



CITY OF NORCO

2870 CLARK AVENUE, NORCO CA 92860
(951) 270-5679 FAX. (951) 270-5668

HOME OCCUPATION BUSINESS LICENSE

The City of Norco's business license term is for a twelve month period starting July 1 and ending every year on June 30. If you are using your residence as a physical address for a business in the City of Norco, you may be required to obtain a Home Occupation business license. Please complete the business license application for a Home Occupation business for the City of Norco and submit with the following:

- A City business license is necessary **PRIOR** to commencing work in the City of Norco. A **100% PENALTY** is enforced for non-compliance.
- This application **does not** constitute a valid business license and **will only be considered valid** once all departmental approvals have been obtained and a business license has been issued by the City.
- If you are a Corporation, we will need the first two pages of your Articles of Incorporation from the Secretary of State.
- If you are going to use a name other than your legal birth name, you will need to file a "Fictitious Business Name Statement" with the Riverside County Recorder's office. We will need (1) copy for our files.
- If you are selling any type of product retail or wholesale, you will need to apply for a seller's permit from the State Board of Equalization. The address that appears on the seller's permit must match your residence address. We will need (1) copy for our files.
- If you are a non-profit organization, you will be charged the processing fee only. You must present current documentation from the State of California showing your non-profit status. If you are not able to provide the required information, you will be charged full fees.
- We will need a copy of your current valid driver's license.
- If you are a contractor, we will need a copy of your contractor's pocket card.

License tax is computed as follows:

June 1st – December 31st

Processing fee	\$ 35.00
Business license tax	\$ 45.00
SB-1186 Fee	\$ 1.00

If utilizing a contractor's license

License tax for A or B Contractor	\$120.00
License tax for C or D Contractor	\$ 80.00

Prorated: January 1st – May 31st

The business license tax fees are pro-rated to 50%. The Processing and SB-1186 fees remain the same.

Business license tax (Home Occupation)	\$ 22.50
If utilizing a contractor's license:	
A or B contractor	\$ 60.00
C or D contractor	\$ 40.00

We accept cash, checks and MasterCard or Visa. Please make checks payable to the **City of Norco**. Your business license should be ready within a week of being submitted. Planning Department will call you if they have any questions or problems with approving your business license. For more information, please call Gus Muñoz at (951) 270-5679; fax (951) 270-5668.



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SB-1186 Fee – New or Renewal of Business License

On September 19, 2012 Governor Brown signed into law SB-1186 which adds a state fee of \$1 on any applicant for a local business license or similar instrument or permit or renewal thereof. The purpose is to increase disability access and compliance with construction-related accessibility requirements and to develop educational resources for businesses in order to facilitate compliance with federal and state disability laws, as specified.

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
- The Department of Rehabilitation at www.rehab.cahwnet.gov
- The California Commission on Disability Access at www.cdda.ca.gov



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Please Check One

<input type="checkbox"/> New Application	<input type="checkbox"/> Change of Business Name
<input type="checkbox"/> Change of Owner	<input type="checkbox"/> Home Occupation
<input type="checkbox"/> Change of Address	<input type="checkbox"/> Reinstated

BUSINESS LICENSE APPLICATION

THE UNDERSIGNED HEREBY REQUESTS A LICENSE TO CONDUCT BUSINESS IN THE CITY OF NORCO (PLEASE PRINT OR TYPE)

Business Name: _____ Corporate Name: _____ (If Applicable) Business Location: _____ <small>(Cannot be P.O. Box per State of California Business & Professions Code-Section 17538.5)</small> _____ Address _____ City _____ State _____ Zip Mailing Address: _____ _____ Address _____ City _____ State _____ Zip Bus. Phone _____ Fax _____ Email: _____ Description of Business: _____ Ownership: <input type="checkbox"/> Corporation <input type="checkbox"/> Ltd. Liability Corporation <input type="checkbox"/> Partnership <input type="checkbox"/> Sole Proprietor <input type="checkbox"/> Trust		OFFICIAL USE ONLY	
		Business License No.	_____
		SIC/NAIC Code:	_____
		Bus. Start Date in Norco	_____
		Resale No.	_____
		Federal Tax ID No. or SSN	_____
		No. of Delivery Vehicles	_____
		Vehicle Permit No.	_____
		Contractor Lic. No.	_____
		Contractor Lic. Type	_____
		Expire Date:	_____

