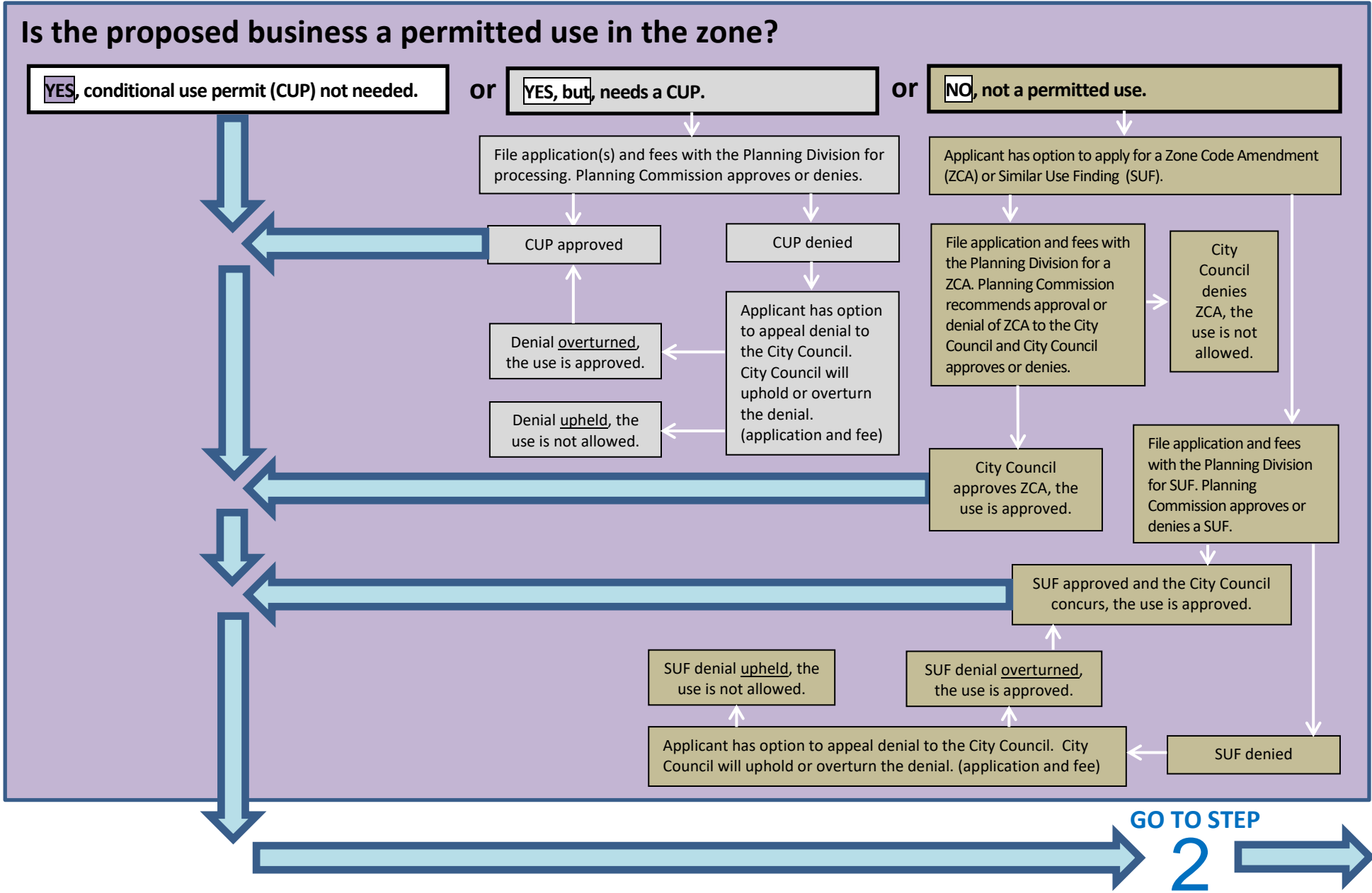


# STEP 1

## STEPS TO OPENING A BUSINESS: STEP 1, LAND USE CHECK



STEP  
**2**

**STEPS TO OPENING A BUSINESS: STEP 2, BUILDING PERMIT/OCCUPANCY**

**Is there a building or suite ready to occupy?**

**YES**, the suite or building has been built for commercial occupancy, tenant improvement construction not needed.

**NO**, construction is needed.

**NO**, the building was not built as a commercial building or construction was not completed.

Owner, or an occupant with the owner's permission, or a contractor acting on behalf of either of the two submits the Plan Check/Permit Worksheet to the Building Division (fee required).

Construction started under an issued Building Permit has not been finished: file building permit application and fees for needed construction.

**• ALL CONTRACTORS ARE REQUIRED BY LAW TO BE LICENSED AND BONDED IN CALIFORNIA AND TO LIST THEIR LICENSE NUMBERS ON PERMITS AND CONTRACTS. ALL CONTRACTORS MUST HAVE A CURRENT/VALID CITY OF NORCO BUSINESS LICENSE.**

• Contractor submittal

Owner/builder submittal

Plan check plans routed to City departments for approval, or for requests for changes/additions.

Owner signs the Acknowledgement and Verification of Information Form

Building  
Engineering

Fire (fee, inspection)  
Planning

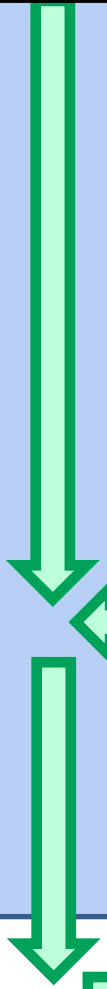
The building was built for a different use (e.g. residential): file new application and fees as needed.

The building has been occupied for several years but no Certificate of Occupancy is on file for the building or suite in question and no change in occupancy is proposed.

Permit issued for construction: finalize permit process including needed inspections and a certificate of occupancy.

Revisions needed.

Building Inspector performs a cursory inspection and makes a non-binding best determination that the building is constructed to the building standards that existed at time of construction.



