



CITY OF JURUPA VALLEY

OUT OF CITY

BUSINESS REGISTRATION APPLICATION

BUSINESS REGISTRATION APPLICATION INSTRUCTIONS

Welcome to the City of Jurupa Valley Business Registration Program. A City Business Registration Certificate is necessary prior to commencing business or any work in the City of Jurupa Valley, whether or not your business is physically located within the City of Jurupa Valley. The following is basic information about the City's Business Registration Application process:

Annual Term - Business Registration Certificates are valid for a twelve (12) month period from date of issuance. Registrations must be renewed on an annual basis in order to remain in effect.

Application Requirements - To apply for a Business Registration Certificate, a Business Registration Application must be completed accurately and legibly. Please complete **2nd and 3rd pages** of the application as applicable. All fields with an asterisk are required. **Incomplete applications will not be processed.**

Fees - Business Registration fees are \$45 for initial application, \$30 for annual renewals and changes, and \$10 for a duplicate certificate. **In the event an application is denied, the application fee will not be refunded.**

There is an additional \$4 state fee that will be added to each new and renewal registration for implementation of SB 1186 pertaining to the state's certified access specialist programs.

Seller's Permit - If applicable, 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 Business Registration Application of a home occupation must comply with all City regulations governing home occupation businesses.

Application Submittal - Business Registration Applications can be submitted by one of the following methods below. The appropriate fee must be included with your application, if by mail please submit a check or money order along with your application.

BY MAIL:

City of Jurupa Valley
Business Registration
8930 Limonite Avenue
Jurupa Valley, CA 92509

IN PERSON:

City of Jurupa Valley
8930 Limonite Avenue
Jurupa Valley, CA 92509
M-F 8am - 3pm

CHECK-IN: with the Business Registration
Department

Compliance Inspections - All businesses may be subject to compliance inspections for building code compliance and storm water runoff compliance. Please contact the Building and Safety Department and the Engineering Department for specific requirements related to your business.

Application Review - Applications for Business Registration Certificates 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. **Please allow 15-20 Business days for issuance**

If you have any questions, please contact (951) 332-6464 ext: 209 or send an E-mail to vduran@jurupavalley.org



CITY OF JURUPA VALLEY

8930 Limonite Ave.
 Jurupa Valley, CA 92509
 email: businessregistration@jurupavalley.org
 Phone: (951) 332-6464

BUSINESS REGISTRATION APPLICATION

Please complete all sections with asterisks. Incomplete applications will not be processed.

*Business Name/DBA _____ *Business Address - (Street Address) _____ <small>(Cannot be P.O. Box per State of California Business & Professions Code Section 17538.5)</small> (City/State/Zip) _____ *Business Phone No. _____ Business Fax No. _____ *Email Address _____ *Website _____ *Mailing Address (If different) _____ *Description of Business Activities _____ *No. of Employees _____ *Ownership: <input type="checkbox"/> Corporation <input type="checkbox"/> Ltd Liability <input type="checkbox"/> Sole Proprietor <input type="checkbox"/> Partnership <input type="checkbox"/> Trust <input type="checkbox"/> Non-Profit	<div style="background-color: #f0f0f0; padding: 5px; border: 1px solid black;">OFFICIAL USE ONLY</div> Business Registration # _____ Expiration Date _____ SIC/NAICS CODE _____ <div style="background-color: #f0f0f0; padding: 5px; border: 1px solid black;">Complete all below that apply</div> *Business Start Date _____ *Sellers Permit No. _____ *Federal I.D. No. (FEIN) _____ *State I.D. No. (SEIN) _____ *State Contractors # _____
---	---

Owners, Partners, or Corporate Officers

Per AB 2184, you may protect your residential address by providing a different Service of Process address in accordance with Sections 16000.1(a)(2) and 16100.1(a)(2) of the Business and Professions Code. To do so, please fill out the section on the back or bottom of this form.

*Owner/Officer _____ *Home Address _____ *City/State/Zip _____ Co-Owner (If applicable) _____ Home Address _____ City/State/Zip _____	*Title _____ *Home Phone No. _____ *Cell Phone No. _____ Title _____ Home Phone No. _____ Cell Phone No. _____
--	---

Emergency Contact - (Please make any necessary corrections)

*Contact Name _____	*Title _____	*Phone No. _____
*Address _____	*City/State/Zip _____	*Cell Phone _____

