

Business License Application FLOWCHART

Welcome to the City of Lake Elsinore! We thank you for your interest in opening your business in our city where we Dream Extreme. Before starting your application, please see the flowchart down below.

Please note the following concerns:

- Please contact the Planning Department to verify if the proposed use is appropriate for the Zone *before* signing a lease agreement or buying a property.
- Failure to provide an accurate description of the business, can result in the revocation of the business license application.
- Failure to disclose any tenant improvements may result in additional review and fees.

Step 1: Planning Department

Fill out Zoning Verification form and obtain approval if your type of business is allowed at that specific location.



Step 2: Building & Safety Department

Once you have Planning approval, complete the Non-Construction Certificate of Occupancy application and submit to the Building and Safety Department. You must include your approved zoning verification.



Step 3: Fire Department Inspection

Once you have received your Non-Construction Certificate of Occupancy permit contact the **Fire Department** to schedule your fire inspection at 951-674-3124 x250. You are required to have your permit onsite.



Step 4: Building & Safety Department Inspection

Once you have final for fire inspection, contact the Building & Safety Department to schedule your building inspection at 951-674-3124 x239. You are required to have your permit onsite. For food establishments, health inspections and approval must be completed *prior* to your building inspection. Please contact the *Department of Health at (951) 358-5172 for more information.*



Step 5: Finance Department

Once you have passed the fire and building inspections, contact the Finance Department with all required documents for your business license. Failure to include all required documents will delay the issuance of your business license.

Commercial License Application

ZONING VERIFICATION

Before starting a business, please fill out this form to confirm your business activity meets the land use requirements of the City's Zoning Code. Please submit documents as required:

- ☐ FLOOR PLAN - Show proposed layout of business, including areas devoted to office sales, storage, seating, and other uses.
- ☐ SITE PLAN - Show readable map, including surrounding buildings, roads, and other notable features.
- ☐ PROPERTY OWNER CONSENT - If applicant is not the property owner, delegation from property owner can be provided be either a signature or the first and last page of a lease agreement. Please be advised that the business owner should also be the lease holder.

Business Name :	Type of Business:	Days & Hours of Operation:
Business Address:	Suite/ Unit No:	Parking Spaces:
Business Description:		
☐ New Business	☐ Relocation	☐ Ownership Change
☐ Other		

Applicant Name :	Applicant Phone Number:	Applicant Email Address:
Property Owner Name:	Property Owner Phone Number:	Property Owner Email Address:

Affidavit:
I hereby certify that I have read and understood the above; and that the information furnished is accurate true and correct.

Applicant Signature/ Date: _____

Property Owner Signature/ Date: _____

Office Use Only

APN Number:	Zone:	CUP Required:
Comments:	Planning Approval:	Date:

SAMPLE FLOOR PLAN (with items needed to be shown) FOR REFERENCE ONLY

LEGEND



Illuminated EXIT sign



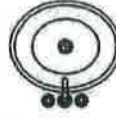
Doors and direction of opening.



Water Heater



Toilet



Sinks

Show all existing walls.

Show all proposed office furniture and equipment.

Show location of all fire extinguishers / sprinklers.

Label total square footage.

