



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.

