

OPERATING A BUSINESS FROM YOUR HOME

HOW TO GET STARTED: Operating a business from your home is referred to as a Home Occupation. At City Hall, please check-in for the Planning Division at the Development Services Assistance Desk. You can obtain a Home Occupation Application package from the assistance desk. The Home Occupation permit process requires approval from Planning, Building & Safety, and Fire Prevention. Your business license will also be processed and paid for at the Cashier along with your Home Occupation Permit. You will be asked several questions about the type of business you are conducting from your home in an effort to ensure that the business meets certain criteria and guidelines of the Moreno Valley Municipal Code section 9.02.130.

IMPORTANT: You will need to do the following before your applications can be processed with the City of Moreno Valley:

1. Obtain a **Seller's Permit**. (if applicable). A Resale Tax I.D. Number is necessary for you to report sales tax in the State of California. *You must show this document to the cashier at the time you are processing the business license application.*
2. **Fictitious Business Name:**
FILING: If you are NOT using your last name in the name of your business, you will need to apply and file for a "Fictitious Business Name" with the County of Riverside (Clerk & Recorder's Office). *You must show this document to the cashier at the time you are processing the business license application.*

PUBLISHING: You are required to publish the "Fictitious Business Name" with a newspaper of your choice. You must show the receipt you are provided by the newspaper as proof that you paid for publishing at the time you are processing this application. *You must show the receipt provided by the newspaper to the cashier as proof that you paid for publishing the fictitious business name at the time you are processing the business license application.*
3. **Written Consent Form:** If you are NOT the property owner, you will need to obtain the property owner's signature on the attached form granting you permission to operate your business on his/her property.
4. **Business License:** You must complete and process a business license with the City of Moreno Valley. *You will be required to pay a fee for processing your business license application. See *the Business License Division* for further details.
5. Complete a **Home Occupation** Application. *You will be required to pay a one-time fee for your submittal of this application. The fee and application will be valid as long as you operate the business from your current residence. If you change the location of this business to another residence in the City of Moreno Valley, you will be required to process a new Home Occupation Application and pay the fee again. Related businesses that may require a separate business license may not require a new Home Occupation permit. However, unrelated Home based businesses will require you to process a separate Home Occupation Application.

* Note: Moreno Valley Fees are based upon current adopted City of Moreno Valley Fee Resolution. City required fees include: Home Occupancy Permit fee and Business License fee.



**Community & Economic Development Department
Planning Division**
14177 Frederick Street
P. O. Box 88005
Moreno Valley, CA 92552-0805
(951) 413-3206
FAX: (951) 413-3210

APPLICATION FOR HOME OCCUPATION

Permit No.:

APPLICATION INFORMATION

Request/Type of Business:

Property Address/Location:

Assessor's Parcel Number(s):

Date of Submittal:

Date Business to Start:

CONTACT PERSON

Business Owner Name:

Telephone: ()

Address:

Fax No.: ()

City:

State:

Zip:

E-Mail Address:

Contact Person:

PURPOSE

"The Home Occupation Permit is intended to limit enterprises which are conducted within homes to those which are clearly incidental and secondary to the use of the dwelling unit and compatible with surrounding residential uses. A Home Occupation Permit allows for the gainful employment in the home by the occupant(s) of a dwelling, to the extent that the enterprise does not require frequent customer access or have associated characteristics which would reduce the surrounding residents' enjoyment of their neighborhood." (Development Code Section 9.02.130).

REQUIRED FINDINGS

1. That the requested home occupation is not prohibited under the provisions of Section 9.02.130E.
2. That the requested Home Occupation Permit will comply with all conditions specified in Section 9.02.130D.
3. That the issuance of the Home Occupation Permit will not be detrimental to the public health, safety, and general welfare.

APPLICATION PROCEDURE

Home Occupation applications are reviewed over-the-counter as the information requested is submitted and the proposal conforms to the Code. A Business License Application must be obtained prior to approval of the Home Occupation Application, since no business activity shall take place within the City without the appropriate reviews and licenses.

