

Processing a MAJOR Temporary Use Permit (TUP)

How to get started:

A **Major Temporary Use Permit (TUP)** is required when you are planning a special event such as, but not limited to carnivals, Christmas tree lots, and pumpkin patches. There are several things that you will need when processing your request for a major TUP.

Check in at the Development Services Assistance Desk and obtain a major TUP packet. You will be met by several divisions at the City of Moreno Valley Development Services One-Stop counter who are responsible for reviewing your TUP and related information and approving based upon their requirements. Below is a summary of each division's requirements:

BUSINESS LICENSE:

- a) A **Seller's Permit** is needed when you are selling items. It provides a resale number for reporting sales tax.
- b) Obtain a **Health Department Certificate** if there will be food sales at your event.
- c) **Fictitious Business Name:** If you are not using your last name in your business name, you need to apply for a fictitious business name & provide proof of publishing your business with a newspaper of your choice. (See "Welcome to Moreno Valley Information Sheet")
- d) **Business License:** You must complete and process a business license with the City of Moreno Valley.
- e) Complete a **Temporary Use Permit** Application
- f) If you are not the property owner, please provide a **written consent form** signed by the property owner(s).
- g) If you are sub-contracting **individual vendors**, each vendor must have a current business license with the City of Moreno Valley. You must provide a list of each vendor, their address and Moreno Valley Business License number.

NOTE: If Business License is unable to proceed with approval of your event due to additional information needed, we recommend that you take the time when you are here to see counter staff regarding their requirements as noted below.

PLANNING:

- a) A **Detailed Site Plan** is required showing all dimensions including parking, driveway encroachments, restrooms and a detailed description of your event.
- b) A **"Letter of Intent"** is required by the applicant discussing the event in detail with authorization from the property owner(s).

BUILDING & SAFETY: Building and Safety will review the detailed site plan to insure the Temporary Use meets compliance with the California Code of Regulations Title 24. Building permits may be required.

SEE BACK FOR CONTINUED INFORMATION

CODE & NEIGHBORHOOD SERVICES: Will review the detailed site plan for possible disabled parking and signage.

FIRE PREVENTION

- a) Will review the detailed site plan for possible generator/other equipment, tents, food preparation locations, and Fire Department accessibility.
- b) A **Fire Permit** may be required.

LAND DEVELOPMENT:

- a) Will review the detailed site plan for entry/exiting requirements.
- b) An **Encroachment Permit** may be required.

TRANSPORTATION: Will review the detailed site plan for traffic flow.

Once all of the above divisions have approved your TUP, you will then be asked to take your TUP and information to the Police Department located on the City Hall site to enable them to review your proposed event for public safety issues.

Upon their approval, you will return to the Planning Division for final processing and payment.

Note: This summary is provided to assist you in preparing for processing a Temporary Use Permit and is not "all-inclusive." Each division will review your application and provide detailed information on their requirements.

Attachments: Major Temporary Use Permit Application
Site Plan
Application for Building Permit
Written Consent Form
Application for Encroachment Permit
Emergency Contact Information
Application for Fire Permit
Welcome to Moreno Valley (general information)
Business License Application



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

MAJOR TEMPORARY USE PERMIT APPLICATION

Permit No.:

TYPE OF APPLICATION

It is recommended applications be filed 2 weeks prior to the event

Seasonal Produce Stand	Christmas Tree Lot
Pumpkin Patch	Other _____

APPLICATION INFORMATION

Business Name (if any): _____

Event/Description: _____

APN: _____ Location: _____

Tents/Canopies	Yes	No	Food Services	Yes	No	Alcoholic Beverages	Yes	No
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Music/Band	Yes	No	Animals Involved	Yes	No
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Date(s) of Event: / / - / / Attendance: Less than 200 200-1000 1000-2500 2500+

