What Other Things May I Need?

Who Needs a Business License?

Any person who conducts business in the Town is in the Town must obtain a business license on or before the date the business commences. A business license is required for businesses including, but not limited to:

• Any business in a commercial or industrial location.
• Persons who have a home office or use their home as the headquarters of their business.
• Independent contractors such as doctors, real estate brokers, lawyers, bartenders, repairpeople.

• Businesses, which are located outside the Town, but transact business within the Town, such as contractors, repair people, gardeners.
• Non-Town based businesses that do not include your last name. Contact the San Bernardino County Clerk Office 760-995-8065 or visit www.co.san-bernardino.ca.us
• Temporary businesses such as a one-day or weekend event in the Town.

How Long is a License Good For?

The business license is valid for one year from the date it is obtained. It must be renewed annually.

Will I Be Notified When It’s Time to Renew My License?

No, pursuant to 5.2.120 of the business license must be posted in a visible place upon the premises where such business is conducted. For those businesses without a fixed location, the responsible party must carry the business license with them while conducting business in the Town. A business license may be renewed online at www.applevalley.org/business-license.

What is a Business Licensing Fee?

The business license cost is based on a flat tax.

1-2.50 Determination of fees. The amount of the license fees paid to the Town by each and every person conducting any business activity within the incorporated area of the Town of Apple Valley shall be based on the number of owners and employees employed by each of said businesses. The fee is calculated as follows:

• 0-5 the fee is $50 per year

• 5-10 the fee is $75 per year

• 11-15 the fee is $150 per year

• 16-20 the fee is $200 per year

• 21 or more the fee is $200 per year

Pursuant to AB 1379 an additional $40.00 will be charged to all local contractors, exempt businesses, and non-profits. For more information please visit www.dca.ca.gov.

What If I Don’t Obtain a License?

Conducting business in the Town without a license can result in penalties, notices of violations, administrative and court costs. For more information please visit www.applevalley.org/business-license.

Business License Checklist

This list is non-exhaustive and should be used as a guide. Businesses should contact the proper entity for specific requirements.

• Sales Tax Permit
• Seller’s Permit (Resale #)
• Employer Identification Number/FEIN
• Fictitious Business Name Statement/DBA
• Articles of Incorporation (Corporations)
• Environmental Health Division of the San Bernardino County Department of Public Health
• Building and Safety Division
• Fire District
• California State Contractors License Board
• Alcoholic Beverage Control License
• California State Contractors License Board
• Certificate from the California Department of Consumer Affairs for (certain) businesses
• General Business License
• Home Business Permit

How Do I Obtain a License?

You may obtain an application from Town Hall, or download one from our website at www.applevalley.org.

• Prior approval of a variance from the Board of Supervisors may be required before business license can be issued.

STEP 1: HOME BASED BUSINESS

Non-Town based businesses could be contractors, non-Town based businesses that operate within the city but do not have a Town based location. Complete business license is a simple application completed by employee working at the site, then skip to Step 3.

STEP 2: TOWN BASED BUSINESS INCLUDING HOME BASED BUSINESS

All new businesses located within the Town of Apple Valley will inquire with Development Services for department approval/endorsement.

1. Obtain and complete the Business License Application.
2. Submit the completed application along with the required documentation (if requested) to the Planning Department for review.
3. Step 3: The Planning Department reviews the application, will send additional required permitting forms, approves or denies the zoning review.
4. Step 4: If applicable, additional forms may be required from Building & Safety Department and Fire District.

STEP 3: TURN IN COMPLETED APPLICATION & FRONT & BACK OF ANY ADHESION POSTAGE, DEPARTMENTAL DOCUMENTATION TO THE FINANCE DEPARTMENT TO PAY REQUIRED FEES.

What is Other Things May I Need?

FICTITIOUS BUSINESS NAME (DBA) must be filed if you choose a business name that does not include your last name. Contact the San Bernardino County Clerk Office 760-995-8065 or visit www.co.san-bernardino.ca.us.

SELLER’S PERMIT (LICENSE) is required by the State Board of Equalization if you sell merchandise. California Department of Tax and Fee Administration 800-321-2752 or visit www.dir.ca.gov/dwc.

How to Obtain a Business License in the Town of Apple Valley

A business license is an annual tax for doing business within the incorporated area of the Town of Apple Valley (Town). Apple Valley Municipal Code requires that you obtain a license when you conduct any business activity within the Town even if your business is located OUTSIDE the town limits or you have a business license from another town.

How Do I Obtain a License?

It’s Time to Renew My License?

If I Am a Non-Town Based Business?

Yes. Licenses renew annually and courtesy notices are mailed. However, it is your responsibility to renew the business license on or before the date the notice is not received. Penalties are assessed for delinquent accounts, regardless of whether or not you receive a renewal notice.

STEP 1: Fill Out Application.

Complete and turn in a complete Business License Application, along with all required documentation, to the Finance Department. Application may be obtained online at www.applevalley.org/business-license or contact Town Hall 760-257-2900. 10760 4th Street, Suite 200 Rancho Cucamonga, CA 91730 or visit www.co.san-bernardino.ca.us

STEP 2: The Planning Department reviews the application, will send additional required permitting forms, approves or denies the zoning review.

STEP 3: Turn in completed application & front & back of any adhesive postage, departmental documentation to the Finance Department to pay required fees.

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