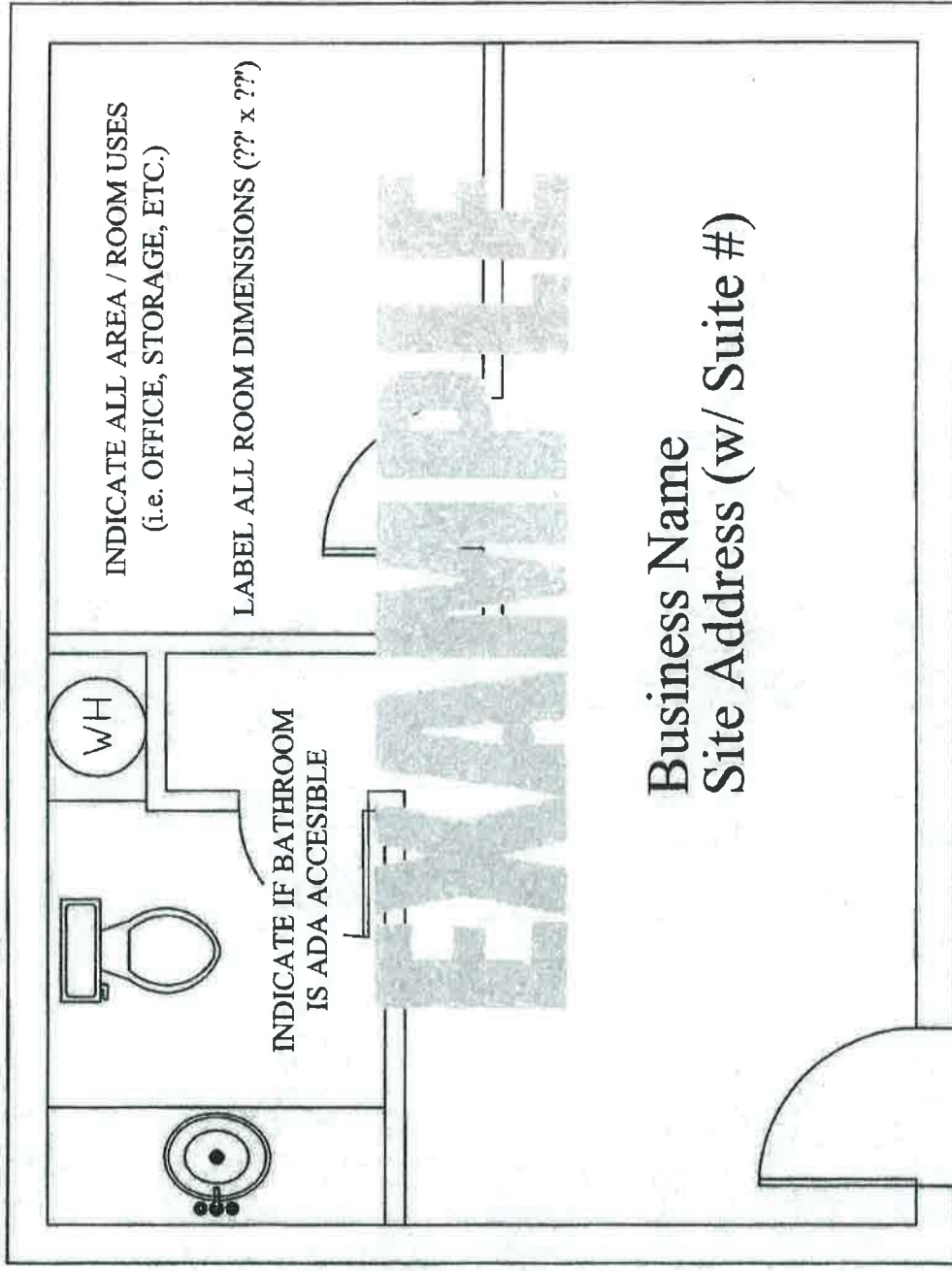
Check Fire Dept. checklist for additional items.

INDICATE ALL AREA / ROOM USES
(i.e. OFFICE, STORAGE, ETC.)

LABEL ALL ROOM DIMENSIONS (??' x ??')

INDICATE IF BATHROOM
IS ADA ACCESSIBLE

Business Name
Site Address (w/ Suite #)



FIRE BUSINESS LICENSE REVIEW

Please print, type, or complete online.

Business Name : _____

Business Address : _____

Fire Sprinklers Installed: ☐ Yes ☐ No

Check all applicable items (modification/ installation):

- | | | | |
|---|--|--|---|
| ☐ No modifications or installations have been performed | | | |
| ☐ Battery systems | ☐ Compressed Gas | ☐ Fire doors/ walls | ☐ Flammable and combustible liquid |
| ☐ Hazardous materials | ☐ Industrial Oven | ☐ LP gas installation or modification | ☐ Spray room, dip tank, or both |
| ☐ Standpipe system: installation, modification, or removal | ☐ Temporary membrane structure, tent, or canopy | ☐ Wood Products | ☐ Upholstered furniture |

Check all applicable operational permit items (CFC Section 105):

