

# **CITY OF EASTVALE**

12363 Limonite Avenue, Suite 910, Eastvale, CA 91752

## **BUSINESS REGISTRATION INSTRUCTIONS**

Welcome to the City of Eastvale. The following is basic information about the City's Business Registration process:

### **Business Registration Required**

A City Business Registration is required for all businesses operating within the City of Eastvale, whether or not your business is physically located in Eastvale.

## Annual Term

Business registration is valid for a twelve (12) month period (from April 1 through March 31). *All registrations expire on March 31 regardless of the date on which they were first approved*. Registrations must be renewed on an annual basis in order to remain in effect.

## **Application Requirements**

To apply for a Business Registration, a Business Registration Application must be completed accurately and legibly. **All fields are required.** Incomplete applications will not be processed.

**Fees** - Business registration fees are \$111. The fee includes a \$1.00 CASP Services fee per state law (SB 1186). In the event an application is denied, the application fee will not be refunded. Any application for renewal received by the City (30) days after March 31, 2015 shall be subject to a late fee of \$40 required under this Section 6.72.080

**Sellers Permit** - If applicable, please remit with your business registration application a copy of any current permit issued by the State of California Board of Equalization for the sale or delivery of any goods, wares, or merchandise for which sales or use tax is payable to the State of California.

**Home Occupation** - All persons applying for a Business Registration for a home occupation must comply with all City regulations governing home occupation businesses.

### **Application Submittal**

Business Registration can be submitted by one of the following methods. The appropriate fee must be included with your application:

BY MAIL OR IN PERSON (Payment by checks only): City of Eastvale Business Registration 12363 Limonite Ave., Suite 910 Eastvale, CA 91752

### **Application Review**

Applications for Business Registration will be reviewed for completeness and compliance to applicable City ordinances and regulations. A Business Registration Certificate will be issued following upon successful completion of this review.

If you have any questions, please contact (951) 703-4439 or email busreg@eastvaleca.gov.



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**BUSINESS REGISTRATION APPLICATION** 

A. THE UNDERSIGNED HEREBY REQUESTS A CERTIFICATE TO CONDUCT BUSINESS IN THE CITY OF EASTVALE (PLEASE PRINT OR TYPE)		
Business Name	Business Phone No	
DBA (If Applicable)	Cell Phone No	
Owner Name	Federal ID/SS No	
Email Address	No. of Employees	
Business Address	Estimated Gross Annual Sales	
(Cannot be P.O. Box per State of CA Business & Professions Code §17538.5)	Check All That Apply	$\neg$
CITY STATE ZIP	□ Female Owned □ Minority Owned	
Mailing Address	Non-Profit Business     Rental Property	
	Small Family Daycare (Not to Exceed 6 Children)	)
CITY STATE ZIP Description of Business Activities	□ Large Family Daycare (7-14 Children)	
	OFFICIAL USE ONLY	ר
Ownership:  Corporation  Ltd Liability  Sole Proprietor/Individual	NAIC Code	
□ Partnership □ Trust		┛╽
B. WEBSITE/SOCIAL MEDIA		
Website: Facebook:		
Instagram: LinkedIn:	Other:	
C. BUSINESS TYPE (Must Check At Least One)		
Amusement Entertainment Home Occupation Ho	otel-Motel-Lodging 🛛 Manufacturer	
□ Nightclub-Bar □ Professional □ Restaurant □ Re	etail 🛛 Service	
Street Vendor     Vehicle for Hire     Wholesaler		
D. BUSINESS ACTIVITY INFORMATION (Check All That Apply)	E. STORMWATER FEES	
Alcoholic Beverages   Coins, Firearms, Jewels, Second-Hand	l Property	
□ Tobacco Products or Paraphernalia □ Smoking Lounge	COMMERCIAL INSPECTION \$ 218.00	)0
□ Music, Dancing, or Performers □ Adult Entertainment	□ INDUSTRIAL INSPECTION \$ 152.00	)0
□ Massage, Tanning, Other Health Svcs □ Fund Raising	□ FOLLOW-UP INSPECTION \$ 109.00	)0
□ Bio-Hazardous Materials or Waste □ Use, Store or Transport Chemicals		
F. PLEASE SELECT FROM THE FOLLOWING:		
I AM NO LONGER CONDUCTING BUSINESS IN THE CITY OF EASTVALE	□ NEW REGISTRATION FEE \$111.00	)
EFFECTIVE :	□ RENEWAL FEE \$41.00	1
	LATE FEE \$40.00	
□ I AM EXEMPT FROM PAYING REGISTRATION FEES.	CHANGE FEE \$40.00	
(Registrant must complete declaration of exemption/exclusion if applicable)	DUPLICATE CERTIFICATE FEE \$10.00	J
	TOTAL \$	_
Authorization to conduct business is not granted until the issuance of a business registration certificate and business is in compliance with applicable City ordinances and regulations. I HEREBY DECLARE UNDER PENALTY OF PERJURY THAT THE INFORMATION IS TRUE AND CORRECT.		
Signature of Owner or Representative	Date	-
RETURN COMPLETED APPLICATION TO ABOVE ADDRESS WITH A COPY O		
A CHECK PAYABLE TO <u>CITY OF EASTVALE</u>		
**PLEASE COMPLETE ALL APPLICABLE SECTIONS. INCOMPLETE APPLICATIONS WILL NOT BE PROCESSED**		