



City of Menifee Start-up Checklist Business License Division

29844 Haun Road
Menifee, CA 92586
P: 951 723 3786
businesslicensing@cityofmenifee.us

All applicable items must be submitted at the time of application. Items in bold are required for **ALL** Businesses. Incomplete applications may delay the processing of your submittal.

- City of Menifee Business License Application completely filled out**
- Copy of applicant's picture ID/ Driver's License**
- SIC Code – <https://naics.com>**
- Business License Registration Fee:**

See Fee Schedule

- Proof of Fictitious Name Filing for the Business Name / DBA with the County of Riverside Clerk's Office
- Articles of Incorporation / Organization / Formation as filed with the Secretary of State
- Pawnbroker License, Solicitor's permit, Taxi permit, and Secondhand Dealer license obtained from the Perris Police Department.
- State Sales Tax ID or Sellers Permit
- ABC liquor License, Cigarette and Tobacco products retailer's License
- State Certification for Licensed Professions (Massage License, Contractor's state License, Medical License, Cosmetologist License)
- Federal ID Number
- Any Federal, State or County permits or licenses required for the business being

For Businesses located within City of Menifee Boundaries:

- Certificate of Occupancy** (Commercial/Industrial Locations) will be required and obtained from the City of Menifee—Building and Safety Department. Certificate of Occupancy application may not be submitted by mail. Additional fees may apply. If you have any questions regarding the Certificate of Occupancy please contact our Building and Safety Department at 951-672-6777.
- Home Occupation Application** will be required for all home based businesses. A property owner or authorized agent/property management will be required to sign the Home Occupations Application.

Business Operations Information

17	<ul style="list-style-type: none"> • Does your business sell to the general public? <input type="checkbox"/> Yes <input type="checkbox"/> No • At any time will your business ever sell alcoholic beverages? <input type="checkbox"/> Yes <input type="checkbox"/> No <ul style="list-style-type: none"> ◦ If yes, ABC License Number _____ • At any time will your business make marijuana available for purchase? <input type="checkbox"/> Yes <input type="checkbox"/> No • At any time will your business offer massages? <input type="checkbox"/> Yes <input type="checkbox"/> No • At any time will your business provide a professional service? <input type="checkbox"/> Yes <input type="checkbox"/> No <i>(Medicine, Dentistry, Accounting, Practice of Law, etc.)</i> • At any time will your business be an Adult Entertainment Business? <input type="checkbox"/> Yes <input type="checkbox"/> No • Will you use, store or transport chemicals? <input type="checkbox"/> Yes <input type="checkbox"/> No • Will you manage or produce biohazardous materials or waste? <input type="checkbox"/> Yes <input type="checkbox"/> No • Do you rent/lease your business property? <input type="checkbox"/> Yes <input type="checkbox"/> No <ul style="list-style-type: none"> ◦ If yes, provide the property owner and/or property Management Company's contact information. • Do you share this space with one or more other businesses? <input type="checkbox"/> Yes <input type="checkbox"/> No • Are you an honorably discharged veteran, Senior or do you receive SSDI/SSI? <input type="checkbox"/> Yes <input type="checkbox"/> No • How many employees does your business have working in Menifee? Non-Professional: _____ Professional: _____
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Acknowledgement

18	<p>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 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:</p> <table border="0" style="width: 100%;"> <tr> <td style="width: 33%; vertical-align: top;"> <p>The Division of the State Architect: www.dgs.ca.gov/dsa/Home.aspx</p> </td> <td style="width: 33%; vertical-align: top;"> <p>The Department of Rehabilitation: www.dor.ca.gov</p> </td> <td style="width: 33%; vertical-align: top;"> <p>The California Commission on Disability Access: www.cdda.ca.gov</p> </td> </tr> </table> <p>Acceptance of Payment does not constitute approval of business license. Authorization to conduct business is not granted until issuance of license.</p> <p>Payment of this fee does not constitute zoning, building or fire code approval. Check with the Planning Department in order to determine if your business can be legally established at your location.</p> <p>I declare, under penalty of perjury, that I am authorized to complete this application and, that to the best of my knowledge, the provided information and statements are true and correct.</p>	<p>The Division of the State Architect: www.dgs.ca.gov/dsa/Home.aspx</p>	<p>The Department of Rehabilitation: www.dor.ca.gov</p>	<p>The California Commission on Disability Access: www.cdda.ca.gov</p>
<p>The Division of the State Architect: www.dgs.ca.gov/dsa/Home.aspx</p>	<p>The Department of Rehabilitation: www.dor.ca.gov</p>	<p>The California Commission on Disability Access: www.cdda.ca.gov</p>		

Signature of Owner or Authorized Representative

Date