CONTACT PERSON

APPLICANT Name: _____ Telephone: () _____

Address: _____ Fax No. () _____

City: _____ State: _____ Zip: _____ E-Mail Address: _____

Contact Person: _____

PROPERTY OWNER Name: _____ Telephone: () _____

Address: _____ Fax No. () _____

City: _____ State: _____ Zip: _____ E-Mail Address: _____

Contact Person: _____

CONTACT Name: _____ Telephone: () _____

Address: _____ Fax No. () _____

City: _____ State: _____ Zip: _____ E-Mail Address: _____

Approved by: _____ Date: _____
Code Compliance Officer

Comments: _____

***** PERMIT IS NOT VALID UNTIL CITY APPROVAL SEAL IS AFFIXED *****
FINAL APPROVAL IS CONTINGENT UPON THE FIELD INSPECTIONS
REQUIRED BY THE VARIOUS DEPARTMENTS/AGENCIES.

PERMIT SUBMITTAL REQUIREMENTS

Completed and signed forms:

- ✓ Temporary Use Permit Application
- ✓ Business License Application
- ✓ Fire Permit/Inspection Application
- ✓ Building Special Request Application (if applicable)
- ✓ Emergency Contact Form

Unimproved lots (with curb and no driveway access) will require an Encroachment Permit

Letter from property owner or leasing agent or signature on application authorizing the proposed temporary event

Letter of "intent," describing the proposed event, including the following details:

- ✓ Type of event
- ✓ Date(s) event will be held and hours of operations
- ✓ Anticipated attendance
- ✓ Tents or canopies, food services, alcoholic beverages, music and/or bands

Fully dimensioned site plan, identifying the following:

- ✓ Location and size of project site
 - Lot dimensions
 - Closest intersection(s)
- ✓ Vehicular and/or pedestrian access points
 - Driveway entrance(s), exit(s), and pedestrian aisles (show curb, if any)
 - Loading/unloading area(s)
- ✓ Location of on-street/off-street parking area(s)
- ✓ Location of lighting, fencing (6' high maximum), and gates
- ✓ Location(s) of tents/canopies, food services, alcoholic beverage areas, restrooms/portable toilet facilities, etc.
- ✓ Location of any flammable liquids
- ✓ Location of nearest fire hydrant (distance), fire lanes, water meter, electric boxes, telephone poles, and any utility boxes which adjoin the property and/or street
- ✓ Location of signs

Temporary signs or banners with an area of one (1) square foot for each linear foot of store front operated by the permittee up to a maximum of 80 square feet

No signs are permitted within 10 feet of any vehicular access or within any public right-of-way

Balloons shall not exceed a maximum height of 50 feet above grade/ground level

Balloons and blimps greater than 40 inches in diameter are permitted in commercial zones only

No sign shall be erected off of the premises, where the temporary use is authorized to take place.

Check made payable to the **City of Moreno Valley** for the total of all fees due

CONDITIONS OF APPROVAL

Events anticipated to accommodate 2,500 or more persons on a site require the property be posted at least 10 days prior to the event.

An identification sign including the owner/operator's name, business address, and 24-hour emergency telephone number shall be conspicuously posted at the site.

Christmas tree lots and pumpkin patches are allowed a maximum of 30 days per calendar year; seasonal produce stands 120 days.

Only the signs described in this permit are allowed.

Portable toilets shall be provided for employees/customers and meet ADA (Americans with Disabilities Act) standards.

APPLICANT'S SIGNATURE

I certify under penalty of perjury that all information in this application is true and correct, that any false or mis-leading information shall be grounds for denial, and I agree to comply with any and all Conditions of Approval.