- | | | | |
|--|--|---|---|
| ☐ No modifications or installations have been performed | | | |
| ☐ Cellulose nitrate film | ☐ Combustible dust-producing operations | ☐ Compressed gasses | ☐ Covered and open mall buildings |
| ☐ Cryogenic fluids | ☐ Cutting and welding | ☐ Dry cleaning | ☐ Explosives |
| ☐ Flammable and combustible liquids | ☐ Floor finishing | ☐ Fruit and crop ripening | ☐ Fumigation and insectidal fogging |
| ☐ Hazardous materials | ☐ High piled storage | ☐ Hot work operation | ☐ Industrial Ovens |
| ☐ LP-gas | ☐ Magnesium | ☐ Open flames and torches | ☐ Open flames and candles |
| ☐ Organic coatings | ☐ Places of assembly | ☐ Pyrotechnic special effects material | ☐ Pyroxylin plastics |
| ☐ Refrigeration equipment | ☐ Repair garages and motor fuel dispensing facilities | ☐ Spraying or dipping | ☐ Storage of scrap tires and tire byproducts |

Applicant Signature: _____

Date: _____

Title: _____

Fire Business License Review

BUILDER OWNER

MAINTENANCE RESPONSIBILITY



The California Fire Code requires building owners to properly maintain all fire protection systems. Below is a list of common systems that require regular maintenance but is not intended to be a complete list.

1. Fire Sprinkler Maintenance:

- a) Fire sprinkler systems must be regularly serviced and maintained in accordance with California Code of Regulations, Title 19. Required forms showing service intervals are available on the State Fire Marshal's website at <https://osfm.fire.ca.gov/media/4498/formsincorpbyreferencefinal.pdf>
- b) Required test and inspection records must be available for the fire code official at all times.
- c) Where any work or installation does not pass an initial test or inspection, the necessary correction must be made in compliance with applicable codes and standards. Repairs and installations must be performed by a licensed contractor. The contractor must obtain permits and approvals prior to starting work.

2. Fire Alarm Maintenance:

- a) Ensure that fire alarm systems are tested and maintained in accordance with NFPA 72, including weekly, monthly, and annual testing and maintenance.
- b) Maintain the fire alarm testing and maintenance reports on-site in accordance with NFPA 72. The required test and inspection records must be available for the fire code official at all times.
- c) Where any work or installation does not pass an initial test or inspection, the necessary correction must be made in compliance with applicable codes and standards. Repairs and installations must be performed by a licensed contractor. The contractor must obtain permits and approvals prior to starting work.

3. Private Fire Hydrant Maintenance:

- a) Fire hydrants must be maintained in accordance with California Code of Regulations, Title 19.
- b) Blue reflective markers must be placed and maintained as originally approved or in accordance with Fire Department Standards.
- c) Fire hydrants must be accessible and operable at all times.

4. Fire Protection Equipment:

- a) Fire protection equipment, such as the FDC and PIV, must be identified for the buildings and areas that they serve.
- b) Rooms containing fire protection equipment, such as fire alarm control units and fire sprinkler riser rooms, must be labeled accordingly.
- c) Fire protection equipment must be accessible at all times.

5. Fire Lanes:

- a) Fire lanes must be maintained in accordance with the approved plans to provide fire department vehicular access.
- b) Fire lanes must be designated in accordance with fire department standards and be labeled "No parking fire lane C.V.C. 22500.1" every 30 feet or as approved by the fire department.

6. Knox Rapid Entry System:

- a) Knox boxes must be installed on buildings at 60" in height to the right the main entry and must contain keys to gain necessary access.
- b) Knox padlocks must be installed on gates or similar barriers.

Fire Business License Review

BUILDER OWNER

PRE-FIRE INSPECTION CHECKLIST



The Riverside County Office of the Fire Marshal at Lake Elsinore has developed this checklist to assist building and business owners with common fire code violations. This is not a complete list of all violations but is a short list of commonly found violations. This list may assist you in preparing for your inspection.

1. Fire Extinguishers:

- a) Verify fire extinguishers are properly charged; gauges must be "in the green."
- b) Extinguishers must have a current maintenance tag from a California state licensed maintenance company within the last year.
- c) Extinguishers must be accessible, located not further than 75' of travel, and securely installed on a bracket with the top not more than 5' above the floor.

2. Exit lighting:

- a) Exit signs must be illuminated and provide 90 minutes of backup power.
- b) Egress lights must provide at least 1 foot-candle of illumination at the walking surface and provide 90 minutes of backup power.

