



Submittal Information for Business Registration Forms

This application is intended for business registrations within nonresidential zoning districts. For home-based businesses, please use the [Notification of Home Occupation Application](#).

FLOOR PLANS ARE REQUIRED WITH ALL BUSINESS REGISTRATION FORMS.

1. Pre-Submittal Consultation with Planning Services

- a. Prior to submitting a Business Registration Form, please reach out to Planning Services at (949) 425-2525 or planning@avcity.org to verify the zoning district of the subject property. Depending on the [zoning district](#) of a property, [certain types of businesses](#) will either be permitted by right, require approval of a use permit, or be prohibited. Planning Services will also confirm the [parking requirements](#) for your business.
- b. Please note, if a proposed business requires an Administrative Use Permit ([AUP](#)) or a Conditional Use Permit ([CUP](#)), the use permit must be processed and approved before you can submit plans for tenant improvements, signage, and the start of business operations.
 - i. AUPs and CUPs are only valid for the address and suite that is referenced in the approval documents. They are not transferable to another location.
 - ii. A Business Registration Form can be submitted concurrently with an AUP or a CUP.
- c. If a business is "permitted by right", proceed to step 2.

2. Complete the Business Registration Form (Form PS-250) form and email the form to planning@avcity.org and along with the following items below. **Please note, floor plans are required with all Business Registration Forms. All proposed tenant improvements must be disclosed at time of submittal.**

- a. Provide a floor plan of the space and, if applicable, a scope of work of proposed tenant improvements. Provide the square footage of the space and label the use of all rooms.
 - i. If you are not proposing any tenant improvements, please write "No alterations" on the floor plan.
- b. Provide a site plan showing the entire property with location of building and location of the suite within the building. A parking data table shall be provided.

3. Please include the following items for each applicable box checked on Form PS-250:

- a. New Business (including relocation of an existing businesses):
 - i. Provide a detailed description of the proposed business, including, but not limited to, description of business operations, day and hours of operations, number of employees, goods and/or services provided, etc.
 - ii. For restaurants, OC Health Department approval and a Moulton Niguel Water District Will Serve Letter will be required as well.
 - iii. For medical offices, please provide your (California) state issued medical license. Specifically for dental offices, a Moulton Niguel Water District Will Serve Letter will be required. Medical offices require more parking than a general office, so for "office to medical" conversions, please verify with Planning if the property will have sufficient parking.
- b. Change of Business Name/Re-branding:
 - i. Provide any supporting documentation with the new business name.
 - ii. Specifically for re-branding, provide plans for any proposed signage and/or change of color scheme. Installation or replacement of permanent wall signs will require a separate submittal to Building & Safety.



c. Change of Business Ownership:

- i. Provide a lease or other supporting documentation with the new business owner's name.
- ii. Specifically for restaurants, OC Health Department approval and a Moulton Niguel Water District Will Serve Letter will be required as well.

d. Tenant Improvements

- i. If you checked "Yes", please contact Building & Safety at 949-425-2540 or building@avcity.org for more information about submitting plans for [tenant improvements](#). When all associated tenant improvement permits are completed and finalized, you may start business operations.
 1. If your proposed business requires a use permit, the use permit must be approved before you are cleared to submit plans for tenant improvements to Building & Safety.
- ii. If you checked "No", please note that floor plans are required as part of the Business Registration process; please write "No Alternation" on the floor plans if there are no tenant improvement.
 1. If there are any discrepancies between the floor plan that is submitted compared to the previous floor plan on record, all discrepancies must be addressed with Building & Safety prior to the start of business operations.

e. Permanent Signage

- i. If you checked "Yes" and a [permanent wall sign](#) is proposed, a separate submittal to Building & Safety is required.
- ii. If you checked "Yes" and the signage consists of re-facing an existing sign (such as a sign within the Vantis Live/Work community), a building permit is not required, but the sign is subject to Planning review.
- iii. For new or relocated businesses with tenant improvements, the building permit for the signage must be finalized before the building permit for the tenant improvements.

f. Temporary Banners

- i. If you checked "Yes" and a [temporary banner](#) is proposed as part of a grand opening, change of ownership, or major remodeling (under a building permit), a separate submittal to Planning Services is required.
 1. Email the Temporary Banner Permit Application to planning@avcity.org for processing.
- ii. Some Master Sign Programs may have restrictions on temporary banners. Please verify with Planning prior to submitting plans for temporary banners.

