

Operating a Business in a Commercial Location

How to get started:

Certificate of Occupancy is needed in a business that is operating from a commercial location. When you come to City Hall, you will need to check in at the Development Services Assistance Desk and obtain a Certificate of Occupancy (CofO) Application and related materials. You will be checked in to see Building & Safety, Planning, Fire Prevention and the Cashier to process your CofO and business license.

All of the information below (if applicable) must be completed before a business license can be processed. This process does not include any modifications to the building. Please check with Building & Safety regarding tenant improvements. Inspections will be required.

It is recommended, prior to signing any lease agreement, that the zoning is verified through the Planning Division. See Planning for any proposed changes to the exterior of the structure or site, including painting, landscaping, and permits for signs and/or banners, to ensure that they comply with City regulations.

You will need to do the following:

1. Return a **notarized letter** from Property Owner providing permission to applicant to pull Certificate of Occupancy Permit on subject property – OR – a copy of the original signed lease agreement between business owner and property owner.
2. Obtain a **Seller's Permit**. (if applicable). A Seller's Permit is necessary for you to obtain a resale number for reporting of sales tax and needed when selling items.
3. Obtain a **Health Department Certificate** (if applicable). This is needed when you are selling food.
4. **Fictitious Business Name**: If you are not using your last name in the name of your business, you need to apply for a fictitious business name & provide proof of publishing your business name with a newspaper of your choice. (See "Welcome to Moreno Valley" information sheet.) There are fees associated with this process.
5. **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.
6. Complete a **Certificate of Occupancy** Application. *You will be required to pay a fee for submittal of this application.
7. Application must be accompanied by **two (2) copies of the site plan**, existing floor plan with dimensions of unit and existing fixtures, room, exits, Etc. (See back of Certificate of Occupancy application.)

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