SUBMITTAL REQUIREMENTS/QUESTIONS

1. How many people will be involved or employed in the conduct of the proposed home occupation?
2. Explain what type of product will be produced, serviced or repaired in the conduct of your home occupation:
3. *Describe any alterations to the home or premises which might be required to facilitate your home occupation:
4. Describe what rooms will be used to conduct the home occupation, and how those rooms will be used, i.e. garage used to store supplies, etc.:
5. Describe mechanical and/or electrical equipment necessary to conduct your home occupation:
6. Describe how, where, and in what amounts the materials, supplies, and/or equipment related to your home occupation will be displayed or stored:
7. Will people come to your home to obtain any product or use services connected with your home occupation? _____ If yes, please explain in detail:
8. Do you have any signs planned regarding your home occupation? _____ If yes, please describe the sign(s):
9. If trucks or other equipment will be used, where will they be parked or stored? _____
What size truck, if any, will be used?
10. Do you plan to use commercial vehicles for delivery of materials to and from your premises?
11. A letter of intent describing the proposed activity may be required.
12. **A letter of authorization from the property owner must accompany this application.**

***Notes:**

- Any structural, electrical or mechanical alterations necessary to your home, in conjunction with the home occupation, will require the applicable permits and inspections.
- Withholding information in regard to the above questions may result in the nullification of this home-related business license.

PROHIBITED HOME OCCUPATION USES

The following uses, either by operation or nature, are not considered to be incidental to or compatible with residential activities and, therefore, shall not be permitted as home occupations:

1. Automotive and other vehicles repair (body or mechanical), upholstery, painting, towing and storage;
2. The sale, use or manufacture of ammunition, explosives or fireworks;
3. Massage parlors (This shall not be construed to prohibit medical massage performed by licensed professionals as defined in the City of Moreno Valley Development Code);
4. Junk yards; and
5. Escort services.

CONDITIONS OF APPROVAL

The following conditions shall apply to all Home Occupation Permits:

1. The Home occupation shall be clearly subordinate to the use of the property for residential purposes. Further, not more than twenty percent (20%) of the gross floor area, excluding the garage area, shall be used for a home occupation. If the home occupation is conducted within a garage area, alternative on-site parking shall be provided on the driveway or other improved surface. Any structural modification of a garage that requires a permit shall not impair the use of a garage as a parking shelter for at least one automobile in a single-car garage or at least two automobiles in a double-car or larger garage.
2. The home occupation shall not alter the appearance of the dwelling unit such that the structure is likely recognized as serving a nonresidential use (either by color, materials or construction, lighting, signs, sounds or noises, vibrations, and the like).
3. There shall be no sale or display of goods or merchandise on the premises. Mail order sales are permitted. Unless otherwise prohibited by law, merchandise shall be shipped or delivered off site to the customer.
4. There shall be no signs other than the address and name of resident(s).
5. There shall be no advertising on or in the vicinity of the property or otherwise which identifies the home occupation by street address.
6. No commercial vehicles may be used for delivery of materials, with the exception of occasional and reasonable courier services to or from the premises. No more than one vehicle larger than a 3/4 ton truck may be used in connection with a home occupation. Any Commercial truck tractor, trailer, semi-trailer or commercial vehicle having a manufacturer's gross weight rating of 10,000 pounds or more shall be parked in designated areas of the City. Vehicles used for mobile vending shall be subject to the State Health and Safety Codes. The aforementioned vehicles and vehicles for hire shall be subject to the parking restrictions contained in Chapter 12.36 and 12.38 of the City of Moreno Valley Municipal Code.
7. All mobile ice cream vending vehicles shall operate out of an approved commissary. Private homes, commercial/household storage facilities and similar warehouse sites are not approved locations. (Riverside County Department of Health)
8. Activities conducted and equipment, material, or hazardous materials used shall be identified on the Home Occupation Permit Application.
9. No use shall create or cause noise, dust, vibration, odors, smoke, glare, electrical interference or other conditions in violation of the performance standards given in Chapter 10 of this Title.
10. Not more than one employee, other than residents of the dwelling unit, shall be allowed to work, gather, or congregate on the premises in connection with a home occupation, with the exception of babysitters or domestic staff. Home occupations utilizing an outside employee must provide adequate on-site parking.
11. The home occupation shall comply with and shall not violate any applicable local, state or federal law or regulation.
12. Any outdoor storage of materials or supplies shall be located within an accessory structure or located on the vehicle that is used in conjunction with the home occupation, and shall be of the scale typically found in a residential neighborhood of similar density. Said storage shall not constitute a public nuisance as defined in the City of Moreno Valley Municipal Code.
13. The home occupation shall not generate pedestrian or vehicular traffic beyond that which is normal and incidental to a resident.