Applicant _____

Date _____

DIVISION REVIEW AND APPROVAL SIGNATURES

PLANNING APPROVAL

Approved by: _____ Date: _____

Comments: _____

BUILDING APPROVAL

Approved by: _____ Date: _____

Comments: _____

FIRE APPROVAL

Approved by: _____ Date: _____

Comments: _____

TRANSPORTATION APPROVAL

Approved by: _____ Date: _____

Comments: _____

LAND DEVELOPMENT APPROVAL

Approved by: _____ Date: _____

Comments: _____

BUSINESS LICENSE APPROVAL

Approved by: _____ Date: _____

Comments: _____

POLICE DEPARTMENT APPROVAL

Approved by: _____ Date: _____

Comments: _____

NOTIFICATIONS

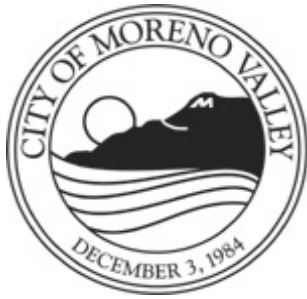
Riverside County Health Department – Environmental Health Division – (951) 358-5172 - It is the responsibility of the applicant to obtain the appropriate Health Department release, if food is being served.

Alcohol Beverage Control Board – (951) 782-4400 – It is the responsibility of the applicant to obtain appropriate ABC release, if alcohol is being provided.

Animal Services – (951) 413-3790 – It is the responsibility of the applicant to notify Animal Services of any animals associated with this TUP approval. Planning Division staff will fax a copy of the approved TUP to (951) 656-2662.

Moreno Valley Code & Neighborhood Services Division – (951) 413-3340

ORIGINAL FORM TO: Code & Neighborhood Services COPIES TO: 1) Business License 2) Fire Prevention 3) Customer



Community Development Department
Building & Safety Division
14177 Frederick Street
P.O. Box 88005
Moreno Valley, CA. 92552- 0805
(951) 413-3350
(951) 413-3363 Fax
www.moval.org

APPLICATION FOR BUILDING PERMIT

Permit # _____

STREET ADDRESS: _____ **UNIT #:** _____

DESCRIPTION OF WORK: _____

SQUARE FEET: _____ **VALUATION: \$** _____ **APN #:** _____

TYPE OF PERMIT: Commercial Industrial Residential Multi-Family Mfg. Home

ELECTRIC SERVICE PROVIDER: Southern California Edison (SCE) Moreno Valley Utility (MVU)

OWNER / TENANT

Name: _____ Contact: _____

Business Name: _____ Contact: _____

Mailing Address: _____

Office #: _____ Mobile #: _____ Email: _____

APPLICANT

Same as: Owner/Tenant * Architect * Engineer * Contractor

Name: _____ Contact: _____

Mailing Address: _____

Office #: _____ Mobile #: _____ Email: _____

CONTRACTOR

Owner-Builder: Yes No

Business Name: _____ Contact: _____

Mailing Address: _____

Office #: _____ Mobile #: _____ Email: _____

State Contractor's License #: _____ Class: _____ City Business License #: _____

DESIGNER

Business Name: _____ Contact: _____

Mailing Address: _____

Office #: _____ Mobile #: _____ Email: _____

Written Consent Form

Date: _____

TO: CITY OF MORENO VALLEY

I, _____, authorize
(PRINT: Property Owner's Name)

_____ to operate
(PRINT: Tenant's Name)

the business _____,
(PRINT: Name of Business)

at _____, Moreno Valley, California.
(PRINT: Property Address)

FROM:

(PROPERTY OWNER'S SIGNATURE) *

*** WHEN APPLICABLE** - Property Owners' Authorization for Apartment Complexes or Management Companies will require a Business Card with contact information for verification.

Please attach Business Card here



Public Works Department
 Land Development Division
 14177 Frederick Street
 P.O. Box 88005
 Moreno Valley, CA. 92552- 0805
 (951) 413-3120
 (951) 413-3210 FAX

APPLICATION FOR ENCROACHMENT PERMIT

Permit No.:

APPLICATION FOR ENCROACHMENT PERMIT IN CONNECTION WITH A TEMPORARY USE PERMIT APPLICATION -- TEMPORARY DRIVEWAY APPROACH

The undersigned hereby applies for a permit to install a temporary drive approach in connection with the approved Temporary Use Permit. The temporary driveway approach will be removed within two (2) working days from the end of the approved use.

