



## CITY OF RIALTO NEW BUSINESS LICENSE

### FREQUENTLY ASKED QUESTIONS (FAQ'S)

1. **What are the New Business License Fees?**
2. **What documents are to be included with the Business License Application?**
3. **How do I know if my business is allowed in a certain location?**
4. **Who do I contact for special events?**
5. **When am I expected to pay?**
6. **Can I pay my New Business License online?**
7. **Can an authorized agent obtain a Business License on my behalf?**
8. **Can I transfer my license to a new owner?**
9. **What type of payment methods are accepted?**
10. **When will I receive my license certificate?**

1. **What are the New Business License Fees?**

- 1.) Administration fee; For Home Occupancy **\$38.90**, For all other businesses **\$45.40**
- 2.) State fee; As of January 1, 2018, **\$4.00**
- 3.) Business License Tax; Fees based on Business Classification

See Fee list here: <http://yourrialto.com/city-hall/departments/development-services-department/business-licensing-division/business-license-rate-code-descriptions/>

2. **What documents are to be included with the Business License Application?**

- You must have the names of all owners and officers. For each owner and officer, you must provide a home address, phone number, social security number and driver's license number.
- Copy of Fictitious Business Name, Articles of Incorporation or partnership documents.
- Copy of Driver's License and Social Security Number.
- Copy of Appropriate Professional License(s)\*
- Copy of SBOE Re-Sale Permit\*
- Copy of Health Permit\*
- Copy of Federal Identification Number\*
- Copy of Alcoholic Beverage Control (ABC) License\*

(\* ) Depending on the business type certain documentation required is applicable.

Please contact Business License Department at (909) 820-2517 for any questions.

**Note:** Prior to issuance of a Business License Certificate, all applications are reviewed by various City Departments for proper zoning and use.

**3. How do I know if my business is allowed in a certain location?**

The City of Rialto has various land and zone uses that are defined in the City's Municipal Code. Please check with the City's Planning Division at (909) 820-2535 to determine if your business use is permitted in a particular zone. *Home Occupation Businesses also require the Planning Division's approval.*

**Please Note:** All businesses must obtain a Business Compliance Certificate issued by the Building Division. Home Occupation Businesses need to obtain a Home Occupation Permit, issued by the Planning Division.

**4. Who do I contact for Special Events?**

Please contact the Recreation and Parks Department at (909) 421-4949.

**5. When am I expected to pay?**

Fees must be paid in advance of receiving your Business License Certificate, and prior to the date you commence your business. Business Licenses are renewed annually and expire on December 31<sup>st</sup> of each year.

For Contractors, the license renewal payment due 12 months from the original paid date.

**6. Can I pay my New Business License Online?**

No. However, the New Business License Application can be completed online at [www.yourrialto.com](http://www.yourrialto.com) and emailed to [citybl@rialtoca.gov](mailto:citybl@rialtoca.gov).

**7. Can an authorized agent obtain a Business License on my behalf?**

Yes. A Letter of Authorization must be provided with the agent's driver's License.

**8. Can I transfer my license to a new owner?**

No. Business licenses are non-transferable. The new owner needs to obtain a new Business License.

**9. What types of payment methods are accepted?**

Visa, MasterCard, American Express – All card payments incur a 2% fee.

Cash and Check payment accepted. Payments can be made in person or by mail.

**Please note:** Returned checks incur a \$25 non-sufficient fee (NSF): requiring future payments to be made with Cash, Cashier's check, or Credit card.

**10. When will I received my license certificate?**

Issuance of the certificates may take 2 weeks after payment has been processed. Certificates will be sent out for free by email, or by mail with a document production fee.