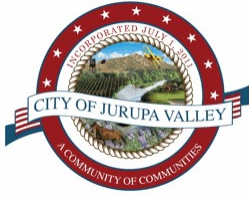
<p>*Select one of the following:</p> <p><input type="checkbox"/> I AM NOT EXEMPT FROM PAYING REGISTRATION FEES</p> <p><input type="checkbox"/> I AM EXEMPT FROM PAYING REGISTRATION FEES <small>(Registrant <u>must complete</u> Declaration of Exemption on the following page)</small></p> <p><input type="checkbox"/> I AM NO LONGER CONDUCTING BUSINESS IN THE CITY OF JURUPA VALLEY <small>As of Date - _____</small></p> <p>Mandatory State Fee required by AB 1379 pertaining to the state "Certified Access Specialists" Program <small>(New and Renewal Registrations only)</small></p>	<p>*Select one of the following:</p> <p><input type="checkbox"/> New Registration Fee \$45.00</p> <p><input type="checkbox"/> Renewal Fee \$30.00</p> <p><input type="checkbox"/> Change Fee \$30.00</p> <p><input type="checkbox"/> Duplicate Certificate Fee \$10.00</p> <p>State CASp Fee \$ 4.00</p> <p>TOTAL FEE \$ _____</p>
---	---

Acceptance of payment does not constitute approval of business registration or issuance of a Business Registration Certificate pursuant to Ordinance No. 2012-04, and is not an assurance that the business conforms with City zoning regulations, zoning ordinances or laws. Authorization to conduct business is not granted until 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 RENEWAL NOTICE TO ABOVE ADDRESS WITH A CHECK PAYABLE TO CITY OF JURUPA VALLEY.
 CREDIT CARD PAYMENTS MUST BE MADE IN PERSON AT CITY HALL**



CITY OF JURUPA VALLEY

8930 Limonite Ave.
Jurupa Valley, CA92509

E-Mail: businessregistration@jurupavalley.org
Phone: (951) 332-6464

BUSINESS REGISTRATION APPLICATION

SERVICE OF PROCESS ADDRESS, PURSUANT TO AB2184 - AVAILABLE FOR PUBLIC INSPECTION

If you wish to protect your residential address with a different service of process address, please provide it here.

NOTE - if your service of process address is a post office box or private mailbox, it must comply with paragraph(2) of subdivision (b) of Section 17538.5 of the California Business and Professions Code.

Service of Process Address _____

Residential Address to protect **Business Location** **Mailing Address** **Owner/Partner/Officer Address**

*Are any of the following activities being conducted at your facility? (Please check appropriate box, if applicable)

- Retail Sales:** Includes all retail sales within the City of Jurupa Valley.
- Auto-Related:** Including mechanical auto repair, maintenance, fueling or cleaning of automobiles, airplanes, boats and equipment body, repair or painting of automobiles and other vehicles, retail or wholesale fueling, and auto parking lots and storage facilities.
- Mobile Related Activities:** Including mobile auto or other vehicle washing, pest control services, mobile carpet, drape or furniture cleaning, concrete mixing or cutting, masonry, painting and coating, landscaping, pool and fountain cleaning, portable toilet servicing.
- Industrial:** Including mining, oil or gas storage, treatment, or production, hazardous waste treatment, storage or disposal, landfill, land application site, and open dumps that receive industrial waste, recycling, including metal scrap yards, battery reclaimers, salvage yards, or auto yards, transportation facilities that conduct vehicle maintenance, such as fueling, cleaning, repairing, steam electric generating sewage treatment plant, light industry where, equipment, or activities are exposed to storm water.
- Miscellaneous:** Including cemeteries, nurseries, and golf courses, parks and other recreational areas/facilities, Greenhouses, eating and drinking establishment.
- Tobacco Sales:**

DECLARATION OF EXEMPTION

City of Jurupa Valley Ordinance No. 2012-04 Requires Completion of This Form

Check appropriate box(s)

I am exempt from paying for Business Registration Fees for the following reason:

- Residential Facility:** Apartments, rooming houses, residential care homes & family day care homes.
- Church, Temple, Place of Worship:** Churches, temples or other places of worship, religious education, or the social affairs of the religious group. This exemption does not apply to day schools, social service programs or Church owned or operated business enterprises.
- Home Occupation:** A business having no impact on water quality; all work is done entirely by phone, mail and/or the Internet. Typical activities include those of creative artists, music teachers, academic tutors or similar educational instructors. This exemption does not apply if your business affects water quality. It will not be exempt from registration fees or Storm Water Fees.
- Agriculture:** Growing crops, raising livestock, dairying, purchase & storage of materials, supplies, animal feeds or produce, and marketing of farm products are exempt. Retail nurseries or greenhouses and wholesaling, processing, storage or manufacturing use which involves collection of products of multiple ranches by a co-op or other business enterprise for marketing.
- Federal Law:** Exemption applies to any business legally recognized as exempt by the U.S. Constitution, U.S. applicable statutes or by the State of California.
- Non-Profit-Attach copy of 501 (c) (3):** Any non-profit organization that is legally recognized as tax exempt pursuant to the provisions of 26 U.S.C. Section 501 (c) (3).