Temporary driveway approach – asphalt. Drainage pipe will be installed to keep existing drainage flow unobstructed where there is existing curb and gutter.

Name(s) of streets/address/other specific location description:

IN CONSIDERATION OF THE GRANTING OF THIS APPLICATION, THE **APPLICANT HEREBY AGREES TO:**

1. Indemnify, defend and save the City, its authorized agents, officers, representatives and employees, harmless from and against any and all penalties, liabilities or loss resulting from claims or court action and arising out of any accident loss or damage to persons or property happening or occurring as a proximate result of any work undertaken under the permit granted pursuant to this application.
2. Remove or relocate an encroachment installed or maintained under this permit, upon written notice from the City Engineer.
3. Notify the City Engineer in writing **at least 48 hours in advance of the time when work will be started, and upon completion of the work**, immediately notify the City Engineer in writing of such completion.
4. Comply with Ordinance No. 461 of the County of Riverside, and any amendments thereto, as adopted by the City of Moreno Valley, and all applicable rules and regulations of any other public agency having jurisdiction.

Company: _____

By: _____

Address: _____

Telephone: () _____

Date: _____

DEVELOPER _____ PERMIT NO. _____

LIST ALL CONTRACTORS:

GENERAL CONTRACTOR		
NAME	TYPE OF WORK	
ADDRESS		
TELEPHONE	24-HOUR #	
STATE CONTRACTOR'S LICENSE NO.	CLASS	CITY BUS. LICENSE
SUBCONTRACTOR		
NAME	TYPE OF WORK	
ADDRESS		
TELEPHONE	24-HOUR #	
STATE CONTRACTOR'S LICENSE NO.	CLASS	CITY BUS. LICENSE

LIABILITY INSURANCE REQUIREMENTS

Each permittee must provide proof of appropriate public liability and property damage insurance along with naming the City of Moreno Valley, the City of Moreno Valley Community Services District AND the Community Redevelopment Agency of the City of Moreno Valley as an additional insured.

THIS REQUIREMENT SHALL BE MET BY EITHER THE APPLICANT (DEVELOPER, OWNER, PUBLIC UTILITY ORFRANCHISE) OR BY THE CONTRACTOR PERFORMING THE SUBJECT WORK, PRIOR TO BEGINNING ANY OF THE WORK PROPOSED UNDER THE SUBJECT ENCROACHMENT PERMIT.

Proof of coverage shall be by certificate (ACCORD or equivalent) naming the **City of Moreno Valley, Moreno Valley Community Services District, AND the Community Redevelopment Agency of the City of Moreno Valley** as certificate holder, and stating that the certificate holder is an additional insured, **OR** by providing a certificate naming the City of Moreno Valley as certificate holder **AND PROVIDING A RIDER STATING THAT THE city of Moreno Valley, Moreno Valley Community Services District, AND the Community Redevelopment Agency of the City of Moreno Valley** are additionally insured.

The minimum coverage shall be per Section 7-3 "Liability Insurance," Standard Specifications for Public Works Construction," most current edition adopted by the City of Moreno Valley:

BODILY INJURY:		PROPERTY DAMAGE:
\$250,000	EACH PERSON	\$100,000 EACH OCCURRENCE
\$500,000	EACH OCCURRENCE	\$250,000 AGGREGATE
\$500,000	AGGREGATE PRODUCTS & COMPLETED OPERATIONS	

A combined single limit policy with aggregate limits in the amount of \$1,000,000 will be considered equivalent to the required minimum limits.



City of Moreno Valley Police Department

22850 Calle San Juan de Los Lagos

Moreno Valley, CA 92553

Phone: (951) 486-6700

FAX: (951) 486-6750

EMERGENCY CONTACT INFORMATION

In the event of an emergency at your place of business, we will contact you and have you respond.