3. Address Posting:

- a) Commercial building addresses must be 12" in height and suites must be 6" in height.
- b) The address must be illuminated and on contrasting background.

4. Exiting:

- a) All exit doors must be capable of being unlocked from the inside without any special knowledge or action.
- b) Exit doors must have clearly visible and durable signs with contrasting 1" high letters stating, "THIS DOOR TO REMAIN UNLOCKED WHEN THIS SPACE IS OCCUPIED" or must be equipped with panic hardware (push bars).
- c) Exit doors must have unobstructed access. Any materials must be removed that would prevent immediate dispersal and all exit hardware must be in an operable condition.
- d) No flammable or hazardous materials may be adjacent to an exit.

5. Electrical Hazards:

- a) Verify the electrical room is clearly identified. The electrical disconnect and other equipment must have clear access at least 30" wide 36" deep and 78" high.
- b) Extension cords may not be used as permanent wiring.
- c) Verify there are no open junction boxes, uncovered electrical outlets, or wiring splices.

6. Hazardous Materials:

- a) Contact the Fire Marshal's Office to determine if a permit is required. Complete the fire department Business License Review Form. Contact the Fire Marshal's Office with any questions; contact information is at the top of this checklist.
- b) If a permit is required, follow the requirements of the permit prior to calling for your inspection. Be sure to follow applicable fire code requirements, including:
 - i. Labeling of all hazardous materials containers
 - ii. Installing "No Smoking" signs around combustible or flammable chemicals

7. Storage:

- a) Verify there is no storage in boiler rooms, electrical rooms, or mechanical rooms.
- b) Maintain storage at least 18" from the bottom of fire sprinklers or 24" from the ceiling in buildings without fire sprinklers.

8. Kitchen Hood suppression Systems:

- a) Verify that hood suppression systems are serviced at least every 6 months and there is adequate protection for cooking appliances.
- b) Verify that the kitchen hood and duct is properly cleaned and maintained free of grease.

Commercial License Application

NON-CONSTRUCTION

CERTIFICATE OF OCCUPANCY

This form must be completed by the Business Owner or Representative and approved by Planning, Building, and Fire divisions prior to the issuance of your business license.

Business Name :	Type of Business:	Days & Hours of Operation:
_____	_____	_____
Business Address:	Suite/ Unit No:	Sq Footage:
_____	_____	_____
Business Owner :	Phone Number:	Email Address:
_____	_____	_____
Property Owner:	Phone Number:	Email Address:
_____	_____	_____
Business Description:		
☐ New Business	☐ Relocation	☐ Ownership Change
		☐ Other

Building Division

Does business involve conversion of existing building to new use? ☐ Yes ☐ No

Does business involve any outside storage, work outside of the building, or off-site storage? ☐ Yes ☐ No

All changes or additions to electrical, plumbing, mechanical, or structural elements require a building permit. This includes partitions over 5'9" in height and new doorways or openings.

Prior to occupying a building or unit an Occupancy Inspection is required from the Building Division. An inspection fee must be paid along with the submittal of this form. Someone must be on premises at the time of inspection.

Fire Division

Do business operations involve use or storage of hazardous or toxic materials? ☐ Yes ☐ No

☐ Completed Fire Services checklist. You are required to have a Knox Box.

Affidavit:
I hereby certify that I have read and understood the above; and that the information furnished is accurate true and correct.

Applicant Signature/ Date: _____

Office Use Only

OCCUPANCY PERMIT REQUIRED

Permit #: _____

Building Approval: _____

Date: _____

Fire Approval: _____

Date: _____

CERTIFICATE OF OCCUPANCY CHECKLIST

WHAT WILL THE INSPECTOR BE LOOKING FOR DURING MY INSPECTION?

The following checklist consists of the most common items the Building and Safety Department will be inspecting. Based on the type of business you are conducting; other items may be required for compliance. If there are any violations found during the inspection, you will be advised of the corrections at the time of your inspection. It is your responsibility to correct the violations and call for a re-inspection once the violations are corrected.

