



OUT OF TOWN BUSINESS LICENSE PACKET

- Business License Application Instructions and Expectations
- Out of Town Application
- Resources for starting a New Business



STARTING A BUSINESS IN THE CITY OF CALIMESA

PART 1

All businesses that are either located within The City of Calimesa and/or conducting business within the City are required to purchase a business license. The initial license is valid for six (6) months from approval, after which the business license can be renewed on an annual basis with the applicable fees

What type of License do you need?

1

OUT OF TOWN Licenses are required for all businesses located outside of Calimesa that conduct business within City limits.

Examples of Out of Town businesses but not limited to

Business License	\$48.00 annual
Casp state fee	\$4.00 annual

Virtual Office

Contractor

Mobile Vendor

Home Office

Contract Work

Online Sales

2

Home Occupation Licenses are required for all businesses operating at a residential home located in The City of Calimesa.

Examples of a Home Occupation businesses but not limited to

Business License	\$24.00 annual
Casp state fee	\$4.00 annual
Home Occupation	\$171.00 one-time fee

3

Certificate of Occupancy Licenses are required for all businesses that conduct business within areas zoned commercial use.

Examples of a Certificate of Occupancy businesses but not limited to

Business License	\$24.00
Casp state fee	\$4.00 annual
Planning Review	\$80.00 one-time fee
Code Enforcement	\$80.00 one-time fee
Building & Safety	\$77.00 one-time fee
Fire Inspection	\$77.00 annual

Restaurants

Store Front

Office Space

Food Truck



PART 2

What to expect after you submit your application

Home Occupations

Business license applications are routed to the following departments for approval. (*You may be contacted for further information if needed*).

1. Planning Department
2. Code Enforcement Department
3. Building Department
4. Fire Department

- Fees will be collected after your Business License has been approved.
- Business Licenses will be mailed within 7 to 14 business days after fees have been collected

Out of Town Businesses

- Business license applications are processed after all fees have been paid.
- Business Licenses will be issued within 7 to 14 business days.

Certificate of Occupancy

- Business license applications are routed to the following departments for approval. (*You may be contacted further information if needed*).
5. Planning Department
 6. Code Enforcement Department
 7. Building Department
 8. Fire Department
- Fees will be collected after your Business License has been approved.
 - Business Licenses will be mailed within 7 to 14 business days after fees have been collected

CITY OF CALIMESA

908 Park Ave.
Calimesa, CA 92320

PHONE# (909) 795-9801
FAX# (909) 795-4399



BUSINESS LICENSE APPLICATION

CITY OF CALIMESA

908 Park Ave.
Calimesa, CA 92320

PHONE# (909) 795-9801
FAX# (909) 795-4399

FEES

\$48.00 Business License
\$4.00 State Fee

PLEASE NOTE:

An initial business license is valid for six (6) months from approval, after which the business license may be renewed on an annual basis. For the Business License Fee and the annual Fire Inspection Fee (if applicable). It is the responsibility of the business owner to renew or cancel their business license prior to its expiration in order to avoid an administrative citation.

OFFICE USE ONLY

BL #

Date Paid

Receipt No.

Amount Paid

\$

Out of Town

Please type or print legibly: INCOMPLETE APPLICATIONS WILL BE RETURNED

1

Business Name (As it is to appear on the Business License)

Phone # _____

Fax # _____

E-mail _____

Emergency Phone #. _____

Mailing Address:

Business Location Address:

2

TYPE OF BUSINESS: _____

BUSINESS DESCRIPTION (Please provide a detailed description of proposed business activities)

3

BUSINESS OWNER INFORMATION

_____ Name

_____ Date of Birth

_____ Social Security#

_____ Driver's License #

_____ Contractor License #.

Class: A B C

_____ Seller's Permit #.

_____ Federal EIN #.

N/A I do not have a seller's resale permit

_____ State EIN #.

_____ Health Permit #.

N/A I do not have a health permit

State Agency: CA Other

4

WORKER'S COMPENSATION INFORMATION

I have Worker's Compensation coverage I do not have Worker's Compensation coverage

I do not need Worker's Compensation coverage (SELF EMPLOYED WITH NO EMPLOYEES)

Worker's Compensation Insurance Company Name _____

SIGNATURE

TITLE



BUSINESS LICENSE APPLICATION

Continued:

CITY OF CALIMESA
908 Park Ave.
Calimesa, CA 92320

5 What type of Business will you operate while in The City of Calimesa?

Address Location _____

Welcome to the City of Calimesa and our business community. We wish you every success in your business venture and encourage you to take advantage of any assistance we may be able to provide. If we can be of any assistance please do not hesitate to contact us. Calimesa's City Hall office hours are 7:00 am to 5:30pm Monday through Thursday.

6 RECYCLING INFORMATION

Does your business recycle: YES NO

Please describe the type of material your business recycles _____

7 Does your business sell tobacco or tobacco paraphernalia: YES NO

Does your business plan to sell alcohol?: YES NO

8 Have you obtained a fictitious business name? YES NO N/A does not apply to my business

9 If this Business is leasing a Virtual Office Space please provide the following along with this application .

1. Copy of lease agreement to prove that the lease is for (1) Virtual Office Space
2. Business Owner's signature

10

"As the owner of the proposed business outlined in this Business License application, I understand and accept the criteria for approval, prohibited uses, and renovations contained in this application. I declare under penalties of perjury that this application has been examined by me and, to the best of my knowledge and belief, is a true, correct, and complete statement of facts. I further certify that the above business will be conducted in compliance with applicable provisions of the City of Calimesa's Municipal Code and Ordinances, and other State and Federal Laws.

I acknowledge that this business license shall be due and payable in advance for a period of six months at the time the original license is issued. Upon license expiration thereafter, my annual license renewal taxes shall be due and payable in advance for a period of one year."

SIGNATURE

TITLE

DATE

Resources for New Businesses

City of Calimesa

908 Park Ave.
Calimesa, CA 92320

Monday-Thursday
7:00am-5:30pm
(909) 795-9801
www.cityofcalimesa.net

Chamber of Commerce

1007 Calimesa Blvd. Suite D
Calimesa, CA 92320

(909) 795-7612
<http://calimesachamber.com/>

Health Permit

County of Riverside
Environmental Health
Services
800 S Sanderson #200
Hemet, CA 92545
(951) 766-2824

Sales & Use Permit

State of California
Board of Equalization

37337 Main Street, Suite 1000
Riverside, CA 92501
(951) 680-6400
www.boe.ca.gov

State Employer ID

State of CA Employment
Development Dept.

(888) 745-3886
www.edd.ca.gov

Federal Employer ID #(EIN of SSN)

U.S. Department of
Treasury Internal Revenue
Service Fresno, CA 93888

(800) 829-1040
www.irs.gov

Fictitious Name

News Mirror
35154 Yucaipa Blvd.
Yucaipa, CA 92399
909-797-9101
adforce@centurygroup.com

Riverside County Clerk
2720 Gateway Drive
Riverside, CA 92507
(951) 486-7000

Contractor's License

State of California
Contractor's State License Board

9821 Business Park DR.
Sacramento, CA 62504

(800) 321-cslb
www.cslb.ca.gov

Alcoholic Beverages

State of California
Alcoholic Beverage
Control
34-160 Gateway Drive
Suite 120 Palm Desert,
CA 92211

(760) 324-2027
www.abc.ca.gov

Information /Help Sources

U.S Small Business
Administration
Inland Empire Small Business
Development Center
1157 Spruce Street
Riverside, CA 92507

(951) 781-2345
www.iesbdc.org