DATE: _____

Business Name: _____ Business Phone: _____

Address: _____

Cross Street: _____ Alarm: Yes No Audible Silent Both

Alarm Co. Name: _____ Alarm Co. Phone: _____

Alarm Co. Address: _____

Emergency Contact:

1. _____ Title: _____ Phone: _____

2. _____ Title: _____ Phone: _____

3. _____ Title: _____ Phone: _____

Type of Business: Commercial Building Home Occupation Peddler/Solicitor

Other _____

Hazards/Special Instructions:

-OFFICE USE ONLY -

Beat _____ Reporting Dist. _____ Date _____ By _____



**CITY OF MORENO VALLEY - FIRE PREVENTION BUREAU
APPLICATION FOR FIRE REVIEW**

FP _____ - _____

PROJECT ADDRESS:	BLDG/SUITE:	ZIP:
PROJECT / BUSINESS NAME:		
PROJECT LOCATION (i.e. closest major cross streets):		
ASSESSOR'S PARCEL NUMBER(S): - -	SUBMITTAL DATE: / /	

CHECK ALL THAT APPLY...

BUILDING/ STRUCTURAL	IF RESULTS OF FIRE SURVEY REQUIRE FIRE REVIEW, MARK APPROPRIATE TYPE OF REVIEW. <input type="checkbox"/> NEW <input type="checkbox"/> Tenant Improvement
ALARM NEW <input type="checkbox"/> Tenant Improvement <input type="checkbox"/>	<input type="checkbox"/> SPRINKLER MONITOR ONLY # OF DEVICES (INITIATING & NOTIFICATION): _____ <input type="checkbox"/> FIRE ALARM SYSTEM
SPRINKLER NEW <input type="checkbox"/> Tenant Improvement <input type="checkbox"/>	<small>** IF MULTIPLE SYSTEMS, LIST SYSTEM # AND TOTAL # OF HEADS FOR EACH SYSTEM ON SEPARATE SHEET.</small> # OF RISERS/SYSTEMS ** _____ # OF SPRINKLER HEADS <u>PER SYSTEM</u>** (NEW, RELOCATED, REMOVED, REPLACED): _____ <input type="checkbox"/> ESFR <input type="checkbox"/> 13 COMMERCIAL <input type="checkbox"/> 13D RESIDENTIAL <input type="checkbox"/> 13R RESIDENTIAL <input type="checkbox"/> PRE-ACTION
FIRE LINE SYSTEM Underground System <input type="checkbox"/> Temp. Aboveground System <input type="checkbox"/>	<input type="checkbox"/> SPRINKLER RISER ONLY # OF RISERS: _____ <input type="checkbox"/> HYDRANT SYSTEM ONLY # OF HYDRANTS: _____ <input type="checkbox"/> COMBO SYSTEM (RISERS & HYDRANTS) # OF RISERS: _____ & HYDRANTS: _____ <input type="checkbox"/> FIRE PUMP <input type="checkbox"/> STANDPIPES / HOSE VALVES <input type="checkbox"/> OTHER:
SPECIAL SYSTEM	<input type="checkbox"/> SOLAR PANELS <input type="checkbox"/> HOOD/DUCT SUPPRESSION (e.g.. ANSUL SYSTEM) <input type="checkbox"/> TANK <input type="checkbox"/> VAPOR RECOVERY (e.g. Healy Tank, Carbon Canister) <input type="checkbox"/> GENERATOR <input type="checkbox"/> SPECIAL EXTINGUISHING (e.g. foam/liquid, FM200, CO2, Dry Chemical) <input type="checkbox"/> DUST CONTROL <input type="checkbox"/> REFRIGERATION SYSTEM <input type="checkbox"/> OTHER (DESCRIBE):
FIRE CODE (105) PERMIT	<input type="checkbox"/> LIST APPLICABLE PERMITS NEEDED ON THE PERMIT SCREENING FORM
PRE-DEVELOPMENT	<input type="checkbox"/> PERMANENT EMERGENCY SITE ACCESS <input type="checkbox"/> TEMPORARY FIRE ACCESS PLAN <input type="checkbox"/> ALTERNATE METHODS & MATERIALS <input type="checkbox"/> ANNEXATION AGREEMENT <input type="checkbox"/> FUEL MODIFICATION <input type="checkbox"/> OTHER (DESCRIBE):
TEMPORARY ACTIVITY / SPECIAL EVENT (Major TUP)	<input type="checkbox"/> BRIEFLY DESCRIBE (INCLUDING DATES):
OTHER	<input type="checkbox"/> DESCRIPTION:

CODE ANALYSIS DATA (MUST ALSO BE LISTED ON PLANS)

OCCUPANCY TYPE(S):	CONSTRUCT. TYPE:	# OF FLOORS:	TOTAL SQ FT:
EXISTING SPRINKLER SYSTEM? Y <input type="checkbox"/> N <input type="checkbox"/>	EXISTING ALARM SYSTEM? Y <input type="checkbox"/> N <input type="checkbox"/>		(if applicable) TI SQ FT :

CONTACT INFORMATION

	OWNER PROPERTY <input type="checkbox"/> BUSINESS <input type="checkbox"/>	APPLICANT (Company submitting to Fire Dept.)	CONTRACTOR (Check here if same as APPLICANT <input type="checkbox"/>)
NAME:			
BUSINESS:			
ADDRESS:			
BLDG / SUITE #:			
CITY:			
STATE:	ZIP:	ZIP:	ZIP:
PHONE:			
FAX: ()		()	()
CELL: ()		()	()
EMAIL:			
CONTRACTOR STATE LICENSE #:	CONTRACTOR CITY BUSINESS LICENSE #:		
OWNER / APPLICANT SIGNATURE:	DATE:		

*** See the back of sheet for additional information on submittal requirements & information ***



CITY OF MORENO VALLEY - FIRE PREVENTION BUREAU FIRE PLAN REVIEW APPLICATION INSTRUCTIONS

The following information is a general guideline on submittals to Moreno Valley Fire Prevention. If you have any additional questions, please contact the Moreno Valley Fire Prevention Bureau at 951.413.3370.

Guidelines, informational memos and forms are located on the City website:

http://www.moreno-valley.ca.us/city_hall/departments/fire/prevent-guidelines.shtml.

Also see the "Developer Help Desk" on the City's main website: www.moval.org.

For questions about fees please review the City fee schedule (Section 5 – Fire, pages 27 – 36):

http://www.moreno-valley.ca.us/city_hall/financial_info.shtml#Cityfees.

This plan review application must be accompanied with the minimum documentation based on the project categories:

Building (New Construction and/or Tenant Improvement):

Commercial Projects - Complete the "Permit Screening Form" then complete "Plan Review Submittal Criteria – Commercial Project."

Residential Projects – Complete the "Plan Review Submittal Criteria One & Two Family Residential Project" Survey.

If the Survey determines that Fire Prevention must review the plans for new construction or tenant improvements (architectural/structural plans), then plans are submitted to both Building & Safety and Fire Prevention Bureau Divisions concurrently. Contact Building & Safety at 413.3350 for their requirements. Typically, 4 sets of plans are submitted: 2 for Building & Safety, 1 for Fire Prevention Bureau and 1 reference copy for the Planning Division. There are instances where a planning case will need to be reviewed and approved prior to plan submittal. Please contact Planning at 413.3206 for review determination.