1. Facility Layout

- All furniture, office equipment, service counters, storage shelves, product, machinery, etc. must be in place for the inspection

2. Address

- Must be visible from the street
- Minimum four (4) inch high numbers
- If applicable, your suite number must be clearly displayed
- Address and suite number must be contrasting to the background

3. Exit and Signage

- A sign that reads "THIS DOOR TO REMAIN UNLOCKED WHEN BUILDING IS OCCUPIED" posted above all exit doors on the interior side in one (1) inch high letters on a contrasting background
- An EXIT sign must be posted above all exit doors with the text in high contrast to the background with letters a minimum of six (6) inches high

4. Electrical

- All light switches, receptacles and electrical boxes must have cover plates
- Electrical outlets are properly functioning
- Extension cords and multi-plug adaptors must be removed and are not allowed to be used for any permanent wiring
- Approved surge protectors must be securely mounted a minimum of four (4) inches above the floor
- No storage or equipment within 36" inches in front of and within 30" inches on the side of any electrical service panel or sub-panel (breaker box)
- All circuit breakers must be clearly labeled as to their exact use
- Any blank breaker spaces in any panel must be properly closed with an approved blank plate

5. ADA Accessibility

- Path of travel
- Restroom must be ADA compliant
- 36-inch walkways
- Point of sale counters

CERTIFICATE OF OCCUPANCY CHECKLIST

WHAT WILL THE INSPECTOR BE LOOKING FOR DURING MY INSPECTION?

The following checklist consists of the most common items the Building and Safety Department will be inspecting. Based on the type of business you are conducting; other items may be required for compliance. If there are any violations found during the inspection, you will be advised of the corrections at the time of your inspection. It is your responsibility to correct the violations and call for a re-inspection once the violations are corrected.

6. Unpermitted Construction

- Any changes to the suite or facility by the proposed or previous business, if found will be required to be permitted or removed

7. Other

- Other items not listed above may be in violation and require correction. Your inspector will advise you as to all corrections that are needed
- Holes in any walls must be patched
- No broken or boarded windows
- Compressed gas tanks must be properly secured, if applicable
- Racking must have seismic restraints
- Occupancy separations between adjacent units are intact and installed when hazardous materials or uses are involved. This would include any F-1, F-2, H, and S occupancies. This may result in constructing the correct area separation if one does not exist before you open for business

HELPFUL PHONE NUMBERS

Fire Inspection Request Line
Building and Safety Inspection Request Line
951-674-3124 EXT. 250
951-674-3124 EXT. 239

Business License Application

COMMERCIAL

Office Use Only

License No: _____

Expiration Date: _____

Business Name : _____ Corporate Name (if applicable): _____ Business Phone: _____

Location Address: _____ Website: _____ Email Address: _____

Mailing Address if Different from Above (City/ State/ Zip): _____

☐ Corporation ☐ Sole Proprietor ☐ Partnership ☐ Trust ☐ Non-profit ☐ Corp - LTD Liability ☐ Other

Business Description:

Federal Tax ID: _____ EIN#: _____ Sellers Permit#: _____

State Contractors License/ Type/ EXP: _____

Please attach copies of the following if applicable:

☐ Fictitious Name Statement ☐ ABC License ☐ CAMTC License
☐ Sellers Permit/ Resale Number ☐ Tobacco License ☐ Cosmetology License
☐ Health Permit ☐ Bureau of Auto Repair ☐ Other

Owner 1 Name: _____ Home Address: _____ Phone Number: _____

*State Mandated Disability Access Fee (SB1186 - \$4.00 effective 1-01-18) Under federal and state law, compliance with disability access laws is a serious and significant responsibility that applies to all California building owners and tenants with building owners and tenants with buildings open to the public. You may obtain information about your legal obligations and how to comply with disability access laws at the following agencies: The Division of State of the Architect at www.dgs.ca.gov/dsa/Home.aspx; The Department of Rehabilitation at www.rehab.cahwnet.gov; and The California Commission on Disability Access at www.ccda.ca.gov.

License Fee Schedule	License Fees Due
General - \$72.00 Year	License Fee _____
Professional - \$94.00 Year	*State CASp Fee <u>\$4.00</u>
Contractors - A & B \$108.00 Year	Employees over 5 _____ x \$6.50 ea _____
C & D \$65.00 Year	Units over 3 _____ x \$6.50 ea _____
	Total Due _____

I declare under penalty of perjury that the statements, made in this application are true. I acknowledge and understand that the Business License Certificate issued by the City of Lake Elsinore is a receipt evidencing that I have paid the City of Lake Elsinore Business License Tax imposed under section 5.08 of the Lake Elsinore Municipal Code for the period indicated. Issuance of the Certificate does not entitle me to carry on the business without complying with all other City building and zoning ordinances and all other applicable laws.