CONDITIONS OF APPROVAL (Continued)

- 14. The home shall be subject to inspection, if the Community & Economic Development Director finds that there is reasonable cause to believe that the premises is being used in violation of the home occupation permit. The cost of the inspection shall be borne by the holder of the Permit.
- 15. The home occupation shall be valid only for the person to whom it is issued, at the address for which it is issued, and during the period of time for which a valid, unexpired City business license is in effect. Failure to properly renew said annual business license, or failure to comply with any of these Conditions of Approval will render the Home Occupation Permit null and void. The permit is subject to any changes in City ordinances, codes or regulations, and the permit holder is responsible for determining any such changes.
- 16. If the applicant is not the property owner, written authorization of the property owner or his/her authorized representative for the proposed use shall be provided prior to acceptance of an application for a Home Occupation Permit.
- 17. A minimum of 2-car parking shall be provided within an enclosed garage, or as required at the time building permits were issued for the construction of the residence.
- 18. A large family daycare home is a day care facility providing care for seven (7) to fourteen (14) children including (children residing in the home), in the provider's residence. Pursuant to the California Health and Safety Code Section 1597.46, a permit for a large family day care home is approved under the following conditions:
 - 1. Applicant shall comply with the State Health and Safety Code, which includes a fire inspection.
 - 2. Applicant shall provide proof of state license to the Planning Department within 60 days of this approval.
 - 3. Person(s) operating the day care business must also live in the home. Additional caregivers, required under the State of California Health and Safety Code, need not live in the home.

SIGNATURE

I, _____, certify under penalty of perjury that:
Signature of Applicant

- 1. The preceding information is true and correct; and recognize that any false or misleading information shall be grounds for denying this application.
- 2. I agree to comply with the above Conditions of Approval and understand that failure to comply with these Conditions will result in the forfeiture of the Home Occupation Permit.
- 3. If a Certificate of Occupancy is required, the Business License Certificate will not be issued until final Certificate of Occupancy is approved.

FOR OFFICE USE ONLY

Comments:

LAND USE APPROVAL

Date: _____

By: _____

Permit No.: _____

ORIGINAL FORM TO: Planning COPIES TO: 1) Business License 2) Customer



CITY OF MORENO VALLEY

14177 Frederick Street • P.O. Box 88005 • Moreno Valley, CA 92552-0805
 Phone: 951.413.3080 • Fax 951.413.3096

Please Check One

- New Application
- Change of Address
- Change of Business Name

BUSINESS LICENSE APPLICATION - NONPROFIT

PLEASE TYPE OR PRINT CLEARLY:

Business Name _____

Business Location _____
 (No P. O. Box)

City _____ State _____ Zip _____

Mailing Address _____
 (If Different)

City _____ State _____ Zip _____

Bus. Phone () _____ **Bus. Fax** () _____

E-Mail Address _____

Ownership: Corporation Ltd. Liability Corp. Partnership Sole Proprietor Trust

Health Permit No. _____

Cell No. () _____

No. of Employees _____ (F/T) _____ (P/T)

| | |
|-------------------------------|---------------------------------|
| Date business started: | Description of Business: |
| | |

State Lic. No. _____ **License Type** _____ **Expiration Date** _____

Resale No. _____ **Federal I.D. No.** _____ **State I.D. No.** _____

ENTER BELOW NAMES OF OWNERS, PARTNERS, OR CORPORATE OFFICERS - Attach additional page if necessary

Corporate or Owner Name _____ **Title** _____ **Phone** () _____

Home Address _____ **Cell Ph.** () _____

City _____ State _____ Zip _____

Social Security No. _____ **Driver's License No.** _____ **Date of Birth** _____

Corporate or Owner Name _____ **Title** _____ **Phone** () _____

Home Address _____ **Cell Ph.** () _____

City _____ State _____ Zip _____

Social Security No. _____ **Driver's License No.** _____ **Date of Birth** _____

EMERGENCY CONTACT:

Name _____ **Title** _____ **Phone** () _____

Address _____ **Cell Ph.** () _____

If your surname is not included in the name of your business, you will need proof of a fictitious name registration and publishing or articles of incorporation.

If your business requires a resale number or any type of license or permit, you will need to provide documentation that you have completed these required actions.

All of the above requirements must be completed before processing of the business license application can be initiated.

All businesses are subject to audit.

Proof of tax exempt status required.

CALCULATE GROSS RECEIPTS TAX: Office Use Only

| | | |
|--|----|-------|
| (1) Enter current year's Gross Receipts | \$ | _____ |
| (2) Gross Receipts Tax Rate | \$ | _____ |
| (3) Gross Receipts Tax Due (TOTAL of line 1 x line 2) | \$ | _____ |

CALCULATE TOTAL OF FEES AND TAX DUE:

| | | |
|---|----|-------|
| Required Processing Fee | \$ | 0 |
| Gross Receipts Tax Due (ENTER AMOUNT FROM LINE 3 ABOVE; IF LINE 3 ABOVE IS \$99.99 OR LESS, ENTER ZERO) | \$ | 0 |
| No. of business vehicles _____ x \$6.00 | \$ | _____ |
| | \$ | _____ |
| TOTAL AMOUNT DUE | \$ | 0 |

*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/Home.aspx, the Department of Rehabilitation at www.rehab.ca.gov, the California Commission on Disability Access at www.cdda.ca.gov

I hereby certify, under penalty of perjury, that the information in this application is true, correct, and complete to the best of my knowledge and belief. I agree to comply with all applicable laws and ordinances regulating the operation of this business.

