

What Is a Business License?

A business license is required in order to conduct business legally within the city limits. The purpose of the license is to provide funding for general services such as police and fire protection, crime prevention, and many other community services, which may benefit the business.

Who Needs a Business License?

Per the City of Moreno Valley Municipal Code Title 5.02.020(A) Business Regulation, all businesses including, Rental Property, Non-Profit Organizations, Independent Contractors, Churches and Religious Organizations operating in the City of Moreno Valley are required to have a business license. This includes businesses which operate from a home, commercial location or subleases within an existing business. A separate business license certificate is required for each branch or location within the city. If you conduct business activities within the City of Moreno Valley but are located outside the City, you are required to have a Moreno Valley business license.

Rental Property

For owners of multiple single family residential rental properties a business license is needed for each property. One Business License Application Fee will be charged if you have ten (10) or less properties. Property owners with more than ten properties pay a separate application fee for each property.

Non-Profit Organizations, Churches and Religious Organizations

A business license is required for Non-Profit, Churches and Religious Organizations. With proof of a 501(c) (3) Non-Profit Status, they are exempt from the business license processing fee and gross receipts tax.

Conducting Business Legally

The issuance of a business license does not entitle the license holder to conduct any business which is otherwise prohibited. Businesses may also be required to obtain a Certificate of Occupancy, Home Occupation Permit, Conditional Use Permit, and/or other City, County, State, or Federal approvals before a business may operate.

Commercial Businesses

Each commercial business located within the City of Moreno Valley must obtain a Certificate of Occupancy from the [Building and Safety Department](#).

Home-Based Businesses

Each home-based business located within the City of Moreno Valley must obtain a Home Occupation Permit from the [Planning Department](#).

Who can I contact with any Business License questions?

For any of your business license questions, you may contact the City of Moreno Valley at:

Phone: 951-413-3080

Email: businesslicense@moval.org

Website: moval.org

Additionally, please feel free to stop by City Hall located at:

14177 Frederick Street

Moreno Valley, CA 92553

Additional Requirements

Some businesses require special approval and permits in addition to the standard business license application. If your business is one of these, you will be supplied with additional information to assist in processing your application. Examples of these businesses are, but not limited to:

- Mobile Food Vendors
- Massage Operators
- Peddlers / Solicitors
- Taxis
- Bingo

How long is a Business License valid?

Business licenses are valid from January 1st through December 31st of each year. For any new business applying for a business license, the license period will be adjusted to reflect the applicable start date and all licenses will expire on December 31st of each year.

When are Business License renewals due?

All renewals are due by January 31st of each year and become delinquent if received after that date. Penalties and Interest will be assessed if the Renewal Application Form is not received by January 31st. Renewals may also be completed online at: www.moval.org/biz-lic.

What type of Business Entity should I have?

You may choose to conduct a business as a sole proprietorship, corporation, partnership, or a limited liability company. You should consult with a legal representative and an accountant before making any determination as to the type of business entity to form. For more information on each type of business entity, please visit the California [Business Portal section](#) of the Secretary of State's website.

Unless you conduct your business as a sole proprietorship, you must file papers with the Secretary of State's office:

Secretary of State
Business Programs Division
1500 11th St.
Sacramento, CA 95814
916-657-5448

What is a Fictitious Name Statement and who must file?

If you use a business name other than your own legal surname, you must file a fictitious name statement with the [Riverside County Clerk](#). Every individual, partnership, and other associations and corporations who regularly transact business for profit in this state under a fictitious business name must file a fictitious business name statement.

County of Riverside
Assessor-County Clerk-Recorder
2427 Gateway Dr.
Riverside CA 92507
Ph: 951-486-7000

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 St. #1000
Riverside, CA 92506
951-680-6400

Where do I obtain a State Tax ID Number?

[The 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 (which is utilized to track state withholding taxes) can be obtained from the California Franchise Tax Board at:

Franchise Tax Board
600 W. Santa Ana Blvd., Suite 300
Santa Ana, CA 92701-4543
Ph: 800-852-5711

Where can I obtain a Federal Tax ID Number?

The [Internal Revenue Service](#) (IRS) issues federal employer identification numbers and administers federal payroll taxes, including social security, Medicare, federal unemployment insurance and federal income tax withholding. For more information, please contact:

Internal Revenue Service
290 N. D St.
San Bernardino CA 92401
Ph: 909-388-8108

Where do I get my State Employer Identification Number?

The [Employment Development Department](#) (EDD) issues state employer identification numbers, (SEIN) and administers California's payroll taxes, including unemployment insurance, employment training tax, state disability insurance, and California personal income tax withholding.

Employment Development Department
1180 Palmyrita Ave. #B
Riverside CA 92501
Ph: 888-745-3886

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 Riverside, City of Moreno Valley or other agencies. To determine which occupations and businesses require additional licenses or permits you may contact:

[Bureau of Consumer Affairs](#)
Office of Small Business
1121 L St. #600
Sacramento, CA 95817
Ph: 800-952-5210

[CalGold](#)
1325 J St., Suite 1800
Sacramento, CA 95814

I'm going to be serving Food Products. Do I need special approvals?

Yes. The [Riverside County Department of Environmental Health](#) reviews all plans for compliance with State of California health codes. They are interested in the type of restaurant equipment installed, the categories of food you are handling and standards relating to employee hygiene. The Health Department can be reached at:

Riverside County
Department of Environmental Health
4065 County Circle Dr.
Riverside CA 90503
951-358-5172
Or
800 S. Sanderson #200
Hemet CA 92545
951-766-2824

If I sell any Alcoholic Beverages, will I need any special approvals?

Yes. The sale and serving of alcoholic beverages in conjunction with any business is governed by the State of California Alcoholic Beverage Control Agency (ABC). Please contact them regarding all pertinent rules, regulations and required permits. In addition, to obtaining a license from the ABC, your business may also require special review and approvals from the City of Moreno Valley Planning Department.

[Department of Alcohol and Beverage Control](#)

3737 Main St., Suite #900
Riverside, CA 92501
Ph: 951-782-4400

If I sell Tobacco Products do I need special permits?

Yes. The sale of Tobacco Products in conjunction with any business is governed by the State of California Board of Equalization (BOE) and Riverside County Department of Environmental Health. Please contact them regarding all pertinent rules, regulations and required permits.

[Riverside County Tobacco Permit Application](#)

[California BOE Tobacco License Application](#)

Where can I find a copy of the Business License Ordinance

Click [here](#) for the City of Moreno Valley Business License Ordinance