



# BUSINESS LICENSE APPLICANT INFORMATION

*Out of Town Application*

Thank you for doing business in the City of Norco! Please complete and submit the applicable application with the following required documentation:

## REQUIRED DOCUMENTS (IF APPLICABLE)

<input type="checkbox"/>	Valid Driver's License or Officers List on Company Letterhead
<input type="checkbox"/>	Articles of Incorporation or Statement of Information
<input type="checkbox"/>	Fictitious Business Name Statement with the Riverside County Recorder's Office
<input type="checkbox"/>	Seller's Permit from the California Department of Tax & Fee Administration
<input type="checkbox"/>	Supplemental Form(s)

## ANNUAL FEES

<b>LICENSE TAX</b> (Full term is for a 12-month period beginning on July 1 and ending on June 30)		
<input type="checkbox"/>	Business License Tax – Full Term (Available from June 1-December 31)	\$ 60.00
<input type="checkbox"/>	Business License Tax – Prorated Term (Available from January 1-May 31)	\$ 30.00
<b>STATE FEE</b>		
<input type="checkbox"/>	SB-1186 Fee*	\$ 4.00
<b>PROCESSING FEE</b>		
<input type="checkbox"/>	Processing Fee	\$ 31.00

### \*AB 783 – NEW OR RENEWAL OF BUSINESS LICENSE

On September 23, 2023, Governor Gavin Newsom signed into law AB 783 by Assemblymember Philip Ting (D-San Francisco) – Business licenses: single-user restrooms. The bill requires all single-user toilet facilities in any business establishment, place of public accommodation, or government agency to be identified as all-gender toilet facilities, as specified.

For more information regarding the mandate please visit, <https://statebusinessnotices.hdlgov.com/>.

### \*SB-1186 FEE – NEW OR RENEWAL OF BUSINESS LICENSE

On September 19, 2012, Governor Brown signed into law SB-1186, which adds a state fee on any applicant for a local business license or similar instrument or permit or renewal thereof. The purpose is to increase disability access and compliance with construction-related accessibility requirements and to develop educational resources for businesses to facilitate compliance with federal and state disability laws, as specified. As of January 1, 2018, the fee is \$4.00. 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:

- Division of the State Architect ([www.dgs.ca.gov/dsa/Home.aspx](http://www.dgs.ca.gov/dsa/Home.aspx))
- Department of Rehabilitation ([www.rehab.cahwnet.gov](http://www.rehab.cahwnet.gov))
- California Commission on Disability Access ([www.cdda.ca.gov](http://www.cdda.ca.gov))

## PAYMENT METHODS

The City of Norco accepts cash, checks, MasterCard and Visa. Please make checks payable to the City of Norco.



# CITY OF NORCO

2870 Clark Avenue, Norco, CA 92860-1903  
(951) 270-5679 - FAX (951) 270-5668

Please Check One

- Change of Owner
- Change of Address
- Change of Bus.Name
- New Application
- Reinstated
- Home Occupation

## BUSINESS LICENSE APPLICATION

THE UNDERSIGNED HEREBY REQUESTS A LICENSE TO CONDUCT BUSINESS IN THE CITY OF NORCO (PLEASE PRINT OR TYPE)

<b>Business Name</b> _____ <b>Corporate Name</b> <small>(if applicable)</small> _____ <b>Business Location</b> _____ <small>(Cannot be P.O. Box per State of California Business &amp; Professions Code-Section 17538.5)</small>  <b>Mailing Address</b> _____  <b>Phone No.</b> _____ <b>Fax No.</b> _____ <b>Primary Email Address</b> _____ <b>Description of Business</b> _____ <b>Ownership</b> <input type="checkbox"/> Corporation <input type="checkbox"/> Corp-Ltd Liability <input type="checkbox"/> Partnership <input type="checkbox"/> Sole Proprietor <input type="checkbox"/> Trust	<b>OFFICIAL USE ONLY</b> <b>Business License No.</b> _____ <b>SIC/NAIC CODE</b> _____ <b>Bus. Start Date</b> _____ <b>Resale No.</b> _____ <b>Federal ID No.</b> _____ <b>No. of Delivery Vehicles</b> _____ <b>Vehicle Permit No.</b> _____ <b>Contractor Lic. No.</b> _____ <b>Contractor Lic. Type</b> _____ <b>Expire Date</b> _____
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**Enter below names of Owners, Partners, or Corporate Officers (attach additional sheet, if necessary)**

