



# 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      |                                      |

SIC Code: \_\_\_\_\_ Industrial General Permit #: \_\_\_\_\_ (WDID #, WDID application #, NONA #, or NEC #)

Seller's Permit #: \_\_\_\_\_

FEIN: \_\_\_\_\_ or SEIN: \_\_\_\_\_ (required for corporations, LLCs, partnerships and trusts)

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

· OFFICIAL USE ONLY ·

Date Entered: \_\_\_\_\_

Expiration Date: \_\_\_\_\_

SIC Code Provided? \_\_\_\_\_

SIC trigger IGP enrollment? \_\_\_\_\_

BUS#: \_\_\_\_\_

## Business Owner/Officer(s) Information

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

NOTE: If an FEIN/SEIN is provided, DL/ID # or SSN is not required

Owner Name #1: \_\_\_\_\_

Title: \_\_\_\_\_

Address: \_\_\_\_\_

Phone #: \_\_\_\_\_

\_\_\_\_\_

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

City State Zip Code

DL/ID #: \_\_\_\_\_ State: \_\_\_\_\_

SSN: \_\_\_\_\_

Owner Name #2: \_\_\_\_\_

Title: \_\_\_\_\_

Address: \_\_\_\_\_

Phone #: \_\_\_\_\_

\_\_\_\_\_

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

City State Zip Code

DL/ID #: \_\_\_\_\_ State: \_\_\_\_\_

SSN: \_\_\_\_\_

## Fees and Acknowledgments:

- NEW Registration Fee\*: \$114
- Renewal Fee\*: \$44
- Late Fee: \$40
- Change Fee: \$40
- Duplicate Certificate Fee: \$10

**TOTAL** \$ \_\_\_\_\_

\*Includes the \$4 state CASp fee per AB1379.

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:

1. Proof of dba/Fictitious Business Name filing
2. Proof of registration with the California Secretary of State – required for corporations, limited partnerships, limited liability partnerships and LLCs
3. Seller's Permit from the California Department of Tax and Fee Administration (CDFTA) – required if selling tangible goods, retail or wholesale

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

### **Registration, Renewal & Change Fees**

1. The new Business Registration fee is \$114. This fee includes the \$4 state CASp fee per AB1379.
2. The renewal fee is \$44. This fee includes the \$4 state CASp fee per AB1379.  
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, in person, or online at [eastvale.hdlgov.com](http://eastvale.hdlgov.com). Online services accept Visa, MasterCard, American Express, Discover credit cards and eChecks. If application is mailed or submitted in person, payment is only accepted by check, cashier's check, or money order. 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](mailto:busreg@eastvaleca.gov).