



CITY OF MOORPARK BUSINESS REGISTRATION APPLICATION \$131.00

COMMUNITY DEVELOPMENT DEPARTMENT | 323 Science Drive, Moorpark, California 93021

Main City Phone Number: (805) 517-6200 | Fax: (805) 532-2530 | www.moorparkca.gov

CORPORATE / BUSINESS INFORMATION	
Business Name:	Business Phone:
Business Additional or DBA Name:	
Business Address: (Post Office Box Not Accepted)	
Other permits may apply when zoning is verified. A Business Registration and Zoning Clearance for occupancy are required for each new business in the city, or for each new business location. A Business Registration and Home Occupation Permit are required if conducting business from a residential zone within Moorpark city limits. Business name, address and/or location, and contact information are public record.	
Mailing Address: (if different from the business address above)	
Ownership: ☐ Sole (Are you a veteran who is honorably discharged or honorably relieved from the Armed Forces of the United States and is a resident of California? ☐ Yes ☐ No) ☐ Partnership ☐ Corporation ☐ Trust ☐ LLC (Limited Liability Co.)	
Business Type: ☐ Retail ☐ Wholesale ☐ Service ☐ Manufacturing ☐ Construction	Number of Employees:

OWNER INFORMATION / NAMES OF OWNERS, PARTNERS, OR CORPORATE OFFICERS	
Owner:	Title:
Phone:	Email:
Owner:	Title:
Phone:	Email:

ADDITIONAL INFORMATION	
State License No:	Type: Expires:
FEIN No: (Federal Employer ID No.)	MANDATORY Primary Four Digit SIC Code: (Standard Industrial Classification Code) Not sure of your SIC Code? Look it up at: http://www.osha.gov/pls/imis/sicsearch.html
Business Description:	

FOR BUSINESSES LOCATED IN MOORPARK AND SUBJECT TO THE CALIFORNIA GENERAL INDUSTRIAL STORMWATER PERMIT, PLEASE PROVIDE ONE OF THE FOLLOWING NUMBERS* THAT APPLIES TO YOUR BUSINESS. To determine if you are subject to this permit, please visit:
https://www.waterboards.ca.gov/water_issues/programs/stormwater/industrial.html Click on "Permit Coverage" and "Numeric Order." If your SIC Code **IS NOT** on the list, you do not need to provide any of the numbers in this section. If your SIC Code **IS** on the list, please contact the State's General Info helpline at 1-866-563-3107.

*Waste Discharge Identification (WDID) No.:	*WDID Application No.:
*Notice of Non-Applicability Identification No.:	*No Exposure Certification (NEC) Identification No.:

FOR BUSINESSES LOCATED IN MOORPARK
If your business is a food, automotive, nursery, laundry, or industrial facility, it is subject to an annual National Pollutant Discharge Elimination System (NPDES) fee.

****PLEASE REVIEW THE FOLLOWING WEBSITE TO READ ABOUT RECENT STATE LAWS THAT AFFECT YOUR BUSINESS:** https://statebusinessnotices.hdlgov.com/**

DECLARATION: I declare under penalty of perjury under the laws of the State of California, that the information and statements contained herein are true and correct to the best of my knowledge and belief, including those provided pursuant to the Stormwater Quality Act and Section 16000.3 of the Business Professionals Code.

Applicant Signature (Owner or Representative)

Date

FOR STAFF USE ONLY BELOW THIS LINE		
Business Registration No.:	Business Registration Fee: (\$127.00)	\$
Expiration Date:	State CASp Fee: (Disability Access & Requirements) (\$4.00)	\$
Home Occupation Permit No.:	Home Occupation Permit Fee: (\$128.26)	\$
Zoning Clearance No.:	Zoning Clearance Fee: (\$222.60)	\$
Staff Initials:	NPDES Fee: (See details above – Fees vary)	\$
Date Paid: _____	Miscellaneous Permit:	\$
Cash _____ Check _____ Credit Card _____	TOTAL DUE:	\$

City of Moorpark

Application for Business Registration Information

To read about recent State laws that affect your business, please review the following website:

<https://statebusinessnotices.hdlgov.com/>

Title 5 Business Taxes, Licenses, and Regulations

Chapter 5.08 Business Registration Permit

- **Chapter 5.08.010** (Registration Permit Required) Any person engaged in any business within the city must obtain a valid business registration permit issued pursuant to the provisions of this chapter. A separate business registration permit is required for each branch, establishment, or location of a business in the city. All mobile businesses must obtain a valid business registration permit. Issuance of a business registration permit does not authorize or legalize any business or business activity which violates any federal, state, or local statute, ordinance, rule or regulation.
- **Chapter 5.08.020** (Exempt Organizations, Activities, Persons) No person shall engage in any business within the city without a valid business registration permit issued pursuant to this or in violation of any provision of this chapter. *Please view the full Moorpark Municipal Code at www.moorparkca.gov for a complete list of organizations, activities, and persons that may be exempt from certain provisions of this chapter.*
- **Chapter 5.08.040** (Permit Application) A business registration application must be filed with the Community Development Director or designee or such other person authorized by the City Manager upon a form provided by the city. The permit application shall not be deemed filed unless the form has been filled out completely and accurately by the applicant and accompanied by the filing fee established by City Council resolution.

The full Moorpark Municipal Code Chapter 5.08 is available for viewing on the City website at:
www.moorparkca.gov

► Before completing this application, you must obtain all applicable permits such as a Zoning Clearance for occupancy and sign permits (for commercial locations) prior to being issued a Business Registration. A Zoning Clearance Permit for occupancy is required for each new business in the city, or each new business location. If tenant improvements are proposed with occupancy, only one Zoning Clearance that includes the occupancy and tenant improvements is required. Before processing a Business Registration, a Zoning Clearance must be obtained from the Community Development Department.

► You must obtain a Home Occupation Permit before applying for a Business Registration Permit if your business will be conducted from a residential zone within Moorpark city limits (any business where your home address or phone number is used). A Zoning Clearance for Occupancy is not required for home-based businesses.

REFUNDS ARE NOT PERMITTED

Completed applications may be submitted for review in person (appointment only after 1:00 p.m.), by mail (check made payable to City of Moorpark), or by email to kpriestley@moorparkca.gov.

Thank you for choosing to do business in Moorpark!