



CITY OF EASTVALE BUSINESS REGISTRATION APPLICATION

12363 Limonite Avenue Suite 910
Eastvale, CA 91752

Date Received, For Official Use Only

Fill out the application in its entirety. Incomplete applications will not be processed.

Business Information

Business Name (DBA): _____

Business Name (Legal Name): _____

Business Address: _____
cannot be PO box

City State Zip Code

Mailing Address: _____
if different from above

City State Zip Code

Business Phone #: _____ Emergency Phone #: _____

Ownership type: Corporation Limited Liability Company Partnership (general, limited, limited liability) Sole Proprietorship Trust

CA Secretary of State Registration # (required for corporations, LLCs and limited/limited liability partnerships): _____

Business Email Address: _____

Description of Business (in detail): _____

Business Type:

- | | | | | |
|---------------------------------------|--|---|--|--------------------------------------|
| <input type="checkbox"/> Amusement | <input type="checkbox"/> Contractor | <input type="checkbox"/> Entertainment | <input type="checkbox"/> Home Occupation | <input type="checkbox"/> Hotel/Motel |
| <input type="checkbox"/> Manufacturer | <input type="checkbox"/> Nightclub/Bar | <input type="checkbox"/> Professional | <input type="checkbox"/> Restaurant | <input type="checkbox"/> Retail |
| <input type="checkbox"/> Service | <input type="checkbox"/> Street Vendor | <input type="checkbox"/> Vehicle for Hire | <input type="checkbox"/> Wholesaler | |

Seller's Permit #: _____

FEIN/SEIN: _____ (required for corporations, limited partnerships, limited liability partnerships, LLCs and trusts)

Contractor's State License #: _____ Class(es): _____ Exp. Date: _____

Child Care Facility Number: _____ # of Children: _____

Business Owner/Officer(s) Information

Enter the names of Owners, Partners or Corporate Officers (attached additional sheets if necessary)

Owner Name: _____

Title: _____

Address: _____

Phone #: _____

Email Address: _____

City State Zip Code

DL/ID #: _____

SSN: _____

Owner Name: _____

Title: _____

Address: _____

Phone #: _____

Email Address: _____

City State Zip Code

DL/ID #: _____

SSN: _____

Fees and Acknowledgments:

- | | |
|---|-----------------|
| <input type="checkbox"/> NEW Registration Fee*: | \$114 |
| <input type="checkbox"/> Renewal Fee*: | \$ 44 |
| <input type="checkbox"/> Late Fee: | \$ 40 |
| <input type="checkbox"/> Change Fee: | \$ 40 |
| <input type="checkbox"/> Duplicate Certificate Fee: | \$ 10 |
| TOTAL | \$ _____ |

*Includes the \$4 SB 1186 CASp fee

Acceptance of payment does not constitute approval of a Business Registration. Authorization to conduct business is not granted until a Business Registration Certificate is issued and the business is in compliance with applicable City ordinances and regulations. I hereby declare under penalty of perjury that the information contained in this application is true and correct. I also understand that it is the business owner's responsibility to renew the Business Registration each year.

Signature: _____ Date: _____

OFFICIAL USE ONLY Payor: _____

Check#

CR#



City of Eastvale
12363 Limonite Avenue Suite 910
Eastvale, CA 91752

Business Registration Instructions

Welcome to the City of Eastvale!

The following is basic information about the Business Registration process.

Business Registration Requirements

The City of Eastvale requires a Business Registration for all businesses operating in the City. A Business Registration is required regardless of the trade, profession or occupation and whether or not the business is physically located within the City.

Expiration Date

A Business Registration certificate will expire at the end of the month one year from when it was issued. Registrations must be renewed to remain active. It is the business owner's responsibility to renew the registration.

Application Checklist/Requirements

Please provide copies of the following with your application:

- Proof of dba/Fictitious Business Name filing – obtained from the Riverside County Clerk
- Proof of Registration with the California Secretary of State – required for corporations, limited partnerships, limited liability partnerships and LLCs
- Seller's Permit – obtained from the California Department of Tax and Fee Administration (CDFTA)

Corporations, limited partnerships, limited liability partnerships, LLCs and trusts must apply using a FEIN/SEIN. Sole proprietorships and general partnerships may apply using a DL/ID # or a SSN.

Registration, Renewal & Change Fees

1. The new Business Registration fee is \$114. This fee includes a \$4.00 CASp fee per state law (SB1186). In the event an application is denied, the application fee will not be refunded.
2. The renewal fee is \$44. This fee includes a \$4.00 CASp fee per state law (SB1186). Any renewals received 30 days after their expiration date will be charged a \$40 late fee.
3. Changes to business name, ownership, or business address are subject to a \$40 change fee.

Home Occupation - All persons applying for a Business Registration for a home occupation must comply with all regulations stated in Section 120.04.040 of Eastvale Municipal Code.

Application Submittal

Business Registration applications can be submitted by mail or in person. Payment is only accepted by check, cashier's check, or money order and must be included with your application. Applications can be mailed to:

City of Eastvale
Business Registration
12363 Limonite Avenue Suite 910
Eastvale, CA 91752

Application Review

Applications for Business Registration 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.

If you have any questions, please contact (951) 703-4400 or email busreg@eastvaleca.gov.