**GO TO STEP  
3**

# STEP 3

## STEPS TO OPENING A BUSINESS: STEP 3, BUSINESS LICENSE

Am I ready to open my business?

**YES** 1) Business License has been issued,  
2) The proposed use is compliant with zoning and fire regulations, and any regulations from other departments,  
3) Any needed construction is complete, and  
4) A Certificate of Occupancy has been issued for the proposed business in the proposed building/suite.

**OR** **NO**, the Business License is not issued: a business license application and fee needs to be submitted to the Finance Department.

Provide completed outside documents and fees.  
1. Seller's Permit (state) (tangible goods)  
2. Fictitious Business Name (county) (using DBA)  
3. Government issued certificates or licenses.  
4. Articles of Incorporation.  
5. Processing fees and business tax.

Business License application routed to Planning Division for review of compliance with zoning, conditions of approval (if applicable).

Pre-treatment Survey Form (part of application) routed to Public Works for clearance.

Fire Department Screening Form (part of application) routed to Fire for clearance.

Approved, Business License can be issued.

Not approved yet, satisfy needed corrections with department in question.

*The issuance of a Business License does not constitute or represent compliance with Planning, Building, Fire, or Sheriff's Department Codes or City Ordinances. Each department will notify you directly if your proposed use or building occupancy is in violation. Ultimately it is the business owner's responsibility to verify compliance with all Planning, Building, Fire, and Sheriff's Department Codes and Ordinances.*

**CONTACT NUMBERS:**

**BUSINESS LICENSE:** (951) 270-5679

**PLANNING:** (951) 270-5682

**BUILDING:** (951) 270-5618

**ENGINEERING:** (951) 270-5677

**FIRE (non-emergency):** (951) 737-8097

**SHERIFF'S (non-emergency):** (951) 776-1099