

## 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.
6. Quantities of materials which may present a health and/or safety hazard, including, but not limited to: explosives; flammable or combustible ducts, liquids, or gases; corrosives, irritants and toxic materials.

## 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 two commercial vehicles may be used in connection with a home occupation permit. Each vehicle shall not have dimensions larger than eight feet in total outside width, or seven feet in total height, or twenty-one (21) feet in bumper-to-bumper length. 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

## 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
----------------------------------



# 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

<b>Date business started:</b> _____	<b>Description of Business:</b> _____
-------------------------------------	---------------------------------------

**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.

### 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:

<b>Required Processing Fee</b>	\$	<b>61.00</b>
<b>Gross Receipts Tax Due</b> (ENTER AMOUNT FROM LINE 3 ABOVE; IF LINE 3 ABOVE IS \$99.99 OR LESS, ENTER ZERO)	\$	_____
<b>No. of business vehicles</b> _____ x \$6.00	\$	_____
	\$	<b>1.00</b>
<b>TOTAL AMOUNT DUE</b>	\$	_____

\*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](http://www.dgs.ca.gov/dsa/Home.aspx), the Department of Rehabilitation at [www.rehab.ca.gov](http://www.rehab.ca.gov), the California Commission on Disability Access at [www.cdda.ca.gov](http://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](http://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](http://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](http://www.mvbcc.org)  
951.443.0226

**Moreno Valley Chamber of Commerce**  
12625 Frederick St., Ste. E-3,  
Moreno Valley, CA 92553  
[www.movalchamber.org](http://www.movalchamber.org)  
951.697.4404

**Moreno Valley Hispanic Chamber of Commerce**  
25920 Iris Dr., Moreno Valley, CA 92551  
[www.mvhcc.net](http://www.mvhcc.net)  
951.571.3832

### CONSUMER AFFAIRS

**Consumer Affairs**  
[www.dca.ca.gov](http://www.dca.ca.gov)  
800.952.5210 - Auto Telesystem

### ENVIRONMENTAL

**California Environmental Protection Agency (EPA)**  
[www.calepa.ca.gov](http://www.calepa.ca.gov)  
916.445.3846

**Federal Information (General)**  
[www.firstgov.gov](http://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](http://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](http://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](http://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](http://www.iesmallbusiness.com)  
951.781.2345

**Riverside County District Attorney**  
4075 Main Street, Riverside, CA 92501-3701  
[www.rivcoda.org](http://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](http://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](http://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](http://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](http://www.bar.ca.gov)  
951.782.4250

**State Contractor's License Board**  
[www.cslb.ca.gov](http://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](http://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  
[dps.co.riverside.ca.us](http://dps.co.riverside.ca.us)  
951.782.4200

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

### CÁMARA DEL COMERCIO

**Moreno Valley Black Chamber of Commerce**  
P.O. Box 632, Moreno Valley, CA 92556  
[www.mvbcc.org](http://www.mvbcc.org)  
951.443.0226

**Moreno Valley Chamber of Commerce**  
12625 Frederick St., Ste. E-3,  
Moreno Valley, CA 92553  
[www.movalchamber.org](http://www.movalchamber.org)  
951.697.4404

**Moreno Valley Hispanic Chamber of Commerce**  
25920 Iris Dr., Moreno Valley, CA 92551  
[www.mvhcc.net](http://www.mvhcc.net)  
951.571.3832

### ASUNTOS DEL CONSUMIDOR

**Consumer Affairs**  
[www.dca.ca.gov](http://www.dca.ca.gov)  
800.952.5210 - Auto Telesystem

### MEDIO AMBIENTE

**California Environmental Protection Agency (EPA)**  
[www.calepa.ca.gov](http://www.calepa.ca.gov)  
916.445.3846

**Federal Information (General)**  
[www.firstgov.gov](http://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](http://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](http://www.irs.gov)  
800.829.1040

**BUSINESS TAX INFO**  
800.829.4933

### PREPARACIÓN DE COMIDA

**County of Riverside - Environmental Health**  
4065 County Circle Dr.,  
Riverside 92503-3410  
[www.rivcoeh.org](http://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](http://www.iesmallbusiness.com)  
951.781.2345

**Riverside County District Attorney**  
4075 Main Street, Riverside, CA 92501-3701  
[www.rivcoda.org](http://www.rivcoda.org)  
951.955.5400

### NEGOCIOS CHICOS

**Inland Empire Small Business Development Center**  
3780 Market St., Riverside, CA 92501-3224  
[www.iesmallbusiness.com](http://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

**Alcohol Beverage Control**  
3737 Main St., Riverside, CA 92501-3376  
9th Floor  
[www.abc.ca.gov.htm](http://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](http://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](http://www.bar.ca.gov)  
951.782.4250

**State Contractor's License Board**  
[www.cslb.ca.gov](http://www.cslb.ca.gov)  
951.321.2752