

COUNTY OF RIVERSIDE
DEPARTMENT OF BUILDING AND SAFETY
ENVIRONMENTAL COMPLIANCE DIVISION

BUSINESS REGISTRATION FORM INSTRUCTIONS

Welcome to the County of Riverside Environmental Compliance Division, Business Registration/Licensing Section. A County Business License is necessary prior to commencing business or any work in the County of Riverside. The County of Riverside's business license term is for a twelve (12) month period. A business license application must be completed accurately and legibly. If application is incomplete it will be returned to you.

The business license fees are \$45 for initial licensing and \$30 for annual renewals.

Once you fill out the County of Riverside business license application, please submit by one of the following methods with the appropriate business license fee:

BY MAIL:

County of Riverside
Business Registration
PO Box 1208
Riverside CA 92502

BY E-MAIL:

E-Mail application and call in to pay by Credit Card
At this time we are accepting VISA and MasterCard. A convenience fee of approximately 3% is added to each authorized payment.

IN PERSON:

County of Riverside
4080 Lemon Street, 2nd Floor
Riverside CA 92501

ONLINE (RENEWALS ONLY):

Renewals can be completed online at <https://www.rivcobizregistration.org/>

Once the information has been collected and payment received, each business will receive a Business License Certificate.

If you have any questions, please contact (951) 955-1400 or send an E-mail to NPDES@rctlma.org

COUNTY OF RIVERSIDE

4080 Lemon Street, 2nd Floor, Riverside, CA 92501
 MAIL: P.O. Box 1208, Riverside, CA 92502-1208
 E-Mail: NPDES@rctlma.org or Phone: (951) 955-1400

Business Registration Form

The undersigned hereby requests a license to conduct business in the County of Riverside (Please Print or Type)

*** Please complete all sections with astericks. Incomplete applications will not be processed**

*Business Name/DBA _____
 *Business Address _____
(Cannot be P.O. Box per State of California Business & Professions Code-Section 17538.5)

*Mailing Address _____

*Phone No. _____ Fax No. _____

*Description of Business Activities _____

*No. of Employees _____

*Ownership: Corporation Ltd Liability Sole Proprietor Partnership Trust

OFFICIAL USE ONLY	
Business Reg. #:	_____
SIC/NAICS CODE:	_____

*Business Start Date _____

*Resale No. _____

*Federal ID No. (FEIN) _____

*State ID No. (SEIN) _____

*State License No. _____

*State Contractors # _____

APN _____

*E-Mail Address _____

*Website _____

Owners, Partners, or Corporate Officers - Please make any necessary corrections

*1st Owner Name _____	*Title _____
Home Address _____	*Home Phone No. _____
City/State/Zip _____	*Cell Phone No. _____
2nd Owner Name _____	Title _____
Home Address _____	Home Phone No. _____
City/State/Zip _____	Cell Phone No. _____

Emergency Contact - Please make any necessary corrections

*Contact Name _____	*Phone No. _____
*Address _____	*Cell Phone No. _____
*City/State/Zip _____	

Vehicle Identification Information - Please make any necessary corrections

Make/Year of Vehicle(s)	License No. (s)	Make/Year of Vehicle(s)	License No.(s)
_____	_____	_____	_____
_____	_____	_____	_____

Please select one of the following (if applicable) :

I AM NO LONGER CONDUCTING BUSINESS IN RIVERSIDE COUNTY As of Date: _____

I AM EXEMPT FROM PAYING REGISTRATION FEES
(Registrant must complete declaration of exemption/ exclusion on the following page)

Please select one of the following:

<input type="checkbox"/> New Registration Fee	\$45.00
<input type="checkbox"/> Renewal Fee	\$30.00
<input type="checkbox"/> Change Fee	\$30.00
<input type="checkbox"/> Duplicate License Fee	\$10.00

Acceptance of payment does not constitute approval of business registration, issuance of a business registration pursuant to Ordinance No. 857 is not an assurance that the business conforms with County zoning regulations, zoning ordinances or laws. Authorization to conduct business is not granted until issuance of a business registration certificate and business is in compliance with applicable County ordinances and regulations.