## **OTHER BUSINESS RELATED FAQ'S:**

1. **How do I register the business ownership?**
2. **What is a fictitious name statement?**
3. **Where can I obtain a Resale number (seller's permit)?**
4. **Where do I obtain the State Tax ID number?**
5. **Where do I obtain the Federal Tax ID number?**
6. **What type of permits or licenses do I need to start my business?**
7. **I'm going to be selling food products. Do I need special approvals?**
8. **I'm going to be selling alcoholic beverages, will I need any special approvals?**

1. **How do I register the business ownership?**

You may choose to conduct business as Sole proprietorship, Corporation, Partnership, Limited Liability Company or a Non-profit. Unless you conduct your business as a sole proprietorship, you must file papers with the Secretary of State's office:

*California Secretary of State*

1500 11<sup>th</sup> Street, 3<sup>rd</sup> Floor, Sacramento, CA 95814

Phone: (916) 657-5448

<http://www.sos.ca.gov/business-programs/business-entities/contact/>

2. **What's a fictitious name statement?**

If you use a business name other than your own legal name, you must file a fictitious name statement with the County Clerk.

*San Bernardino County-Recorder Clerk*

222 W. Hospitality Lane, 1<sup>st</sup> Floor. San Bernardino, CA92415

Phone: (855) 732-2575

<http://www.sbcounty.gov/ARC/Main/RecorderClerk?FbnInfo.aspx>

3. **Where can I obtain a seller's permit (Retail Sales Tax Number)?**

The State Board of Equalization (BOE) issues seller's permits and is responsible for the administration and collection of the State's sales and use, fuel, alcohol, tobacco, and other special taxes and fees.

*State Board of Equalization*

3737 Main Street #1000, Riverside, CA 92501

Phone: (951) 680-6400

<http://www.boe.ca.gov/info/reg.htm>

4. **Where do I obtain a State Tax ID Number?**

The California Franchise Tax Board (FTB) issues State Tax identification numbers and administers personal and corporate income and franchise taxes for the State of California. Information regarding this number can be obtained at: *Franchise Tax Board*

[https://www.ftb.ca.gov/businesses/index.shtml?WT.mc\\_id=Global\\_Businesses\\_Tab](https://www.ftb.ca.gov/businesses/index.shtml?WT.mc_id=Global_Businesses_Tab)

**5. Where can I obtain a Federal Tax ID Number?**

The Internal Revenue Service (IRS) issues federal employer identification numbers and administers federal payroll taxes. For more information, please contact:

*Internal Revenue Service*

290 N. D St., San Bernardino, CA 92401

Phone: (909) 388-8108

<https://www.irs.gov/>

**6. What type of permits or licenses do I need to start my business?**

Depending upon the type of business you conduct, you may also be required to obtain special license(s) or permits from the State of California, County of San Bernardino, City of Rialto or other agencies prior. To determine which occupations and businesses require additional licenses or permits you may contact the regional Permit Assistance Center or the Cal Gold website at:

*Inland Empire Permit Assistance Center*

2038 Iowa Avenue, Suite 100., Riverside, CA 92507

Phone: (909) 320-2048

<http://www.calgold.ca.gov/>

**7. I'm going to be serving food products. Do I need special approvals?**

Yes. The San Bernardino County Health Department reviews all plans for compliance with State of California health codes. The Health Department can be reached at:

*County of San Bernardino – Environmental Health Services*

172 W. 3<sup>rd</sup> Street, 1<sup>st</sup> Floor, San Bernardino, CA 92415

Phone: 1(800) 442-2283

<http://www.sbcounty.gov/dph/dehs/Depts/EnvironmentalHealth/BusinessServices/applications.aspx>

**8. If I sell any alcoholic beverages, will I need any special approvals?**

Yes. Please contact the State of California Alcoholic Beverage Control Agency (ABC) for the sale and serving of alcohol beverages in conjunction with any business. In addition, to obtain a license from the ABC, your business may also require special review and approvals from the City of Rialto. Please contact the Planning Department at (909) 820-2535.

*Department of Alcohol and Beverage Control*

3737 Main Street, Suite 900., riverside, CA 92501

Phone: (909) 782-4400

<https://www.abc.ca.gov/PERMITS/LICENSetypes.html>