencies

If pertaining to your business, these licenses and/or permits will be needed at the time of issuance.

<p>Department of Consumer Affairs CA <i>Licensing over 200 professional categories</i> 1625 North Market Blvd. Sacramento, CA 95834 (800) 952-5210 (916) 445-1254 http://www.dca.ca.gov/</p>	<p>State Board of Equalization <i>Provides Retail/ Wholesale/Tobacco sales licensing</i> Field Office: 3737 Main Street, Suite 1000 Riverside, CA 92501-3395 (951) 680-6400 http://www.boe.ca.gov/</p>
<p>Alcoholic Beverage Control - ABC Board <i>Licensing for sales of alcoholic beverages</i> Field Office: 3737 Main Street, Suite 900 Riverside, CA 92501 (951) 782-4400 http://www.abc.ca.gov/</p>	<p>Community Care Licensing – CCL <i>Licensing for Adult, Senior, & Children based care</i> Field Office: 3737 Main Street, Suite 700, MS: 29-12 Riverside, CA 92501 (951) 782-4200 FAX (951) 782-4985 http://ccl.ca.gov/</p>
<p>Environmental Health Services – DHES Issues <i>permits for restaurants/ prepackaged food store, commissaries, catering trucks/ ice cream trucks, vending machines, chicken ranches, massage clinics, tattooing, body piercing and permanent cosmetics clinics, liquid waste haulers.</i> 13911 Park Ave. Victorville, CA 92392 (760) 243-3773 http://www.sbcounty.gov/dehs/</p>	<p>Department of Motor Carriers <i>Licensing for Vehicles for Hire</i> Field Office: 14855 Corta Dr., Victorville, 92392 (800) 777-0133 http://www.dmv.ca.gov/</p>

Fictitious Business Name Statement: If you are using any name other than your first and last name in the title of your business please provide proof of publication of your fictitious business name prior to the issuance of license. For your convenience you may contact any local newspaper for both your County Filing and publication needs.

Auditor/Controller-Recorder
 222 West Hospitality Lane
 San Bernardino, CA 92415-0022
 (909) 386-8970
<http://www.co.san-bernardino.ca.us/ACR/online.htm>