

FAQ FOR BUSINESSES

Q: Can I open any kind of business I want?

A: No. The proposed use must be consistent with the existing zoning. There are certain uses that may not be appropriate with certain zoning designations. Before proceeding with your proposed business, check the permitted uses table within the Municipal Code (Table 9.02.020-1) to see if a particular use is permitted. Also, there are businesses within shopping centers with unique parking needs such as restaurants that require an Administrative Plot Plan be submitted to the Planning Division to ensure that there is adequate parking for the shopping center. It is a good idea to check with the Planning Division before you start your business.

Q: What is the zoning of my property?

A: Zoning is the primary tool that guides land use. Zoning identifies permitted uses of land based on mapped zones which separate one part of a community from another. Each property within Moreno Valley is designated with a zoning designation. This information is easily accessible from the City's web site, www.moreno-valley.ca.us. On the home page, click on the "City Hall" tab, then on "GIS Maps Online," then on "Moval Zoning Atlas Legend." In this manner it can be determined whether a business is permitted or not.

Q: What are the City requirements for my business?

A: If the business is located in the City, approval is required from the Planning Division, the Building and Safety Division, the Fire Department, and if required the Police Department. The Business License Tax Receipt requires declaration of the Business Name.

If the last name of the owner is not in the title of the business, a fictitious name declaration must be filed with the Riverside County Clerk and Recorder's office and published in a local newspaper along with the physical address of the business (post office boxes are not acceptable), and the telephone number for the business. If the business activity applied for is regulated by a state or federal agency, proof of such licenses) must be provided with the license number, type, and expiration date.

If the business activity involves taxable sales, a State Board of Equalization Resale number is required. If the business activity involves the preparation, handling, or sale of any food products a Riverside County Health Permit is required. Federal and State employer identification numbers are required for those businesses with employees.

If a business activity is claiming 'non-profit' status they must provide proof of registration with the Secretary of State and a 501(c)(3) tax exemption from the Internal Revenue

Service.

Business License Tax Receipts are issued for a calendar year and expire on December 31st. Renewal of the Business License Tax Receipt is based on the gross receipts of the business for the past calendar year and the City Council approved processing fee. Business License Tax Receipts become delinquent February 1st. After that date, penalties and interest will apply.

For more information please contact Business License 951.413.3060.

Q: Do other governmental agencies need to approve my business?

A: Depending on the type of business, other agencies may be involved in the approval process or licensing. Call Business License at 951.413.3060 for the most current information.

Q: Do I need a business license? How much does that cost?

A: There are three types of business owners who would need a business license. These include:
A. Business owners who plan to do business out of the home. These businesses require a Home Occupation Permit and a Business License.
B. Business owners who plan to operate out of a commercial location.

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These businesses require a Certificate of Occupancy.

C. Out of town contractors. These business owners would include those that reside outside the City but are doing business in Moreno Valley. Cost and other business license information can be found on our web site at: www.moreno-valley.ca.us, then click on the "Doing Business" tab and go to "Business License."

Q: Do I have to pay City fees for my business? What are the fees for my project?

A: Yes. Any fees for permits or inspections, plus the Business License Tax Receipt processing fee are required and due at the time of application. Fees are based on the current City Council fee schedule adopted each year.

Q: How long does the process take?

A: The length of the process will depend on whether the business only requires a Certificate of Occupancy (C of O), a Home Occupation Permit, or whether an additional application is required to be completed.

Q: Will my property need inspections? Who will inspect? How do I schedule an inspection?

A: Prior to opening a business, all suites and/or new buildings are required by the California State Building Code to have a C of O. To obtain a C of O, applications may be obtained from the first floor Development Services Assistance Desk at City Hall or online. Follow the instructions on the forms. If no tenant improvements or change of

use is taking place, a floor plan of the proposed business is still required. Also if there is any change in use, such as going from a mercantile or office type business to an assembly occupation, more detailed plans will be required to be submitted for plan review. Once the application process is complete an inspection will need to be scheduled. Building and Safety will perform the C of O inspection after all other inspections have been performed (i.e., Fire Prevention). To schedule an inspection, please call 951.413.3350 with the following information: Permit number, type of inspection requested, name of requestor, and a telephone number where you can be reached during work hours. Inspections are scheduled for the next available work day.

Q: Do I need an application for tenant improvements?

A: Yes. The application and plan submittal process is the same as detailed above for homeowners. However, be advised that the California State Building Code does require that a C of O be issued PRIOR to opening of a business building or suite. That C of O is included with the final inspection in the case of tenant improvements.

Q: Do I need to hire an architect or engineer to draw the plans?

A: This would be based on the scope of work for the improvement. The Business and Professions Code, Contractor State License Board, Architect's Practice Act and the Health and Safety Code are various laws that regulate when plans need to be drawn by an architect or engineer.

Q: Can the City help me draw up my plans?

A: No. Building and Safety is a regulatory agency, and cannot help design or draw plans as that could be construed to be a conflict of interest.

Q: Why do I have to jump through all these hoops just to open my business?

A: Safety is the number one priority for Building and Safety, whose duty is to ensure the California Building Code's (CBC) standards are met. "The purpose of the code is to provide minimum standards to safeguard life or limb, health, property and public welfare by regulating and controlling the design, construction, quality of materials, use and occupancy, location and maintenance of all buildings and structures within this jurisdiction and certain equipment specifically regulated here." CBC 101.2

Building & Safety:
951.413.3350

Planning:
951.413.3206

Business License:
951.413.3060