Applicant Signature/ Date: _____

License Approval/ Date: _____

Business License Application **CHECKLIST**

Please provide all applicable documents pertaining to the type of business you are applying for

- EIN form from the IRS
- Fictitious Name Statement
- Sellers Permit with your Lake Elsinore business address
- Health Permit
- Alcohol License
- Tobacco Permit
- Cosmetology/Esthetician Certificate
- Bureau of Automotive Repair Certificate
- Number of all employees
- Other:

In addition, please make sure you provide a current email address for all licensing communication

For more questions, please contact:

Joanne Jackson

951-674-3124 x 302

jjackson@lake-elsinore.org

Business License Application **CHECKLIST**

Helpful phone numbers:

If you use any name other than your legal given name, you must file for a Fictitious Name Statement:

Riverside County Clerk's office
41002 County Center Drive
Temecula, CA 92591
(951) 600-6200
www.asrcklrec.com

The Press Enterprise
27740 Jefferson Ave #380
Temecula, CA 92590
(951) 676-6188
www.pe.com

The Californian
28765 Single Oak Drive #100
Temecula, CA 92590
(951) 676-4315
www.sandiegouniontribune.com

To acquire a Sellers Permit (Retail Sales Tax Number):

California Department of Tax and Fee Administration
3737 Main St. 10th Floor #1000
Riverside, CA 92506
(951) 680-6400
www.cdtfa.ca.gov

To acquire a federal tax ID number:

Gov't Assist, LLC
4804 Laurel Canyon Blvd. Ste 167
Valley Village, CA 91607
(800) 829-1040
www.irs-ein-tax-id.com

To inquire about water service/permits, contact:

Elsinore Valley Municipal Water District
31315 Chaney Street
Lake Elsinore, CA 92530
(951) 674-3146
www.evmwd.com

If your establishment intends to prepare and/or sell food of any type, contact:

County Health Department
38740 Sky Canyon Drive
Murrieta, CA 92563
(951) 461-0284

If your establishment intends to serve alcohol beverages, contact:

Alcoholic Beverage Control (ABC)
3737 Main Street #900
Riverside, CA 92506
(951) 782-440
www.abc.ca.gov

If your establishment intends to do automotive repairs, contact:

California Bureau of Automotive Repair
1450 Iowa Avenue Ste 150
Riverside, CA 92507
(951) 782-4250
www.bar.ca.gov

If your establishment intends to sell produce, contact:

The Agricultural Commission Office
4080 Lemon Street
Riverside, CA 92501
(951) 955-3011
www.rivcoag.org

Business License Application **CHECKLIST**

Helpful phone numbers:

To inquire about small businesses, contact:

Department of Consumer Affairs

3737 Main Street Ste 650

Riverside, CA 92501

(951) 782-4263

(951) 684-0261

www.dca.ca.gov

If your establishment intends to sell/buy/trade automotive, contacts:

Department of Motor Vehicles (DMV)

27851 Diaz Road,

Temecula, CA 92590

(800) 777-0133

www.dmv.org/california

If you intend to engage in the sale of firearms or ammunition, a copy of all necessary and appropriate permits, certificate and license MUST be attached to your application. For more information, please contact:

Bureau of Alcohol, Tobacco, Firearms and Explosives

5601 Arnold Road Ste 400

Dublin, CA 94568

(925) 557-2800

(877) 283-3352

www.atf.gov

Other phone numbers you may need:

- Economic Development Corp (EDC) (951) 695-5130
- Inland Empire Small Business Development (800) 750-2353
- Small Business Administration (714) 836-2494
- State Contractor's Board (800) 321-2752
- State of California Child Care Licensing (951) 782-4200
- Child Care Recorded Orientation Info (951) 782-6635
- Better Business Bureau (909) 825-7280
- Consumer Protection (818) 620-4360
- Automotive Repair Bureau (800) 952-5210
- Riverside County Information Line (951) 955-1000