Per AB 2184, you may protect your residential address by providing a different Service of Process address in accordance with Sections 16000.1(a)(2) and 16100.1(a)(2) of the Business and Professions Code. To do so, please fill out the section on the back or bottom of this form.

<b>1st Owner Name</b> _____ <b>Title</b> _____ <b>Home Address</b> _____ <small>(Cannot be P.O. Box)</small>  <b>2nd Owner Name</b> _____ <b>Title</b> _____ <b>Home Address</b> _____ <small>(Cannot be P.O. Box)</small>	<b>Driver Lic. No.</b> _____ <b>Other ID No.</b> _____ <b>Home Phone No.</b> _____ <b>Cell / Pager No.</b> _____  <b>Driver Lic. No.</b> _____ <b>Other ID No.</b> _____ <b>Home Phone No.</b> _____ <b>Cell / Pager No.</b> _____
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**In case of emergency, please contact (attach additional sheet, if necessary)**

<b>Contact Name</b> _____	<b>Phone No.</b> _____
<b>Address</b> _____	<b>Cell/Pager No.</b> _____

**List below Name of Property Owner/Manager**

<b>Building Owner</b> _____	<b>Business phone</b> _____
<b>Address</b> _____	<b>Cell / Home Phone</b> _____

**List below address/s of Rental Units in the City of Norco**

1. _____	4. _____
2. _____	5. _____
3. _____	6. _____

Are you a business that is a regulated industry with stormwater discharge requirements in accordance with the SB 205 NPDES permit program?  Yes  No  
If yes, please provide the SIC # and Permit # below.

SIC # \_\_\_\_\_ NPDES Permit # \_\_\_\_\_

<b>CONTRACTOR ONLY</b> <b>Job Site Address:</b> _____ <b>Date Starting Job:</b> _____ <b>Estimated Date of Job Completion:</b> _____ <b>W/Comp Exp:</b> _____  <b>No. of Employees</b> (excluding owner) \$10. <input style="width: 50px;" type="text"/> <b>If yes to Vending Machines</b> Estimated Gross Receipts \$ <input style="width: 100px;" type="text"/>  <b>Vending Machines</b> <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Animal Keeping <input type="checkbox"/> Yes <input type="checkbox"/> No	<b>APPROVALS</b> <b>Planning Home</b> <input type="checkbox"/> Approval <input type="checkbox"/> Denied Date: _____ Signature _____ <b>Planning Commerical</b> <input type="checkbox"/> Approval <input type="checkbox"/> Denied Date: _____ Signature _____ <b>Fire</b> <input type="checkbox"/> Approval <input type="checkbox"/> Denied Date: _____	<b>FOR OFFICIAL USE ONLY</b> <table style="width: 100%; border-collapse: collapse;"> <tr><td><b>Basic Fee</b></td><td>\$</td><td><input style="width: 80px;" type="text"/></td></tr> <tr><td><b>Employee Fee</b></td><td>\$</td><td><input style="width: 80px;" type="text"/></td></tr> <tr><td><b>Fire Inspect. Fee</b></td><td>\$</td><td><input style="width: 80px;" type="text"/></td></tr> <tr><td><b>Fire OP. Permit</b></td><td>\$</td><td><input style="width: 80px;" type="text"/></td></tr> <tr><td><b>Processing Fee</b></td><td>\$</td><td><input style="width: 80px;" type="text"/></td></tr> <tr><td><b>Penalty Fee</b></td><td>\$</td><td><input style="width: 80px;" type="text"/></td></tr> <tr><td><b>State CASp Fee</b></td><td>\$ 4.00</td><td></td></tr> <tr><td><b>Total Fee Due</b></td><td>\$</td><td><input style="width: 80px;" type="text"/></td></tr> </table>	<b>Basic Fee</b>	\$	<input style="width: 80px;" type="text"/>	<b>Employee Fee</b>	\$	<input style="width: 80px;" type="text"/>	<b>Fire Inspect. Fee</b>	\$	<input style="width: 80px;" type="text"/>	<b>Fire OP. Permit</b>	\$	<input style="width: 80px;" type="text"/>	<b>Processing Fee</b>	\$	<input style="width: 80px;" type="text"/>	<b>Penalty Fee</b>	\$	<input style="width: 80px;" type="text"/>	<b>State CASp Fee</b>	\$ 4.00		<b>Total Fee Due</b>	\$	<input style="width: 80px;" type="text"/>
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I DECLARE UNDER PENALTY OF PERJURY, THE ABOVE INFORMATION IS TRUE AND CORRECT.