I HEREBY DECLARE UNDER PENALTY OF PERJURY THAT THE INFORMATION IS TRUE AND CORRECT.

*Signature of Owner or Representative _____ *Date _____

RETURN COMPLETED APPLICATION TO ABOVE ADDRESS WITH A CHECK PAYABLE TO COUNTY OF RIVERSIDE OR E-MAIL COMPLETED APPLICATION TO NPDES@RCTLMA.ORG AND PHONE IN YOUR CREDIT CARD NUMBER

DECLARATION OF EXEMPTION / EXCLUSION
Riverside County Ordinance No. 857 Requires Completion of This Form

EXEMPTION

- I am **not exempt** from paying for Business Registration Fees.
 - Home Occupation:** A business having limited impact to water quality; allows a limited number of clients on site; businesses include pet groomers, hair stylists (one station), tax consultants, direct product/merchandise sales to the public, etc.
- I am **exempt** from paying for Business Registration Fees for the following reason:
 - Residential Facility:** Apartments, rooming houses, residential care homes & family day care homes.
 - Church, Temple, Places of Worship:** Churches, temples or other places of worship, religious education, or the social affairs of the religious group. This exemption does not apply to day schools, social service programs or Church owned or operated business enterprises.
 - Home Occupation:** A business having no impact on water quality; all work is done entirely by phone, mail and/or the Internet; typical activities include those of creative artists, music teachers, academic tutors or similar educational instructors. This exemption does not apply if your business affects water quality. It **will not** be exempt from registration fees or Storm Water Fees.
 - Agriculture:** Growing crops, raising livestock, dairying, purchase & storage of materials, supplies, animal feeds or produce, and marketing of farm products are **exempt**. Retail nurseries or greenhouses and wholesaling, processing, storage or manufacturing used which involves collection of products of multiple ranches by a coop or other business enterprise for marketing distribution is **not exempt**.
 - Federal Law:** Exemption applies to any business legally recognized as exempt by the U. S. Constitution, U. S. applicable statutes or by the State of California.
 - Non-Profit - Attach Copy of 501 (c) (3):** Any non-profit organization that is legally recognized as tax exempt pursuant to the provisions of 26 U.S.C. Section 501 (c), (3).
 - Veterans**

Are any of the following activities being conducted at your facility?

(Please check appropriate box, if applicable)

- Auto-Related:** Including mechanical auto repair, maintenance, fueling or cleaning of automobiles, airplanes, boats and equipment body, repair or painting of automobiles and other vehicles, retail or wholesale fueling, and auto parking lots and storage facilities.
- Mobile Related Activities:** Including mobile auto or other vehicle washing, pest control services, mobile carpet, drape, or furniture cleaning, concrete mixing or cutting, masonry, painting and coating, landscaping, pool and fountain cleaning, portable toilet servicing.
- Industrial:** Including mining, oil, or gas, storage, treatment, or production, hazardous waste treatment, storage, or disposal, landfill, land application site, and open dumps that receive industrial waste, recycling, including metal scrap yards, battery reclaimers, salvage yards, or auto yards, transportation facilities that conduct vehicle maintenance, such as fueling, cleaning, repairing, steam electric generating, sewage treatment plant, light industry where, equipment, or activities are exposed to storm water.
- Miscellaneous:** Including cemeteries, nurseries, and golf courses, parks and other recreational areas/facilities, Greenhouses, eating and drinking establishment.
- Tobacco Sales**

E-VERIFY CONFIRMATION

Are you currently enrolled and using the E-Verify System? Yes No Exempt

For more information about the E-Verify System, please visit the U.S. Citizenship and Immigration Services Website (www.uscis.gov) and click on E-Verify.

EXCLUSION

- I am no longer in business in the unincorporated Riverside County. Date No Longer In Business _____
- My business is not located within unincorporated Riverside County. I am located in the City of _____

I declare under the penalty of perjury that the information contained in this **Declaration of Exemption/Exclusion** is true and correct.

Signature: _____ **Date:** _____

Print Name: _____