Enter below, names of Owners, Partners, or Corporate Officers (attach additional sheets, if necessary)

1st Owner Name: _____ Title: _____	Driver Lic No.	_____
Home Address: _____ <small>(Cannot be P.O. Box)</small> _____ Address _____ City _____ State _____ Zip	Cell Phone No.	_____
	Home Phone No.	_____
2nd Owner Name: _____ Title: _____	Driver Lic No.	_____
Home Address: _____ <small>(Cannot be P.O. Box)</small> _____ Address _____ City _____ State _____ Zip	Cell Phone No.	_____
	Home Phone No.	_____

In Case of Emergency, Please Contact (attach additional sheets, if necessary)

Contact Name: _____	Phone No.	_____
Address: _____ _____ Address _____ City _____ State _____ Zip	Cell / Home Phone:	_____

List Below Name of Property Owner / Managers (In-town Only)

Building Owner: _____	Business Phone:	_____
Address: _____ _____ Address _____ City _____ State _____ Zip	Cell / Home Phone:	_____

Contractors Only Job Site Address: _____ Date Starting Job: _____ Est. Date of Job Completion: _____ W/Comp Expiration Date: _____ No. of Employees (excluding owner - \$10. each) <input type="text"/>	APPROVALS		FOR OFFICIAL USE ONLY	
	Planning Home <input type="checkbox"/> Approved <input type="checkbox"/> Denied _____ Date _____ Signature _____		Basic Fee	<input type="text"/>
Vending Machines <input type="checkbox"/> Yes <input type="checkbox"/> No If Yes - Est. Gross Receipts <input type="text"/>	Planning Commerical <input type="checkbox"/> Approved <input type="checkbox"/> Denied _____ Date _____ Signature _____		Employee Fee	<input type="text"/>
			Fire Fee	<input type="text"/>
			Processing Fee	<input type="text"/>
			Penalty Fee	<input type="text"/>
			SB1186 Fee	<input type="text"/>
			Total Fee Due	<input type="text"/>

I DECLARE UNDER PENALTY OF PERJURY THAT THE ABOVE INFORMATION IS TRUE AND CORRECT. I FURTHER ACKNOWLEDGE THAT THIS APPLICATION DOES NOT CONSTITUTE A VALID BUSINESS LICENSE AND WILL ONLY BE CONSIDERED VALID ONCE ALL DEPARTMENTAL REVIEWS HAVE BEEN COMPLETED, APPROVALS HAVE BEEN OBTAINED AND AN ACTUAL BUSINESS LICENSE HAS BEEN ISSUED BY THE CITY.

Signature of Owner or Representative _____ Title _____ Date _____

RETURN APPLICATION TO ABOVE ADDRESS AND MAKE CHECK PAYABLE TO: CITY OF NORCO



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HOME OCCUPATION QUESTIONNAIRE

Please complete the following questions and submit with your business license application:

What room in the home will be used for the business? _____

Describe any alterations to the home/premises required for the business: _____

Describe any machines or equipment that will be used for the business: _____

Describe type and location of any storage, interior as well as exterior: _____

If any commercial vehicles will be used, how many, what type and where will they be stored: _____

Describe any noise that will be associated with the business: _____

How will the business be advertised? _____

Will clients come to your home for the product/service and if so, what is the volume of clients expected? _____

Please acknowledge the following when conducting a home occupation with your initials:

_____ employees cannot come to the home, excluding family members living at the home where the business is conducted; and

_____ motor vehicles in excess of 11,000 pounds gross weight cannot be used to conduct a home occupation on the property.

I declare under penalty and perjury, the above information is true and correct.

Signature: _____ Date: _____

Comments from Planning Dept: _____



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PRETREATMENT SURVEY FORM – return to: Public Works

Please complete the following information and answer the 8 questions. Form **MUST** be included with business license application form.

