

BUSINESS LICENSE INFORMATION

Welcome to the City of Perris! We appreciate your choice in selecting the City of Perris to conduct your business. In an effort to keep new and potential enterprises informed, we encourage you to come into the Finance Department and ask questions... we are here to help you!

The following information has been compiled and provided to all new Business License Applicants, any errors or omissions in this list will not excuse business owners of their responsibility or liability in establishing a business license in the City of Perris.

You can use the City's website to download the Business License Application form. The website offers information on how to obtain a business license and includes a helpful section for frequently asked questions and answers.

A City Planner (951) 943-5003 or Building Official (951) 443-1029 from the City of Perris will be glad to answer questions you may have relating to the following:

ZONING: Is the prospective location or building you are looking at zoned for the type of business you plan to engage in?

BUILDING: Is the building up to present City codes (structural, electrical, etc)?

SIGNS: If you plan to erect advertising structures, you must apply for sign permits.

MISCELLANEOUS: Commercial hoods, grease and/or sand traps, building permits, etc, may be required before your business can be opened.

Special permits are required for solicitors or peddlers, secondhand dealers, swap meets, amusement centers, tow trucks, taxis, bingo games, yard sales, dog kennels, ambulances, large family daycare centers, alarms, filming, and painting numbers on curbs.

The payment of a business license fee for transacting and carrying on business under Title V will not relieve you from the payment of any fee for the privilege of doing such business required under any other ordinance of the city or the regulatory provision of other ordinances.

Upon receipt of a business license a change of your locations or ownership of the business should be filed with this office. A new application is required for both instances. A change of location will not incur an additional license fee, but there is a nominal fee for a replacement license. A change of ownership is treated as a new business.

Please complete and return a Business Contact Card with the Sheriff's Department. This is for your benefit in the event of an emergency.

Businesses are expected to and are responsible for meeting any City, County, State, and Federal licensing requirements. The following is a list of websites where additional information can be found:

CalGold California government On-line to Desktops

Business Permits Made Simple

www.calgold.ca.gov/Welcome.htm

California Business Portal

www.ss.ca.gov/business

Inland Empire Economic Partnership

www.ieep.com

U.S. Small Business Administration

www.sba.gov

The following steps if applicable must be completed BEFORE the actual business license application is submitted for review:

If you use any name other than your legal given name, you must file for a fictitious name. To acquire a Fictitious Business Name contact:

Riverside County Clerk's Office

2724 Gateway

Riverside, CA 92507

(951) 486-7000 / (800) 696-9144

www.asrclkrec.com

A Sellers Permit must be obtained from State Board of Equalization (SBE) for those businesses of a resale nature. To acquire a Sellers Permit (Retail Sales Tax Number) contact:

State Board of Equalization

3737 Main St. 10th Floor #1000

Riverside, CA 92506

(951) 680-6400 / (800) 400-7115

www.boe.ca.gov

If you plan to have one or more employees, or are a Partnership or Corporation, you must obtain an Employee Identification Number:

Internal Revenue Service

290 North D Street

San Bernardino, CA 92401

(800) 829-1040 / (909) 388-8108

www.irs.gov

State Franchise Tax Board

7575 Metropolitan Drive #201

San Diego, CA 92108-4421

(800) 852-5711

www.ftb.ca.gov

If your establishment intends to prepare and / or sell food of any type, contact:

Riverside County Environmental Health Department
38740 Sky Canyon Drive
Murrieta, CA 92562
(951) 461-0284
www.rivcoeh.org

Riverside County Environmental Health Department
800 South Sanderson Avenue
Hemet, CA 92545
(951) 766-2824
www.rivcoeh.org

Riverside County Environmental Health Department
4065 County Circle Place
Riverside, CA 92503
(951) 358-5172
www.rivcoeh.org

If your establishment deals with hazardous materials, contact:

Riverside County Environmental Health Department
Hazardous Materials Division
4065 County Circle Place
Riverside, CA 92503
(951) 358-5055
www.rivcoeh.org

If your establishment intends to serve alcohol beverages, contact:

Alcoholic Beverage Control (ABC)
3737 Main Street #900
Riverside, CA 92506
(951) 782-4400
www.abc.ca.gov

If your establishment intends to sell produce, contact:

Riverside County Agricultural Commissioner's Office
4080 Lemon Street, Room 19
Riverside, CA
(951) 955-3000
www.rivcoag.org

If you intend to engage in the sale of firearms or ammunition, a copy of all necessary and appropriate permits, certificate and license MUST be attached to your application. For more information, please contact:

US Department of Justice
Bureau of Alcohol, Tobacco & Firearms and Explosives
3750 University Avenue #545
Riverside, CA 92501
(951) 276-6031
www.atf.treas.gov

Business Personal Property Taxes - If your business has equipment they should contact the Assessor's Business Division by phone at (951) 955-6210 or through email at bp-phd@co.riverside.ca.us to report your location and mailing address for property tax purposes.

Some business may need additional licenses to comply with all applicable City, County, State, and Federal Regulations, for more information, please contact:

Bureau of Consumer Affairs
Office of Small Business
1625 North Market Blvd, Suite N112
Sacramento, CA 95884
(800) 952-5210
www.dca.ca.gov

Employment Development Department (EDD)
1180 Palmyrita Avenue, Suite B
Riverside, CA 92507
(800) 852-5711
www.edd.ca.gov

To register as a Corporation, LLC, Limited Liability Partnership or limited partnership and receive a secretary of state id number

Secretary of State
1230 J Street
Sacramento, CA 95614
(916) 653-6814 general information
www.ss.ca.gov

For more answers to your questions, view the frequently asked questions section.