I declare under the penalty of perjury that the information contained in this Declaration of Exemption is true and correct.

Signature: _____ Date: _____

Print Name: _____ Title: _____

DISABILITY ACCESS REQUIREMENTS AND RESOURCES

NOTICE TO APPLICANTS FOR BUSINESS LICENSES AND COMMERCIAL BUILDING PERMITS:

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:

DEPARTMENT OF
GENERALSERVICES,
Division of the State
Architect, CASp Program

www.dgs.ca.gov/dsa

www.dgs.ca.gov/casp

DEPARTMENT OF
REHABILITATION
Disability Access Services

www.dor.ca.gov

www.rehab.ca.hwnet.gov/

[disabilityaccessinfo](#)

DEPARTMENT OF
GENERALSERVICES,
California Commission on
Disability Access

www.cdda.ca.gov

www.cdda.ca.gov/resources-menu/

CERTIFIED ACCESS SPECIALIST INSPECTION SERVICES

Compliance with state and federal construction-related accessibility standards ensures that public places are accessible and available to individuals with disabilities. Whether your business is moving into a newly constructed facility or you are planning an alteration to your current facility, by engaging the services of a Certified Access Specialist (CASp) early in this process you will benefit from the advantages of compliance and under the Construction-Related Accessibility Standards Compliance Act (CRASCA, Civil Code 55.51-55.545), also benefit from legal protections.

Although your new facility may have already been permitted and approved by the building department, it is important to obtain CASp inspection services after your move-in because unintended access barriers and violations can be created, for example, placing your furniture and equipment in areas required to be maintained clear of obstructions. For planned alterations, a CASp can provide plan review of your improvement plans and an access compliance evaluation of the public accommodation areas of your facility that may not be part of the alteration.

A CASp is a professional who has been certified by the State of California to have specialized knowledge regarding the applicability of accessibility standards. CASp inspection reports prepared according to CRASCA entitle business and facility owners to specific legal benefits, in the event that a construction-related accessibility claim is filed against them.

To find a CASp, visit www.apps2.dgs.ca.gov/DSA/casp/casp_certified_list.aspx.

DISABILITY ACCESS REQUIREMENTS AND RESOURCES

GOVERNMENT TAX CREDITS, TAX DEDUCTIONS AND FINANCING

State and federal programs to assist businesses with access compliance and access expenditures are available:

Disabled Access Credit for Eligible Small Businesses

FEDERAL TAX CREDIT—Internal Revenue Code Section 44 provides a federal tax credit for small businesses that incur expenditures for the purpose of providing access to persons with disabilities. For more information, refer to Internal Revenue Service (IRS) Form 8826: Disabled Access Credit at www.irs.gov.

STATE TAX CREDIT—Revenue and Taxation Code Sections 17053.42 and 23642 provide a state tax credit similar to the federal Disabled Access Credit, with exceptions. For more information, refer to Franchise Tax Board (FTB) Form 3548: Disabled Access Credit for Eligible Small Businesses at www.ftb.ca.gov.

Architectural and Transportation Barrier Removal Deduction

FEDERAL TAX DEDUCTION—Internal Revenue Code Section 190 allows businesses of all sizes to claim an annual deduction for qualified expenses incurred to remove physical, structural and transportation barriers for persons with disabilities. For more information, refer to IRS Publication 535: Business Expenses at www.irs.gov.

California Capital Access Financing Program

STATE FINANCE OPTION—The California Capital Access Program (CaICAP) Americans with Disabilities Act (CaICAP/ADA) financing program assists small businesses with financing the costs to alter or retrofit existing small business facilities to comply with the requirements of the federal ADA. Learn more at www.treasurer.ca.gov/cpcfa/calcap/.

FEDERAL AND STATE LEGAL REQUIREMENTS ON ACCESSIBILITY FOR INDIVIDUALS WITH DISABILITIES

AMERICANS WITH DISABILITIES ACT OF 1990 (ADA) —The ADA is a federal civil rights law that prohibits discrimination against individuals with disabilities, and requires all public accommodations and commercial facilities to be accessible to individuals with disabilities. Learn more at www.ada.gov.

CALIFORNIA BUILDING CODE (CBC)—The CBC contains the construction-related accessibility provisions that are the standards for compliant construction. A facility's compliance is based on the version of the CBC in place at the time of construction or alteration. Learn more at www.bsc.ca.gov.