Business Name _____
(As it appears on Business License)

Business Address _____ - Norco, CA, 92860 - _____

Mailing Address, if different than above _____

City _____ State _____ Zip _____ - _____

Contact Person/Title (print legibly) _____

Phone # including area code: Office _____ - _____ - _____ - Cell - _____ - _____ - _____

1. Describe your business activity:

_____ a. Do you sell tobacco or tobacco paraphernalia? Yes No

2. Does your business discharge any process water or wastes to the City's sewer system other than normal restroom waste? Yes No

3. Does your business use any material or generate any waste which is considered hazardous? Yes No

4. Does your business have any waste or recycled material which is hauled to an off-site location? Yes No

5. Does your business use any solvents? Yes No

6. Are there any floor drains at your business in your work areas? Yes No

7. Does your business have a boiler and/or a cooling tower which has ANY discharge to the City's sewer system? Yes No

8. Does your business have an on-site water treatment system? Yes No

A. If yes, does the system regenerate to the sewer system or is it an exchange tank system?

Sewer System Exchange Tank System

Other _____

Thank you for completing the survey. Please return this form with your business license application.



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HOME OCCUPATION GENERAL PROVISIONS

The purpose of these regulations is to provide for the conduct of home occupations in the residential zones, in such a manner as to be compatible with and not disrupt residential neighborhoods.

The provisions of this section shall not be applicable to persons selling agricultural products from a dwelling or private garage attached thereto, if such sale is being conducted in an A-1 zone or any zone wherein agricultural uses are permitted.

None of the provisions of this section or any section of the zoning regulations related to home occupations shall permit a home occupation to be conducted in association with a non-conforming residential use. A home occupation associated with a non-conforming residential use is expressly prohibited.

CONDITIONS

No person shall conduct a home occupation use, in any zone where such use is permitted, unless said home occupation use is conducted in conformity with all of the following criteria:

1. Said use shall be conducted solely within the confines of the dwelling or private garage on said lot. When said use is conducted within a private garage on the same lot, the required parking spaces within the garage shall be reserved and maintained at all times for the parking of vehicles. When said use is conducted within a garage, the door thereof shall be continually and fully closed at all times.
2. A home occupation shall not be conducted with the assistance of any persons, who are employed or retained for such be contract or otherwise; provided, however, members of the family residing in the dwelling may so assist.
3. Persons such as maids, janitors, and gardeners who provide domestic services in the form of maintenance and repair of the dwelling and private garage, shall not be considered as engaged in Home Occupation.
4. No signs associated with such a use shall be allowed, except one sign not greater than sixteen square feet in area and subject to all the provisions of Chapter 18.37 (SIGNS).
5. There shall be no storage of materials, supplies or equipment related directly or indirectly to a home occupation use outside the dwelling or garage, if the use is conducted in any Residential Zone of the City. If the use is conducted in any agricultural zone, there shall be no such storage outside the dwelling or garage, unless said materials, supplies, and equipment are entirely screened from the view by any occupant of property adjacent to any side of the property on which the home occupation use is being conducted, and from public view at any point.
6. In conducting said home occupation, no mechanical equipment shall be used if such equipment makes noise very loud, unusual, or penetrating as to cause discomfort or annoyance to a reasonable person of normal sensitivity and hearing.
7. No motor vehicles in excess of 11,000 pounds gross weight shall be used in the conduct of a home occupation.
8. The home occupation use shall not be such as to require the dwelling or garage in which it is being conducted to be serviced by a greater amount of City of Norco Utility Services than is required to service said dwelling or its use as a residence by the family conducting said home occupation therein.
9. At the commencement of the home occupation use and during its continuance, there shall be no entrance or exit way specifically provided in the dwelling, garage, or on the premises for the conduct of the home occupation thereon.
10. A home occupation use shall not cause greater pedestrian or vehicular traffic to the dwelling and garage in which it is conducted than is normal for the zone in which it is being conducted.



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BUSINESS LICENSE AGENCY LISTING

The following agencies listed below may be of help to you while you are in the process of setting up your business.

