



CITY OF JURUPA VALLEY

IN 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 **ALL** 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:

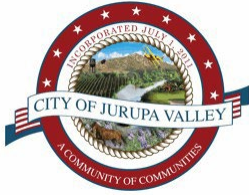
City of Jurupa Valley
8930 Limonite Avenue
Jurupa Valley, CA 92509
M-F 8am - 3pm

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 _____ <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 # _____
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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 _____	*Title _____
*Home Address _____	*Home Phone No. _____
*City/State/Zip _____	*Cell Phone No. _____
Co-Owner (If applicable) _____	Title _____
Home Address _____	Home Phone No. _____
City/State/Zip _____	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 (New and Renewal Registrations only)</p>	<p>*Select one of the following:</p> <table style="width: 100%;"> <tr> <td><input type="checkbox"/> New Registration Fee</td> <td style="text-align: right;">\$45.00</td> </tr> <tr> <td><input type="checkbox"/> Renewal Fee</td> <td style="text-align: right;">\$30.00</td> </tr> <tr> <td><input type="checkbox"/> Change Fee</td> <td style="text-align: right;">\$30.00</td> </tr> <tr> <td><input type="checkbox"/> Duplicate Certificate Fee</td> <td style="text-align: right;">\$10.00</td> </tr> <tr> <td>State CASp Fee</td> <td style="text-align: right;">\$ 4.00</td> </tr> <tr> <td>TOTAL FEE</td> <td style="text-align: right;">\$ _____</td> </tr> </table>	<input type="checkbox"/> New Registration Fee	\$45.00	<input type="checkbox"/> Renewal Fee	\$30.00	<input type="checkbox"/> Change Fee	\$30.00	<input type="checkbox"/> Duplicate Certificate Fee	\$10.00	State CASp Fee	\$ 4.00	TOTAL FEE	\$ _____
<input type="checkbox"/> New Registration Fee	\$45.00												
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<input type="checkbox"/> Change Fee	\$30.00												
<input type="checkbox"/> Duplicate Certificate Fee	\$10.00												
State CASp Fee	\$ 4.00												
TOTAL FEE	\$ _____												

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: _____



New Business Registration and Renewal Checklist: Community Development Review

Please complete and sign this form. The Community Development Department will use the information to determine whether the business is permitted on the property and whether an approved entitlement is required prior to establishing the business.

Section A. Description of Business Operations

Questions #1 – 4 are required to be answered.

1. Please provide a description of the business operation in sufficient detail to fully describe the nature and extent of the on-site business. This description should also include, but not limited to, the following information if it is known at this time: any approved entitlement for the use, hours of operation, number of employees, storage of company commercial vehicles and/or equipment, or handling of hazardous waste. The description can be provided separately if there is insufficient space on this form.

2. **Business Location.** Address (and APN) of business location. _____

3. **Alcohol Sales.**

- a. Is the sale of alcoholic beverages part of your business operation? _____. If the answer is yes, indicate whether the alcoholic beverages are to be consumed on-premises or off-premises and include the type of alcohol license that Alcoholic Beverage Control would issue (example: Type 41 or 20):

- b. Is there an existing entitlement for the sale of alcoholic beverages? If the answer is yes, please include the entitlement case number and date it was approved. _____

- c. Is there an existing license issued by Alcoholic Beverage Control (ABC)? _____

4. **Marijuana Sales.** Is the sale of marijuana part of your business operations? _____

5. **Optional Information:** Please answer the following questions if the information is known.

- a. What is the General Plan land use designation of the property for business? _____

- b. What is the zoning of the property for business? _____



- c. What was the previous use on the property? _____
- d. Is this business being relocated from another property in Jurupa Valley? If yes, please indicate the existing or former location.

Section B. Home Occupation

1. Is the proposed business going to be operated from your residence? _____. If the answer is **yes**, please answer Question 2.
2. Home Occupations must comply with the code requirements included in the table below. Please indicate if the business would comply with each requirement in the table.

HOME OCCUPATION		
Will the home occupation comply with the following requirements?	Yes	No
Are only the residents of the dwelling employees? Permitted in Zones: R-1, R-1A, R-2, R-2A, R-3, R-3A, R-4, A-1, R-A, R-R, W-2, R-D, and R-T (only in mobile home subdivisions)		
Are there any outside employees?		
Is the business conducted entirely within the primary dwelling?		
Is the business located within a structure separate from the primary residence (detached garage or storage building)?		
Will there be equipment or supplies stored in an accessory structure or outside?		
Is the character of the exterior or interior of the dwelling being changed?		
Are any commercial vehicles or trailers kept on the site?		
Is there any proposed on-site signage?		

Applicant's (Business Owner) Signature: _____ **Date:** _____



COMMUNITY DEVELOPMENT USE

Reviewed by:

Date:

Are there any existing, valid entitlement(s) that allows the use (business)?

Are any entitlement(s) required to be obtained for the business? Please list the required entitlements.

Additional Comments:



NORTH AMERICAN INDUSTRY CLASSIFICATION SYSTEM (NAICS)

A NAICS Code illustrates the business activity of a company. There are 1,057 unique classified industries as of the latest NAICS 2017 revision. Businesses can use the NAICS code lookup tool to find companies within targeted industries for marketing purposes. By identifying the NAICS code of their top clients, they can use this information to reach more customers within that industry.

NAICS# _____
REQUIRED

For further information relating to NAICS please visit the link: <https://siccode.com/naics-code-lookup-directory>

NPDES PROGRAM

STANDARD INDUSTRIAL CLASSIFICATION (SIC)

Pursuant to the Storm Water Quality Improvement Act, Business & Professions Code Section 16000.3, You are required under penalty of perjury to provide all of the following information:

Pursuant to the California Regional Water Quality California Board Order No. R8-2010-0033, the City of Jurupa Valley is required to conduct storm water inspections for businesses in order to comply with state and federal regulations. Pursuant to Resolution No. 2016-13

SIC# _____
REQUIRED

WDID# _____
if applicable

For further information relating to SIC please visit the link: <https://www.osha.gov/data/sic-search>

Website search instructions:

Once you click on the link above, you can search by keyword. Example: If you own a bakery, you would type bakery in the Enter the Search box. It will populate a list and you choose which SIC # applies to your business.

SB205 STORM WATER DISCHARGE COMPLIANCE

Your business may be subject to Storm Water Discharge Compliance in accordance with the SB 205 NPDES Permit Program.

For further information relating to senate bill SB 205, please visit the link: www.jurupavalley.org/517

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
GENERSERVICES,
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.dor.ca.gov/home/

[disabilityaccessservices](http://www.dor.ca.gov/home/disabilityaccessservices)

DEPARTMENT OF
GENERSERVICES,
California Commission on
Disability Access

www.dgs.ca.gov/ccda

[www.ccda.ca.gov/
resources](http://www.ccda.ca.gov/resources)

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 (CalCAP) Americans with Disabilities Act (CalCAP/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/cpcf/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.dgs.ca.gov/bsc.