Signature of Owner or Representative: _____ **Date:** _____

For Office Use Only

| Order of Approval | Department | Date | Permit # Home Occ # Encroach #, etc. | Expires | Approved By |
|-------------------|--------------------------------|------|--|---------|-------------|
| | Planning | | | | |
| | Building | | | | |
| | Police | | | | |
| | Health | | | | |
| | Fire | | | | |
| | Fictitious Name | | | | |
| | Proof of Publication | | | | |
| | Articles of Incorporation ID # | | | | |
| | | | | | |
| | | | | | |
| | | | | | |

Comments:

WELCOME

TO MORENO VALLEY



Establishing a business in Moreno Valley?

To meet regulatory requirements of your industry and get other helpful information, you may want to contact one or more of the agencies listed on this page. While many business owners find this list helpful, it is not the intent of the City of Moreno Valley to make business owners aware of all City, County, State, or Federal agencies or regulations. It is the business owner's responsibility to be aware of all regulations that may affect their business.

BUSINESS LICENSE

City of Moreno Valley
14177 Frederick Street,
Moreno Valley, CA 92551
www.moval.org
951.413.3060

CARE LICENSING

Inland Empire Child Care Licensing for Riverside and San Bernardino County
3737 Main St., Riverside, CA, 92501-3376
dpss.co.riverside.ca.us
951.782.4200

Residential (Adult, Foster, Group Homes)
3737 Main St., Riverside, CA 92501-3376
6th Floor
951.782.4207

CHAMBERS OF COMMERCE

Moreno Valley Black Chamber of Commerce
P.O. Box 632, Moreno Valley, CA 92556
www.mvbcc.org
951.443.0226

Moreno Valley Chamber of Commerce
12625 Frederick St., Ste. E-3,
Moreno Valley, CA 92553
www.movalchamber.org
951.697.4404

Moreno Valley Hispanic Chamber of Commerce
25920 Iris Dr., Moreno Valley, CA 92551
www.mvhcc.net
951.571.3832

CONSUMER AFFAIRS

Consumer Affairs
www.dca.ca.gov
800.952.5210 - Auto Telesystem

ENVIRONMENTAL

California Environmental Protection Agency (EPA)
www.calepa.ca.gov
916.445.3846

Federal Information (General)
www.firstgov.gov
800.688.9889

FICTITIOUS BUSINESS NAME

Riverside County Clerk & Recorder
2720 & 2724 Gateway Drive
Riverside, CA 92507-0921
951.486.7000
www.asrclrec.com

Riverside County Tax Assessors Office
951.955.6200

**If you are NOT using your last name in the name of your business, you must first obtain a Fictitious Business Name Statement and it must be published before the City can proceed with processing your business license application. You may obtain and file a Fictitious Business Name Statement with the Riverside County Clerk & Recorder. They will provide you with a list of newspapers to choose for publishing. THE CITY WILL REQUEST A COPY OF THE FICTITIOUS BUSINESS NAME STATEMENT AND PROOF OF PUBLISHING.*

Minimum Filing Fee \$58
Publishing Fee Varies

FINANCIAL

Taxes, Employee Identification No., Employment/Payroll Tax No.

Franchise Tax Board (State)
800.338.0505

IRS (Federal)
290 N. D Street
San Bernardino, CA 92401-1734
www.irs.gov
800.829.1040

BUSINESS TAX INFO
800.829.4933

FOOD PREPARATION

County of Riverside - Environmental Health
4065 County Circle Dr.,
Riverside 92503-3410
www.rivcoeh.org
951.358.5172
800 South Sanderson, #200,
Hemet 92545-9048
951.766.2824

LEGAL

Trademarks, Patents, Corporations, Partnerships, Notary Public

Inland Empire Small Business Development Center
3780 Market St. Riverside, CA 92501-3224
www.iesmallbusiness.com
951.781.2345

Riverside County District Attorney
4075 Main Street, Riverside, CA 92501-3701
www.rivcoda.org
951.955.5400

SMALL BUSINESS COUNSELING

Inland Empire Small Business Development Center
3780 Market St., Riverside, CA 92501-3224
www.iesmallbusiness.com
951.781.2345