STATE BOARD OF EQUALIZATION (951) 680-6400

3737 Main Street
10th Floor, Suite 1000
Riverside, CA 92501-3395

FICTITIOUS NAME STATEMENT (951) 486-7000

County Recorder's Office
4080 Lemon St. First Floor
P.O. Box 12004
Riverside, CA 92502-2204
Riverside.asrclkrec.com

NORCO AREA CHAMBER OF COMMERCE (951) 737-6222

P.O. Box 844
Norco, CA 92860

SMALL BUSINESS ADMINISTRATION (714) 550-7420

200 West Santa Ana Blvd., Ste. 700
Santa Ana, CA 92701

SECRETARY OF STATE CORPORATE DIVISION (213) 897 3062

Ronald Reagan Building
300 South Spring Street
12th Floor, South Tower
Los Angeles, CA 90013

COUNTY OF RIVERSIDE DEPARTMENT OF HEALTH (951) 273-9140

2275 S. Main Street, Suite 204
Corona, CA 92882

CALIFORNIA DEPARTMENT OF CONSUMER AFFAIRS (213) 974-1452

500 West Temple Street, Room B96
Los Angeles, CA 90012-2706

INTERNAL REVENUE SERVICE (Employee ID# Info) (559) 452-4010

STATE CONTRACTOR'S BOARD (800) 235-6393

CHILD CARE LICENSING (951) 782-4200

DEPARTMENT OF ALCOHOLIC BEVERAGE CONTROL (951) 782-4400



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NOTICE TO PERSONS NOT LICENSED BY THE CONTRACTOR'S STATE LICENSE BOARD

If you are desirous of obtaining a business license in the City of Norco to perform work costing less than \$500 and are not a licensed contractor by the Contractor's State License Board, the following excerpt from the California Business and Professions Code Section 7048 (b) needs to be implemented into your work practice:

Any person performing work costing less than five hundred dollars (\$500) who is not licensed under this chapter shall disclose to the purchaser of the work the fact that he or she is not licensed by the Contractors' State License Board.

At the time of making a bid or prior to entering into a contract to perform work for less than five hundred dollars (\$500), whichever occurs first, the person performing the work shall provide the following notice in capital letters in at least 10-point roman boldface type or in contrasting red print in at least 8-point roman boldface type:

"I, (individual's name), AM NOT LICENSED BY THE CONTRACTORS' STATE LICENSE BOARD. STATE LAW REQUIRES ANYONE WHO CONTRACTS TO DO CONSTRUCTION WORK TO BE LICENSED BY THE CONTRACTORS' STATE LICENSE BOARD IN THE LICENSE CATEGORY IN WHICH THE CONTRACTOR IS GOING TO BE WORKING--IF THE TOTAL PRICE OF THE JOB IS \$500 OR MORE (INCLUDING LABOR AND MATERIALS). LICENSED CONTRACTORS ARE REGULATED BY LAWS DESIGNED TO PROTECT THE PUBLIC. IF YOU CONTRACT WITH SOMEONE WHO DOES NOT HAVE A LICENSE, THE CONTRACTORS' STATE LICENSE BOARD MAY BE UNABLE TO ASSIST YOU WITH A COMPLAINT. YOUR ONLY REMEDY AGAINST AN UNLICENSED CONTRACTOR MAY BE IN CIVIL COURT, AND YOU MAY BE LIABLE FOR DAMAGES ARISING OUT OF ANY INJURIES TO THE CONTRACTOR OR HIS OR HER EMPLOYEES."

The person performing the work shall maintain for four years a copy of the above notice signed by the purchaser of the work acknowledging receipt of this notice.

The exemption provided by this section does not apply to any person failing to provide the required notice to the purchaser of the work. This notice need only be provided once to the same purchaser of subsequent work.

I, (_____), have read the above and understand that I cannot do any
Print Name

Work valued over \$500.00 (including labor and materials) without having a contractor's license and agree to provide the above notice to each person I present a bid or enter into a contract.

Sign: _____
Unlicensed individual's signature

Date signed: _____