Signature of Owner or Representative \_\_\_\_\_ Title \_\_\_\_\_ Date \_\_\_\_\_

**RETURN APPLICATION TO ABOVE ADDRESS AND MAKE CHECK PAYABLE TO CITY OF NORCO.**

NOTICE: 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](http://www.dgs.ca.gov/dsa) - The Department of Rehabilitation at [www.dor.ca.gov](http://www.dor.ca.gov) - The California Commission on Disability Access at [www.cdda.ca.gov](http://www.cdda.ca.gov).

**SERVICE OF PROCESS ADDRESS, PURSUANT TO AB 2184 - AVAILABLE FOR PUBLIC INSPECTION**

If you wish to protect your residential address with a different service of process address, please provide it here.  
NOTE - if your service of process address is a post office box or private mailbox, it must comply with paragraph (2) of subdivision (b) of Section 17538.5 of the California Business and Professions Code.

**Service of Process Address** \_\_\_\_\_

**Residential Address to protect**     Business Location     Mailing Address     Owner/Partner/Officer Address



**CITY OF  
NORCO**  
HORSETOWN USA

# **BUSINESS LICENSE APPLICANT INFORMATION**

*Agency Listing*

The following agencies listed below may assist you as you set up your business:

**CALIFORNIA DEPARTMENT OF TAX & FEE ADMINISTRATION**

3737 Main Street, Ste. 1000  
Riverside, CA 92501-3395  
www.cdtfa.ca.gov

(951) 680-6400

**FICTITIOUS NAME STATEMENT**

County Recorder's Office  
4080 Lemon St. First Floor  
P.O. Box 12004  
Riverside, CA 92502-2204  
www.rivcoacr.org

(951) 486-7000

**NORCO AREA CHAMBER OF COMMERCE**

3954 Old Hamner Rd., Suite B  
Norco, CA 92860

(951) 737-6222

**SMALL BUSINESS ADMINISTRATION**

200 West Santa Ana Blvd., Ste. 700  
Santa Ana, CA 92701

(714) 550-7420

**SECRETARY OF STATE CORPORATE DIVISION**

Ronald Reagan Building  
300 South Spring Street 12th Floor, South Tower  
Los Angeles, CA 90013

(916) 657-5448

**COUNTY OF RIVERSIDE DEPARTMENT OF HEALTH**

2275 Main Street, Suite 204  
Corona, CA 92882

(951) 273-9140

**CALIFORNIA DEPARTMENT OF CONSUMER AFFAIRS**

500 West Temple Street, Room B96  
Los Angeles, CA 90012-2706

(213) 974-1452

**INTERNAL REVENUE SERVICE** (Employee ID# Info)

(800) 829-4933

**STATE CONTRACTOR'S BOARD**

(800) 321-2752

**CHILD CARE LICENSING**

(951) 782-4200

**DEPARTMENT OF ALCOHOLIC BEVERAGE CONTROL**

(951) 782-4400

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**BUSINESS LICENSE DIVISION**

2870 Clark Avenue, Norco, CA 92860 • (951) 270-5679 • bizdesk@ci.norco.ca.us • [www.norco.ca.us/businesslicense](http://www.norco.ca.us/businesslicense)