



**CITY OF EASTVALE**  
12363 Limonite Avenue, Suite 910, Eastvale, CA 91752

## **BUSINESS REGISTRATION INSTRUCTIONS**

Welcome to the City of Eastvale. The following is basic information about the City's Business Registration process:

### **Business Registration Required**

A City Business Registration is required for all businesses operating within the City of Eastvale, whether or not your business is physically located in Eastvale.

### **Annual Term**

Business registration is valid for a twelve (12) month period (from April 1 through March 31). ***All registrations expire on March 31 regardless of the date on which they were first approved.*** Registrations must be renewed on an annual basis in order to remain in effect.

### **Application Requirements**

To apply for a Business Registration, a Business Registration Application must be completed accurately and legibly. **All fields are required.** Incomplete applications will not be processed.

**Fees** - Business registration fees are \$111. The fee includes a \$1.00 CASP Services fee per state law (SB 1186). In the event an application is denied, the application fee will not be refunded. Any application for renewal received by the City (30) days after March 31 shall be subject to a late fee of \$40 required under this Section 6.72.080

**Sellers Permit** - If applicable, please remit with your business registration application a copy of any current permit issued by the State of California Board of Equalization for the sale or delivery of any goods, wares, or merchandise for which sales or use tax is payable to the State of California.

**Home Occupation** - All persons applying for a Business Registration for a home occupation must comply with all City regulations governing home occupation businesses.

### **Application Submittal**

Business Registration can be submitted by one of the following methods. The appropriate fee must be included with your application:

BY MAIL OR IN PERSON (Payment by checks only):

City of Eastvale  
Business Registration  
12363 Limonite Ave., Suite 910  
Eastvale, CA 91752

### **Application Review**

Applications for Business Registration will be reviewed for completeness and compliance to applicable City ordinances and regulations. A Business Registration Certificate will be issued following upon successful completion of this review.

If you have any questions, please contact (951) 703-4439 or email [busreg@eastvaleca.gov](mailto:busreg@eastvaleca.gov).



# CITY OF EASTVALE

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## BUSINESS REGISTRATION APPLICATION

**A. THE UNDERSIGNED HEREBY REQUESTS A CERTIFICATE TO CONDUCT BUSINESS IN THE CITY OF EASTVALE (PLEASE PRINT OR TYPE)**

Business Name \_\_\_\_\_  
 DBA (If Applicable) \_\_\_\_\_  
 Owner Name \_\_\_\_\_  
 Email Address \_\_\_\_\_  
 Business Address \_\_\_\_\_  
*(Cannot be P.O. Box per State of CA Business & Professions Code §17538.5)*  
 \_\_\_\_\_  
 CITY STATE ZIP  
 Mailing Address \_\_\_\_\_  
 \_\_\_\_\_  
 CITY STATE ZIP  
 Description of Business Activities \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Business Phone No. \_\_\_\_\_  
 Cell Phone No. \_\_\_\_\_  
 Federal ID/SS No. \_\_\_\_\_  
 No. of Employees \_\_\_\_\_  
 Estimated Gross Annual Sales \_\_\_\_\_

- Check All That Apply**
- Female Owned  Minority Owned  
 Non-Profit Business  Rental Property  
 Small Family Daycare (Not to Exceed 6 Children)  
 Large Family Daycare (7-14 Children)

**OFFICIAL USE ONLY**

NAIC Code \_\_\_\_\_  Scanned  Attached  
 BUSA# \_\_\_\_\_

**Ownership:**  Corporation  Ltd Liability  Sole Proprietor/Individual  
 Partnership  Trust

**B. WEBSITE/SOCIAL MEDIA**

Website: \_\_\_\_\_ Facebook: \_\_\_\_\_ Twitter: \_\_\_\_\_  
 Instagram: \_\_\_\_\_ LinkedIn: \_\_\_\_\_ Other: \_\_\_\_\_

**C. BUSINESS TYPE (Must Check At Least One)**

- Amusement  Entertainment  Home Occupation  Hotel-Motel-Lodging  Manufacturer  
 Nightclub-Bar  Professional  Restaurant  Retail  Service  
 Street Vendor  Vehicle for Hire  Wholesaler

**D. BUSINESS ACTIVITY INFORMATION (Check All That Apply)**

- Alcoholic Beverages  Coins, Firearms, Jewels, Second-Hand Property  
 Tobacco Products or Paraphernalia  Smoking Lounge  
 Music, Dancing, or Performers  Adult Entertainment  
 Massage, Tanning, Other Health Svcs  Fund Raising  
 Bio-Hazardous Materials or Waste  Use, Store or Transport Chemicals

**E. STORMWATER FEES**

- COMMERCIAL INSPECTION \$ 218.00  
 INDUSTRIAL INSPECTION \$ 152.00  
 FOLLOW-UP INSPECTION \$ 109.00

**F. PLEASE SELECT FROM THE FOLLOWING:**

- |   |  |
|---|--|
| <input type="checkbox"/> I AM NO LONGER CONDUCTING BUSINESS IN THE CITY OF EASTVALE<br>EFFECTIVE : _____  | <input type="checkbox"/> NEW REGISTRATION FEE \$111.00     |
| <input type="checkbox"/> I AM EXEMPT FROM PAYING REGISTRATION FEES.<br><i>(Registrant must complete declaration of exemption/exclusion if applicable)</i> | <input type="checkbox"/> RENEWAL FEE \$41.00               |
|   | <input type="checkbox"/> LATE FEE \$40.00                  |
|   | <input type="checkbox"/> CHANGE FEE \$40.00                |
|   | <input type="checkbox"/> DUPLICATE CERTIFICATE FEE \$10.00 |
|   | TOTAL \$ _____   |

Authorization to conduct business is not granted until the issuance of a business registration certificate and business is in compliance with applicable City ordinances and regulations. I HEREBY DECLARE UNDER PENALTY OF PERJURY THAT THE INFORMATION IS TRUE AND CORRECT.

Signature of Owner or Representative \_\_\_\_\_ Date \_\_\_\_\_

**RETURN COMPLETED APPLICATION TO ABOVE ADDRESS WITH A COPY OF YOUR SELLERS PERMIT, IF APPLICABLE, AND A CHECK PAYABLE TO CITY OF EASTVALE**

**\*\*PLEASE COMPLETE ALL APPLICABLE SECTIONS. INCOMPLETE APPLICATIONS WILL NOT BE PROCESSED\*\***