Fire Alarm (Sprinkler Monitoring System or Full Audible/Visual System):

Complete the "Permit Screening Form" only. Submit 3 sets of plans, 3 sets of cut sheets, and 3 sets of CSFM U.L. Listing Service Sheets with the application. The plans must have the MVFD notes from the "Fire Sprinkler Monitoring Systems – Installation of Interior Audible & Visual Devices Guideline" verbatim. Blue-lining the sheet onto plans is acceptable. Stapling or taping a copy of the sheet to the plans is NOT acceptable. Both forms can be found on the City's website (see links above).

Fire Sprinkler System (Residential and Commercial):

Complete the "Permit Screening Form" only. Submit 3 sets of plans, 3 sets of cut sheets, 3 sets of hydraulic calculations with the application. The plans must have the appropriate MVFD notes for "NFPA 13/13D/13R Fire Sprinkler Notes" on the plans verbatim. Blue-lining the sheet onto the plans is acceptable. Stapling or taping a copy of the sheet to the plans is NOT acceptable. The forms are on the City's website (see above links). **For new Sprinkler Systems:** A copy of the approved underground system shall also be submitted with the sprinkler plans. Those sheets shall be labeled as "reference," unless the submittal is for both underground system and sprinkler system (same contractor). The current fire flow verification letter from the appropriate water purveyor shall also be included.

Fire Line System (Underground & Aboveground):

Complete the "Permit Screening Form" only. The form can be found on the City's website (see above links). Submit 3 sets of plans. Verify that the installation will comply with NFPA 24, as amended by Chapter 45 of the Fire Code, as well as the Moreno Valley Municipal Code. The current fire flow verification letter from the appropriate water purveyor shall also be included.

Special System:

Complete the "Permit Screening Form" only. The form can be found on the City's website (see links above). Submit 3 sets of plans, applicable documentation (e.g. manuals, manufacturer specifications) with the application. For certain exterior system installations (e.g. healy tanks, carbon canister systems, generators, and tanks), plans need to be submitted to the Planning Division prior to Fire Prevention Bureau review. Please call Planning for more information at 413.2306.

Fire Code Permit:

Complete the "Permit Screening Form" only. The form can be found on the City's website (see links above). Submit 3 sets of fully dimensioned plans, detailing the areas where special storage or operations are being conducted. Completion of the Chemical Classification review may be required. The guideline is also on the City's website (see links above). Please reference Section 105 of the 2010 California Fire Code for the list of permits that need review and approval.

Pre-development:

This type of plan check is for special circumstances that need Fire Prevention Bureau review and approval, typically while the project is in the developmental stage. This may be a fire site/access plan, gate plan, etc.

Temporary Special Event:

This type of review and/or permit of special events or activities that will be conducted on a short term basis. A Temporary Use Permit (TUP) will typically start with the Planning Division. Please contact Planning at 413.3206 regarding the forms to start that process. A fully dimensioned site plan will be required, along with the requirements listed on the TUP packet provided by Planning.

Other:

This is reserved for special reviews, as deemed necessary by the Fire Marshal's office that do not fall into the above categories.



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

PLEASE TYPE OR PRINT CLEARLY:

Business Name _____

Business Location _____
(No P. O. Box)

City _____ State _____ Zip _____

Mailing Address _____
(If Different)

City _____ State _____ Zip _____

Health Permit No. _____

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

Cell No. () _____

E-Mail Address _____

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

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

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 Phone** () _____

City _____ **State** _____ **Zip** _____

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

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

Home Address _____ **Cell Phone** () _____

City _____ **State** _____ **Zip** _____

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

EMERGENCY CONTACT:

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

Address _____ **Cell Phone** () _____

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.

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 \$ **61.00**

Gross Receipts Tax Due \$ _____
(ENTER AMOUNT FROM LINE 3 ABOVE;
IF LINE 3 ABOVE IS \$99.99 OR LESS, ENTER ZERO)

No. of business vehicles _____ x \$6.00 \$ _____

*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.cahtwnet.gov, The California Commission on Disability Access at www.cdda.ca.gov

TOTAL AMOUNT DUE \$ _____

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: