

# How to Obtain a Business License in the Town of Apple Valley



## What is a Business License?

A business license is an annual tax for doing business within the incorporated area of the Town of Apple Valley (Town). Apple Valley Municipal Code requires that you obtain a license when you conduct any business activity within the Town even if your business is located OUTSIDE the town limits or you have a business license from another town.

## Who Needs a Business License?

Any person who conducts business in the Town or is based in the Town must obtain a business license on or before the date the business commences. A business license is required including but is not limited to:

- Any business in a commercial or industrial location.
- Persons who have a home office or use their home as the headquarters of their business.
- Independent contractors such as doctors, real estate brokers, hairdressers, massage therapist etc.
- Businesses, which are located outside the town, but transact business in the town such as contractors, repair people, gardening.
- Real Estate developer
- Mobile vendors who sell merchandise from their vehicles, such as ice cream trucks.
- Temporary businesses such as a one-day or weekend event in the town.

## Do I Need to Display my Business License?

Yes, pursuant to 5.02.200 all business licenses must be posted in a visible place upon the premises where such business is carried on. For those businesses without a fixed location, the responsible party must carry the business license with them while conducting business in the Town.

## How Long is a License Good For?

The business license is valid for one year from the date it is obtained. It must be renewed annually.

## Will I Be Notified When It's Time to Renew my License?

Yes. Licenses renew annually and courtesy notices are mailed. However, it is your responsibility to renew the business license on time even if the courtesy reminder notice is not received. Penalties are assessed for delinquent accounts, regardless of whether or not you receive a renewal notice.

## How Do I Obtain a License?

You may obtain an application from Town Hall, or download one from our website at [www.applevalley.org](http://www.applevalley.org)

**\*\* Prior approval from a variety of divisions within the Town or County may be required before business license can be issued. \*\***

### STEP 1: NON-TOWN BASED BUSINESS

Non-Town based businesses could be contractors, real estate agents, and other businesses that operate within the city but are not Town Based. Complete town business license application calculating employee count working in city limits, then skip to Step 3:

### STEP 2: TOWN BASED BUSINESS (INCLUDING HOME BASED BUSINESSES AND CHANGE IN OWNERSHIPS)

All new businesses located within the Town of Apple Valley will inquire with Development Services for department review/approval.

Step 1: Obtain and complete the Business License Application.

Step 2: Submit the completed application along with the required documentation (if requested) to the Planning Department for review.

Step 3: The Planning Department reviews the application, will assign additional required permitting forms, approves or denies the zoning review.

Step 4: If applicable, additional forms maybe required from Building & Safety Department and Fire District.

### STEP 3: TURN IN COMPLETED APPLICATION (FRONT & BACK) WITH ANY ADDITIONAL REQUIRED DEPARTMENTAL DOCUMENTATION TO THE FINANCE DEPARTMENT TO PAY REQUIRED FEES.

## What is a Business Licensing Fee?

The business license cost is based on a flat tax.

**5.02.250 Determination of Fees.** The amount of the license fees to be paid to the Town by each and all persons conducting any and all businesses to which this Ordinance applies shall be based on the number of owners and employees employed by each of said businesses. The fee is calculated as follows:

- 0-5 the fee is \$50 per year
- 6-10 the fee is \$75 per year
- 11-15 the fee is \$100 per year
- 16-20 the fee is \$150 per year
- 21 or more the fee is \$200 per year

Pursuant to AB 1379 an additional \$4.00 fee will be charged to all local contractors, exempt businesses, and non-profits. For more information please visit [www.dgs.ca.gov](http://www.dgs.ca.gov)

## What if I Don't Obtain a License?

Conducting business in the Town without a license can result in penalties, notices of violations, administrative citations and court actions.

## What Other Things May I Need?

**FICTITIOUS BUSINESS NAME (DBA)** must be filed if you choose a business name that does not include your last name. Contact the San Bernardino County Clerk office 760-995-8065 [www.co.san-bernardino.ca.us](http://www.co.san-bernardino.ca.us)

**SELLER'S PERMIT (RESALE #)** required by the State Board of Equalization if you sell merchandise. California Department of Tax and Fee Administration 909-257-2900. 10760 4th Street, Suite 200 Rancho Cucamonga, CA 91730 or visit [www.cdtfa.ca.gov](http://www.cdtfa.ca.gov)

**HEALTH-PERMIT** required for food handling, permanent make-up, tattooing or body piercing. Contact San Bernardino County Environmental Health Division of the Public Health Services 800-442-2283 [www.sbcounty.gov/dehs](http://www.sbcounty.gov/dehs)

