



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 a Corporation, we will need the first two pages of the Articles of Incorporation from the Secretary of State.
- If a name other than your legal birth name will be used, a "Fictitious Business Name Statement" with the Riverside County Recorder's office will be required. We will need (1) copy for our files.
- If selling any type of product retail or wholesale, a seller's permit from the California Department of Tax & Fee Administration will be required. The address that appears on the seller's permit must match your residence address. We will need (1) copy for our files.
- If a non-profit organization, only a processing fee will be charged. Current documentation from the State of California showing your non-profit status will be required. 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	\$ 56.00
Business license tax	\$ 45.00
SB-1186 Fee	\$ 4.00

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 (951) 270-5679; fax (951) 270-5668 or email BizDesk@ci.norco.ca.us.



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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 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. As of January 1, 2018, the fee is \$4.

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

- Change of Owner
- Change of Address
- Change of Bus.Name
- New Application
- Reinstated
- Home Occupation

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 _____ <small>(if applicable)</small> Business Location _____ <small>(Cannot be P.O. Box per State of California Business & Professions Code-Section 17538.5)</small> Mailing Address _____ Phone No. _____ Fax No. _____ Primary Email Address _____ Description of Business _____ Ownership <input type="checkbox"/> Corporation <input type="checkbox"/> Corp-Ltd Liability <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 _____ Resale No. _____ Federal ID No. _____ No. of Delivery Vehicles _____ Vehicle Permit No. _____ Contractor Lic. No. _____ Contractor Lic. Type _____ Expire Date _____
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Enter below names of Owners, Partners, or Corporate Officers (attach additional sheet, if necessary)

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.

1st Owner Name _____ Title _____ Home Address _____ <small>(Cannot be P.O. Box)</small> 2nd Owner Name _____ Title _____ Home Address _____ <small>(Cannot be P.O. Box)</small>	Driver Lic. No. _____ Other ID No. _____ Home Phone No. _____ Cell / Pager No. _____ Driver Lic. No. _____ Other ID No. _____ Home Phone No. _____ Cell / Pager No. _____
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In case of emergency, please contact (attach additional sheet, if necessary)

Contact Name _____	Phone No. _____
Address _____	Cell/Pager No. _____

List below Name of Property Owner/Manager

Building Owner _____	Business phone _____
Address _____	Cell / Home Phone _____

List below address/s of Rental Units in the City of Norco

1. _____	4. _____
2. _____	5. _____
3. _____	6. _____

Are you a business that is a regulated industry with stormwater discharge requirements in accordance with the SB 205 NPDES permit program? Yes No
 If yes, please provide the SIC # and Permit # below.

SIC # _____ NPDES Permit # _____

CONTRACTOR ONLY Job Site Address: _____ Date Starting Job: _____ Estimated Date of Job Completion: _____ W/Comp Exp: _____ No. of Employees (excluding owner) \$10. <input style="width: 50px;" type="text"/> If yes to Vending Machines _____ Estimated Gross Receipts \$ <input style="width: 100px;" type="text"/>	APPROVALS Planning Home <input type="checkbox"/> Approval <input type="checkbox"/> Denied Date: _____ _____ Signature Planning Commercial <input type="checkbox"/> Approval <input type="checkbox"/> Denied Date: _____ _____ Signature Fire <input type="checkbox"/> Approval <input type="checkbox"/> Denied Date: _____	FOR OFFICIAL USE ONLY <table style="width: 100%; border-collapse: collapse;"> <tr><td style="text-align: right;">Basic Fee</td><td style="border: 1px solid black;">\$ _____</td></tr> <tr><td style="text-align: right;">Employee Fee</td><td style="border: 1px solid black;">\$ _____</td></tr> <tr><td style="text-align: right;">Fire Inspect. Fee</td><td style="border: 1px solid black;">\$ _____</td></tr> <tr><td style="text-align: right;">Fire OP. Permit</td><td style="border: 1px solid black;">\$ _____</td></tr> <tr><td style="text-align: right;">Processing Fee</td><td style="border: 1px solid black;">\$ _____</td></tr> <tr><td style="text-align: right;">Penalty Fee</td><td style="border: 1px solid black;">\$ _____</td></tr> <tr><td style="text-align: right;">State CASp Fee</td><td style="border: 1px solid black;">\$ 4.00</td></tr> <tr><td style="text-align: right;">Total Fee Due</td><td style="border: 1px solid black;">\$ _____</td></tr> </table>	Basic Fee	\$ _____	Employee Fee	\$ _____	Fire Inspect. Fee	\$ _____	Fire OP. Permit	\$ _____	Processing Fee	\$ _____	Penalty Fee	\$ _____	State CASp Fee	\$ 4.00	Total Fee Due	\$ _____
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Penalty Fee	\$ _____																	
State CASp Fee	\$ 4.00																	
Total Fee Due	\$ _____																	

I DECLARE UNDER PENALTY OF PERJURY, THE ABOVE INFORMATION IS TRUE AND CORRECT.

Signature of Owner or Representative _____ Title _____ Date _____

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

NOTICE: 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 - The Department of Rehabilitation at www.dor.ca.gov - The California Commission on Disability Access at www.cdda.ca.gov.

SERVICE OF PROCESS ADDRESS, PURSUANT TO AB 2184 - 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



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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: _____

Will any vehicles be stored on the property? _____ If so, 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

_____ vehicles in excess of 11,000 pounds gross weight cannot be used to conduct a home occupation on the property. Parking of said vehicles can be considered only under a separate submittal of a Residential Exemption Permit.

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.

CALIFORNIA DEPARTMENT OF TAX & FEE ADMINISTRATION (951) 680-6400

3737 Main Street, Ste. 1000
Riverside, CA 92501-3395
<https://www.cdtfa.ca.gov/>

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 interested in 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: _____