



Town of Apple Valley CALIFORNIA

<p>Business License <i>All persons conducting business in Apple Valley are required to possess a license.</i> Town of Apple Valley 14957 Dale Evans Pkwy. Apple Valley, CA 92307 760-240-7000 ext. 7707 www.applevalley.org</p>	<p>CA Franchise Tax Board <i>All businesses in California are required to submit annual tax statement to the Franchise Tax Board.</i> Los Angeles Field Office 300 S. Spring Street, Suite 5704 Los Angeles, CA 90013-1265 800-852-5711 or 916-845-6500 www.ftb.ca.gov</p>	<p>Internal Revenue Service <i>Federal tax ID numbers, withholdings, sole-proprietorship, partnership, and corporate taxes.</i> San Bernardino Field Office 290 N. D St. San Bernardino, CA 92401 800-829-1040 or 909-388-8108 www.irs.gov</p>
<p>CA Secretary of State <i>Corporations must file articles of incorporation with the California Secretary of State.</i> Secretary of State Corporate Filing 1500 11th St. 3rd Floor Sacramento, CA 95814 916-657-5448 www.sos.ca.gov</p>	<p>Fictitious Business Name <i>All business using any name other then first and last name must file and publicize with County Recorder. Local newspapers may also assist with your filing need.</i> County Recorder/Clerk High Desert Government Center 15900 Smoketree St. Hesperia, CA 92345 760-995-8065 www.sbcounty.gov</p>	<p>Sales & Use Seller's Permit <i>Provides retail/wholesale/tobacco sales licensing. If you sell tangible property in California, you must apply for a Seller's Permit.</i> California Dept. of Tax & Fee Administration 10760 4th St. Rancho Cucamonga, CA 91730 909-257-2900 www.cdtfa.ca.gov</p>
<p>Environmental Health Services <i>A health permit is required for businesses that dispense food to the public, massage clinics, tattooing, body piercing, permanent cosmetics and liquid waste haulers.</i> High Desert Government Center 15900 Smoke tree St. Ste. 131 Hesperia, CA 92345 800-442-2283 www.sbcounty.gov/dehs</p>	<p>Alcohol Beverage License <i>When selling any liquor, beer, or wine, you must obtain a permit.</i> Alcohol Beverage Control Board Riverside Field Office 3737 Main St. Suite 900 Riverside, CA 92501 951-782-4400 www.abc.ca.gov</p>	<p>Community Care Licensing <i>A state license is required for individuals and entities that provide adult, senior, and child based care.</i> Riverside Field Office 3737 Main St. Suite 700, MS:29-12 Riverside, CA 92501 951-782-4200 www.cclcd.ca.gov</p>
<p>CA State Contractors Department <i>43 different licensing classifications a contractor needs license to perform work.</i> Contractors State License Board 9821 Business Park Drive Sacramento, CA 95827 800-321-2752 916-255-3900 www.cslb.ca.gov</p>	<p>Consumer Affairs <i>Over 200 professional categories in over 40 regulatory entities which establishes minimum levels of competency for licensure.</i> Department of Consumer Affairs Consumer Information Division 1625 North Market Blvd., Suite N 112 Sacramento, CA 95834 800-952-5210 www.dca.ca.gov</p>	<p>Apple Valley Chamber of Commerce <i>Promote economic development opportunities providing information and business resources.</i> BJ Westlund Apple Valley Chamber of Commerce 16010 Apple Valley Rd. Apple Valley, CA 92307 760-242-2753 www.avchamber.org</p>
<p>Planning Department <i>Planning Department will check to ensure that the building is in conformance with the zoning for the property and/or issue Home Occupancy Permits.</i> Planning Department 14957 Dale Evans Pkwy. Apple Valley, CA 92307 760-240-7000 ext. 7200 www.applevalley.org</p>	<p>Building Department <i>Certificate of Occupancy is required for business located in commercial locations within the city. Tenant Improvements may need submitting.</i> Building & Safety 14957 Dale Evans Pkwy Apple Valley, CA 92307 760-240-7000 ext. 7014 www.applevalley.org</p>	<p>Fire Department <i>Annual inspections are required for all fixed business locations within the city.</i> Apple Valley Fire Protection District 22400 Headquarters Drive Apple Valley, CA 92307 760-247-7618 www.avfpd.org</p>



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Dear Business Owner,

Thank you for choosing Apple Valley for your place to do business. The Town of Apple Valley welcomes your business and will strive to make the process of doing business within the Town as simple as possible. This information sheet is designed to assist you in successfully opening your business in the Town, as well as provide you with federal, state, and county regulations and requirements.

The requirement of possessing a business license has existed within the Town since 1991. Your business tax payment is valid for one year from the day your business commences in Apple Valley and expires on the last day of the month from the year of issuance. Please be aware that you will be assessed a monthly penalty for late payment of your license. Penalties are assessed on the last day of each month after payment is due.

Planning Review. Individuals interested in starting a business within the Town of Apple Valley are strongly encouraged to take a moment and stop by the Planning Division counter and discuss their business/activity with a member of the Planning Division. If your business is going to be home based, you will be required to obtain a Home Occupancy Permit. Or if you are going to be located in a commercial area you may need to apply for a Conditional or Special Use Permit. You may contact anyone in the Planning Division at (760) 240-7000, extension 7200.

Certificate of Occupancy. All businesses located in commercial areas of Apple Valley are required to fill out a Certificate of Occupancy application. If any tenant improvements are being done to the building, additional fees may be required. For more information, please contact the Building and Safety Department at (760) 240-7000, extension 7014.

Retailers. Please provide proof that you have obtained a Sellers Permit from the California Department of Tax and Fee Administration. The Sellers Permit must match the business information on your application for a business license. You can contact the California Department of Tax and Fee Administration by calling or going on line (*see reverse side for contact information.*)

Fictitious Business Name Statement. Please provide proof of publication for a Fictitious Business Name Statement. To find out if you are required to file, please contact the San Bernardino County Recorder's or any local newspaper and speak with the legal advertising department (*see reverse side for contact information.*)

State Licenses. Many businesses are required to be licensed with California Department of Consumer Affairs. Proof of all state licenses is required in order to obtain a business license with the Town of Apple Valley. Please call Consumer Affairs to see what licenses, if any, are required (*see reverse side for contact information.*)

In Addition: Some businesses will be required to obtain a County Health Permit or other special permits before we can issue the Business License (*see reverse side for contact information*)