PUBLIC SAFETY

Police Department
22850 Calle San Juan de Los Lagos
Moreno Valley, CA 92553-9045
951.486.6700

Fire Prevention-Inspections
14177 Frederick St., Moreno Valley, CA
92553-9045
951.413.3370

STATE OFFICES

Alcohol Beverage Control
3737 Main St., Riverside, CA 92501-3376
9th Floor
www.abc.ca.gov.htm
951.782.4400

Board of Equalization-Sales
3737 Main St., Riverside, CA 92501-3376
10th Floor
www.boe.ca.gov
951.680.6400

Board of Equalization-State Use Fuel Permit
450 N St., Sacramento, CA 95814-4311
916.322.9669

Bureau of Automotive Repair
1450 Iowa Ave., Suite 150,
Riverside, CA 92507-0509
www.bar.ca.gov
951.782.4250

State Contractor's License Board
www.cslb.ca.gov
951.321.2752

¿Esta estableciendo un negocio en Moreno Valley?

Para cumplir con los reglamentos requeridos de su negocio y para obtener información, quizás tendrá que comunicarse con una o varias de las agencias listadas en esta página. Aunque muchos propietarios de negocios han encontrado esta lista útil, no es la intención de la ciudad de Moreno Valley de notificarles de todos los reglamentos de la ciudad, del condado, del estado, ni de la agencia federal. Es la responsabilidad de los propietarios de negocio de estar conscientes de los reglamentos que puedan afectar sus negocios.

BUSINESS LICENSE

City of Moreno Valley
14177 Frederick Street,
Moreno Valley, CA 92551
www.moval.org
951.413.3060

CARE LICENSING

Inland Empire Child Care Licensing for Riverside and San Bernardino County
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dps.co.riverside.ca.us
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CÁMARA DEL COMERCIO

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951.443.0226

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www.movalchamber.org
951.697.4404

Moreno Valley Hispanic Chamber of Commerce
25920 Iris Dr., Moreno Valley, CA 92551
www.mvhcc.net
951.571.3832

ASUNTOS DEL CONSUMIDOR

Consumer Affairs
www.dca.ca.gov
800.952.5210 - Auto Telesystem

MEDIO AMBIENTE

California Environmental Protection Agency (EPA)
www.calepa.ca.gov
916.445.3846

Federal Information (General)
www.firstgov.gov
800.688.9889

NOMBRE FICTICIO DE NEGOCIO

La Oficina del condado le proveera con una lista de
2720 & 2724 Gateway Drive
Riverside, CA 92507-0921
951.486.7000
www.asrclrec.com

Riverside County Tax Assessors Office
951.955.6200

*Si usted NO va a usar su apellido en el nombre de su negocio, primero debe de obtener un nombre ficticio y publicarlo en un periódico de su elección antes de traer su aplicación de negocio a la Ciudad. Puede obtener la aplicación para el nombre ficticio en la oficina de registros del condado de Riverside (Riverside County Clerk & Recorder). Estos pasos deben ser tomados antes de que la ciudad pueda comenzar a procesar su licencia de negocio. La oficina de registros del condado de Riverside le dará una lista de periódicos donde pueden publicar su negocio. La Ciudad de Moreno Valley requiere una copia de la aplicación del nombre ficticio y prueba de la publicación.

El costo mínimo de la aplicación en el condado es \$58

El costo de publicar en el periódico es variable

ASUNTOS FINANCIEROS

Taxes, Employee Identification No., Employment/Payroll Tax No.

Franchise Tax Board (State)
800.338.0505

IRS (Federal)
290 N. D Street
San Bernardino, CA 92401-1734
www.irs.gov
800.829.1040

BUSINESS TAX INFO
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PREPARACIÓN DE COMIDA

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800 South Sanderson, #200,
Hemet 92545-9048
951.766.2824

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www.iesmallbusiness.com
951.781.2345

Riverside County District Attorney
4075 Main Street, Riverside, CA 92501-3701
www.rivcoda.org
951.955.5400

NEGOCIOS CHICOS

Inland Empire Small Business Development Center
3780 Market St., Riverside, CA 92501-3224
www.iesmallbusiness.com
951.781.2345

SEGURIDAD PÚBLICA

Police Department
22850 Calle San Juan de Los Lagos
Moreno Valley, CA 92553-9045
951.486.6700

Fire Prevention-Inspections
14177 Frederick St., Moreno Valley, CA
92553-9045
951.413.3370

OFICINAS DEL ESTADO

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9th Floor
www.abc.ca.gov.htm
951.782.4400

Board of Equalization-Sales
3737 Main St., Riverside, CA 92501-3376
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