4. Review and Approvals

- a. Once an application is received, we will provide invoice and a link for payment. Once payment is received, please allow up to 10 business days for the processing.
- b. If there are any proposed tenant improvements or if any building permits are required, approval will be granted contingent on the completion of the Final Building Inspection for the associated permits.



CITY OF ALISO VIEJO
COMMUNITY DEVELOPMENT DEPARTMENT
PLANNING SERVICES DIVISION
12 JOURNEY, SUITE 100
Aliso Viejo, CA 92656
Phone: (949) 425-2525

Business Registration Form

FORM
PS-250

Check the Applicable Boxes

- ☐ New Business / Relocation of Existing Business
☐ Change of Business Name / Rebranding
☐ Change of Business Ownership

Are You Proposing Any of the Following?

- Tenant Improvements ☐ Yes ☐ No
Permanent Signage ☐ Yes ☐ No
Temporary Banners ☐ Yes ☐ No

Business Details

Legal Business Name (and DBA, if applicable)

Business Address (within the City of Aliso Viejo)

Type of Business

Business Days/Hours

Number of Employees

Total Square Footage

Square Footage By Use (Office, Warehouse, Retail, etc)

Detailed Business Description (You may attach this as a separate document)

Business Contact Information

Web Site

CA Business Entity Number

Business Telephone

Business Email

Business Owner

Telephone

Email

Business Manager

Telephone

Email

Mailing Address (if different)

City

State

Zip

Headquarters Address (if different)

City

State

Zip

Hazardous Materials (If Yes to Any Question Below, Please Provide Details in the Business Description)

Will Any Toxic, Hazardous, Flammable Liquids, Chemicals, or Any Solid Materials Be Stored at This Location?

☐ Yes ☐ No

Will Any Materials or Chemicals Be Manufactured or Fabricated At This Location?

☐ Yes ☐ No

Will This Location Test or Analyze Chemicals, Drugs, or Biological Matter, Requiring the Use of Water, Direct Ventilation, Specialized Piped Utilities, and Protective Measures?

☐ Yes ☐ No



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Business Registration Form

FORM
PS-250

Business Owner (or Authorized Agent)

Name	Company/Corporation		
Address	City	State	Zip
Email	Telephone	Telephone	

CERTIFICATION: (An Authorization Letter is required if an Authorized Agent is filling on behalf of the Business Owner)

As the **Business Owner** (or Authorized Agent) filing this request, I hereby certify that I acknowledge, understand, and concur with the following statements:

- (a) I am responsible for knowing and complying with government policies and regulations applicable to the proposed business and associated permits. The City is not liable for any damages or loss resulting from the actual or alleged failure to inform the applicant of any applicable laws or regulations. City approval of a business registration, including all related plans and documents, is not a grant of approval to violate any applicable policy or regulation, nor does it constitute a waiver by the City to pursue any remedy which may be available to enforce and/or correct violations of the applicable policies and regulations.
- (b) The information I have presented in this form and the accompanying materials is true and correct to the best of my knowledge. I also understand that additional data and information may be required prior to final action on this form. If my business requires a use permit, the use permit must be approved prior to submitting plans for tenant improvements and starting business operations.
- (c) I understand that if I checked "no" for tenant improvements, I am stating that there are no alterations or tenant improvements associated with the establishment of this business. Failure to obtain permits for any permittable work may result in code enforcement actions. If there are any discrepancies between the floor plan that is submitted compared to the previous floor plan on record, all discrepancies must be addressed with Building & Safety prior to the start of business operations.

Print Name _____ Title _____

Signature _____ Date _____

Property Owner (or Authorized Agent)

Name	Company/Corporation		
Address	City	State	Zip
Email	Telephone	Telephone	

CERTIFICATION: (An Authorization Letter is required if an Authorized Agent is filling on behalf of the Property Owner)

As the **Property Owner**, I hereby certify that I acknowledge, understand, and concur the filing of this form by the **Business Owner** identified above. (An Authorization Letter or Contract Agreement may be attached in lieu of a Property Owner signature).

Print Name _____ Title _____

Signature _____ Date _____

Staff Use Only

Planning Entitlement Required?	☐ Yes ☐ No	Building Permit Required?	☐ Yes ☐ No
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Approved By:

Print Name:	Signature:	Date:

Notes: