

Transfer of License

Upon the change of ownership of a business, a City business license is transferable subject to the filing of a new application and payment of an application fee, or a transfer fee, depending on the prior expiration date.

Business License Renewal

A renewal statement will be mailed out one month prior to the expiration date of your license. License fees are due and payable in advance of the first day of the month following expiration of the original license.

Penalties for Delinquency

Any business that fails to pay the appropriate business license fees when due shall be subject to a penalty of 10% of the total amount owed, accumulated and compounded at 30-day intervals.

Business Closure

Notify the Business License Division if you have closed your business. Your account may remain active until notification is received.

Fictitious Business Name

Generally, a business name that does not include the owner’s surname would be required to file a fictitious name statement with the County Clerk Division of the Recorder’s Office. For more information about a fictitious business name, please contact:

County Clerk Division
C/O Recorder/FBN Desk
222 W. Hospitality Lane, First Floor
San Bernardino, CA 92415-0022
(855) 732-2575

CA Department of Tax and Fee Administration

You may need to obtain a seller’s permit if you are engaged in business in California and sell merchandise that is subject to sales or use tax. Call the California Department of Tax and Fee Administration at (800) 400-7115 to inquire about applying for your permit.

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You may also apply in person at the Riverside Office:

CA Department of Tax and Fee Administration
3737 Main Street, Suite 1000
Riverside, CA 92501-3395
(951) 680-6400

City Directory

City of Yucaipa
34272 Yucaipa Blvd.
Yucaipa, CA 92399 (909) 797-2489

Business License Division ext. 239

Code Enforcement Division ext. 245

Planning Division ext. 224

Building & Safety Division ext. 225

Other Offices

Yucaipa Valley Chamber of Commerce
35139 Yucaipa Blvd.
Yucaipa, CA 92399 (909) 790-1841

California Small Business Association
6601 Center Drive West, Suite 500
Los Angeles, CA. 90045 (800) 350-CSBA

Better Business Bureau
1601 H Street, Suite 101
Bakersfield, CA 93301 (661) 322-2074

State Employment Tax Department (888) 745-3886

Franchise Tax Board (800) 852-5711

Internal Revenue Service (800) 829-1040

CA EDD Small Business Advocate (916) 654-7241

City of



**BUSINESS
LICENSE**

**A GUIDE TO
ESTABLISHING AND
CONDUCTING A
BUSINESS IN THE
CITY OF YUCAIPA**

Welcoming Businesses to the City of Yucaipa

This pamphlet has been prepared to assist persons who are opening a business. Its intent is to provide basic information for the requirements to establish a business in the City of Yucaipa. We hope this pamphlet is an effective tool to help you organize the start of your business. It is not the intent of this guide to make the business owner aware of all City, County, State, or Federal regulations. Any omissions or errors in this pamphlet will not excuse or relieve business owners of their responsibilities or liabilities connected with establishing a business in the City of Yucaipa.

In addition to this pamphlet, we encourage you to take advantage of the service provided by the Business License office personnel who are available to give you information and assist you with the application.

Who Needs a Business License?

Any individual, corporation, partnership, or sole proprietor who wishes to conduct business within the City of Yucaipa must secure a business license. City of Yucaipa Municipal Code, Chapter 5.04, states: 'no person shall conduct any business in the city without first having obtained a business license, paid the appropriate license fees, and complied with any and all applicable provisions of this code.'

A separate license is required for each branch or location of the business.

Exemptions:

Although the following may be exempt from a City business license fee, they shall apply for and obtain a City business license.

- American Veterans
 - Nonprofit / Charitable Organizations
 - Insurance Companies
 - Day care facility for less than six people
 - Residential care facility for less than six people
 - Minors
 - For hire motor carrier property transporters
- (continued)

Any person claiming or requesting an exemption shall file a sworn statement with the Business License Division stating the facts upon which the exemption is claimed and, when required, provide a copy of exemption documentation. Upon verification of the claim or request, a license will be issued.

Before You Apply

We want your business to start successfully. Before applying for your business license or making significant business commitments, you may want to contact one of our Business License Division personnel or the planners in the Community Development Department by calling (909) 797-2489. A City planner can tell you about City zoning requirements for your type of business and any other requirements you need to follow in order to conduct business in the City of Yucaipa. You may pick up applications at the lobby of the City Hall between the hours of 7:30 a.m. and 5:30 p.m., Monday through Thursday, and 8:00 a.m. to 5:00 p.m. on alternate Fridays. Applications may also be downloaded directly from our website at <http://www.yucaipa.org>.

Some businesses may need more than a business license. All businesses must comply with all applicable City, County, State, and Federal laws and regulations. To find out if your business needs further licensing from State or Federal agencies, please contact the Department of Consumer Affairs at (800) 952-5210.

Home Occupation Permit

All businesses operated from a residence will be evaluated to ascertain if a Home Occupation Permit is required. Generally, a permit would be required if:

1. There are customers coming to the residence for products or services.
2. There is a business sign at the residence.
3. Manufacturing is conducted at the residence.

Home Occupation Permit applications may be obtained at the City Planning Department. For additional information call (909) 797-2489 ext. 264.

Business License Fees

Business license fees shall be paid at the time your Business License Application is submitted to the City. This fee is **non-refundable**. Your application will be reviewed by the Planning Division and the Business License Division. If your application is approved, your Business License will be mailed to you within approximately three weeks. If your application is not approved, or if additional information is needed, you will be contacted.

The fee schedule is as follows (* includes \$4 CA ADA compliance fee where applicable):

- \$70.00 * New application (annual)
- \$33.00 * One year renewal
- \$65.00 * Two year renewal
- \$97.00 * Three year renewal
- \$30.50 * Quarterly application/renewal
- \$20.56 * Monthly (shortest license period)
- \$5.00 Official Reprint of License
- \$30.00 * Transfer Fee

Annual licenses commence on the first day of the month of your start date.

Posting of Business License

All business licenses shall be posted in a conspicuous place upon the premises where the business is conducted. Any person engaging in business without a fixed place of business shall be in possession of a business license at all times while on such business in the City.

Modification to License

It is the business owner's responsibility to provide written notification of changes to the business name, location, mailing address, or ownership. Such changes must be submitted to the Business License Division.