



## CITY OF NORCO

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

### **OUT-OF-TOWN 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. Please complete the business license application for an Out-of-Town 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 your business is incorporated or it is a Limited Liability Company (LLC), we will need (1) copy of the first two pages of the Articles of Incorporation or LLC that you file with the Secretary of State.
- If your business is not incorporated, we will need (1) copy of your "Fictitious Business Name Statement" filed with the County Recorder's Office.
- We will need one (1) copy of your current valid driver's license/ID for identification purposes.

***License tax is computed as follows:***

**June 1<sup>st</sup> – December 31<sup>st</sup>**

Processing fee	\$ 29.00
Business license tax	\$ 60.00
SB-1186 Fee	\$ 1.00

**Prorated: January 1<sup>st</sup> – May 31<sup>st</sup>**

The business license tax fees are pro-rated to 50%. The processing and SB-1186 fee remains the same.

Processing fee	\$ 29.00
Business license tax	\$ 30.00
SB-1186 Fee	\$ 1.00

We accept cash, checks and Visa or MasterCard. Please make all checks payable to the **City of Norco**. 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

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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](http://www.dgs.ca.gov/dsa/Home.aspx)
- The Department of Rehabilitation at [www.rehab.cahwnet.gov](http://www.rehab.cahwnet.gov)
- The California Commission on Disability Access at [www.cdda.ca.gov](http://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: \_\_\_\_\_  
(Cannot be P.O. Box per State of California Business & Professions Code-Section 17538.5)  
 Address \_\_\_\_\_  
 City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Mailing Address: \_\_\_\_\_  
 Address \_\_\_\_\_  
 City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Bus. Phone \_\_\_\_\_ Fax \_\_\_\_\_

Email: \_\_\_\_\_

Description of Business: \_\_\_\_\_

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:	_____

Ownership:  Corporation  Ltd. Liability Corporation  Partnership  Sole Proprietor  Trust

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

**Vending Machines**

Yes  No If Yes - Est. Gross Receipts

APPROVALS		FOR OFFICIAL USE ONLY	
Planning Home	<input type="checkbox"/> Approved <input type="checkbox"/> Denied _____ Date	Basic Fee	<input type="text"/>
	Signature _____	Employee Fee	<input type="text"/>
Planning Commerical	<input type="checkbox"/> Approved <input type="checkbox"/> Denied _____ Date	Fire Fee	<input type="text"/>
	Signature _____	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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### **NOTICE TO PERSONS NOT LICENSED BY THE CONTRACTOR'S STATE LICENSE BOARD**

#### **For Handyman Services Only:**

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  
unlicensed individual's signature  
work 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 .

Date signed: \_\_\_\_\_