**FEDERAL -TAX-ID#** - required if you have employees, are incorporated or have a registered partnership. Call 800-829-1040 or 909-388-8108 or visit [www.irs.gov](http://www.irs.gov)

**CORPORATIONS** must register business entity with Secretary of State Call 916-657-5448 or visit [www.sos.ca.gov](http://www.sos.ca.gov)

**WORKERS COMPENSATION INSURANCE** required if you have employees. Contact your local insurance agent, state fund at 844-522-6734 or visit [www.dir.ca.gov/dwc](http://www.dir.ca.gov/dwc)

**LIQUOR LICENSE** Alcoholic Beverage Control if you sell or serve alcohol. Call 951-782-4400 or visit [www.abc.ca.gov](http://www.abc.ca.gov)

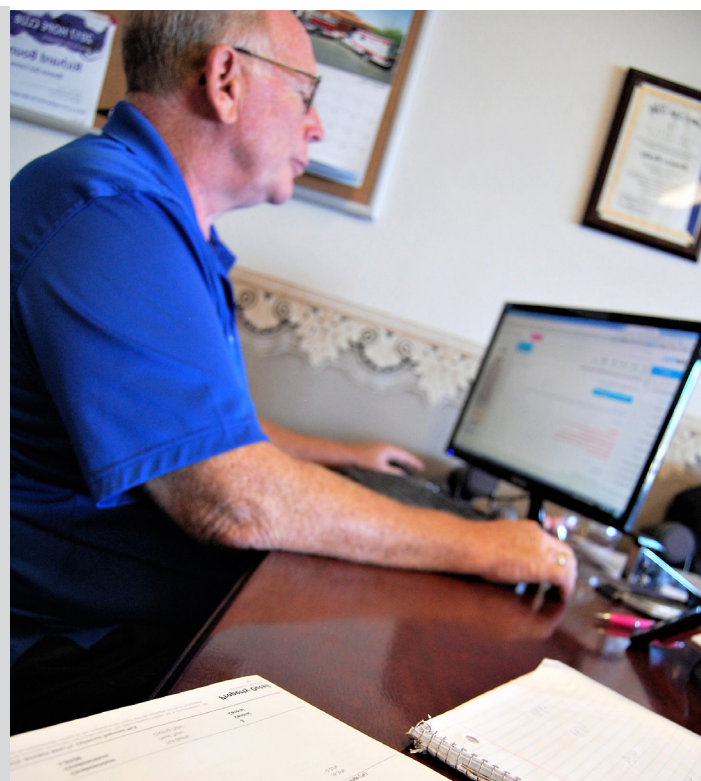
**CA FRANCHISE TAX BOARD** All businesses in California are required to submit annual tax statement to the Franchise Tax Board. Call 800-852-5711 or 916-845-6500 or visit [www.ftb.ca.gov](http://www.ftb.ca.gov)

**COMMUNITY CARE LICENSING** A state license is required for individuals and entities that provide adult, senior, and child based care Call 951-782-4200 Child Daycare 951-782-4207 Residential Care [www.cclcd.ca.gov](http://www.cclcd.ca.gov)

**CA STATE CONTRACTORS DEPARTMENT** 43 different licensing classifications a contractor needs license to perform work. Call 800-321-2752 or visit [www.cslb.ca.gov](http://www.cslb.ca.gov)

**CONSUMER AFFAIRS** Over 200 professional categories in over 40 regulatory entities which establishes minimum levels of competency for licensure Call 800-952-5210 or visit [www.dca.ca.gov](http://www.dca.ca.gov)

**SPECIAL PERMITS** Secondhand Dealer/Pawn Taxi Cabs may be required by San Bernardino County Sheriff's Department. Call 909-387-3750



## Business License Checklist

Complete and turn in a complete Business License Application, along with all required documentation, to the Business License Division. (Payment of the non-refundable business license fee is required)

- ✓ Valid, unexpired photo identification
- ✓ Fictitious Business Name Statement/DBA (If operating a business under a name other than your own)
- ✓ Articles of Incorporation (Corporations)
- ✓ FEIN or Social Security Number
- ✓ State Board of Equalization Seller's Permit (If the business is selling tangible goods)
- ✓ State Board of Equalization Tobacco Permit (Only if business is selling tobacco products)
- ✓ Alcohol Beverage Control License (Only if business is selling alcoholic beverages)
- ✓ California State Contractors License (Contractors)
- ✓ Certificate from the California Department of Consumer Affairs (for certain businesses)
- ✓ Automotive Repair Dealer License (BAR)
- ✓ Additional license(s) and/or permits from the State of California or other agencies may be required from the business owner.
- ✓ 501(c)3 (Non-Profit Organizations)



Town of Apple Valley

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