

# CITY OF CHINO BUSINESS LICENSE

## INFORMATION FOR NEW BUSINESS OWNERS



**Disclaimer:** Before signing a lease agreement, or purchasing property, contact the Planning Division to ensure your business use at the given location is permitted.

### APPLICATION

- Per Chino Municipal Code 5.04.040, anyone conducting business in the City of Chino is required to obtain a city business license. This includes out-of-town delivery vehicles, servicemen, and contractors.
- A completed business license application must be submitted within the first 30 days of operation in Chino. Operating without a business license after 30 days may result in fines.
- Courtesy business license renewals are mailed out approximately one month prior to your expiration date. It is the business owner's responsibility to maintain a current business license at all times.

### HOME BUSINESS

- Any commercial activity conducted from your home requires a business license. You must first obtain a **Home Occupation Permit** from the Planning Division before a business license can be issued.

### SIGNS AND BANNERS

- If you are planning on installing any type of sign, either permanent or temporary, including banners, you must obtain a **Sign Permit** from the Planning Division. Staff will provide you with information on the City's Sign Ordinances.

### BUILDING IMPROVEMENTS

- If you are planning on making improvements to a building, you must contact the Building and Safety Division where the staff will provide you with the necessary steps to obtain a permit.

### DOOR TO DOOR SOLICITATION

- If you wish to sell items, or deposit fliers on doors in a residential area, you must obtain a **Special Business Permit** from the Business License Division. The Chino Police Department will conduct a review which may be subject to a background investigation.

### FLYERS ON VEHICLES

- Per Municipal Code 12.12.040, Chino prohibits placing advertisements of any kind on vehicles parked anywhere within the City. If you are found placing fliers on vehicles, you may be subject to fines.

### OPEN AIR SALES

- If you wish to have a parking lot/sidewalk sale, then an **Open Air Sales Permit** must be obtained from the Planning Division.

**BUILDING AND SAFETY DIVISION**  
**BUSINESS LICENSE DIVISION**

**(909) 334-3251**  
**(909) 334-3263**



**ECONOMIC DEVELOPMENT DIVISION**  
**PLANNING DIVISION**

**(909) 334-3254**  
**(909) 334-3253**

# HELPFUL CONTACTS

▪ **Better Business Bureau**  
(559) 222-8111  
[www.bbb.org](http://www.bbb.org)

▪ **Chamber of Commerce**  
13150 7th St., Chino, CA 91710  
(909) 627-6177  
[www.chinovalleychamberofcommerce.com](http://www.chinovalleychamberofcommerce.com)

▪ **Chino Valley Independent Fire District**  
14011 City Center Dr., Chino Hills, CA 91709  
(909) 902-5260  
[www.chinovalleyfire.org](http://www.chinovalleyfire.org)

▪ **Consumer Affairs (Bureau of Auto Repair)**  
1450 Iowa Ave., STE. 150, Riverside, CA 92501  
(951) 782-4250  
[www.bar.ca.gov](http://www.bar.ca.gov)

▪ **Department of Alcohol Beverage Control**  
3737 Main St., STE. 900, Riverside, CA 92501  
(951) 782-4400  
[www.abc.ca.gov](http://www.abc.ca.gov)

▪ **Department of Social Services (Child Care Permits)**  
3737 Main St., STE. 700, Riverside, CA 92501  
(951) 782-4200  
[www.cdss.ca.gov](http://www.cdss.ca.gov)

▪ **Employment Development Department**  
(888) 745-3886  
[www.edd.ca.gov](http://www.edd.ca.gov)

▪ **Franchise Tax Board-State of California**  
(800) 852-5711  
[www.ftb.ca.gov](http://www.ftb.ca.gov)

▪ **IRS-Federal ID#:**  
Individuals: (800) 829-1040  
Businesses: (800) 829-4933  
[www.irs.gov](http://www.irs.gov)

▪ **Motor Carrier Permits and Applications (DMV)**  
(916) 657-8153  
[www.dmv.ca.gov](http://www.dmv.ca.gov)

▪ **San Bernardino County-Business License**  
385 N. Arrowhead Ave., San Bernardino, CA 92415  
(909) 387-3841  
[www.sbcounty.gov/cob](http://www.sbcounty.gov/cob)

▪ **San Bernardino County Clerk (Fictitious Name Filing)**  
222 W. Hospitality Ln. 1st Floor, San Bernardino, CA 92415  
(909) 387-8306  
[www.sbcountyarc.org/services/fbn/](http://www.sbcountyarc.org/services/fbn/)

▪ **Secretary of State**  
(916) 653-6814  
[www.sos.ca.gov](http://www.sos.ca.gov)

▪ **Small Business Development Center: Inland Empire**  
603 N. Euclid Ave., Ontario, CA 91761  
(909) 983-5005  
[www.inlandempiresbdc.org](http://www.inlandempiresbdc.org)

▪ **State Board of Equalization (Sales Tax Permit)**  
3737 Main St. STE. 1000, Riverside, CA 92501  
(951) 680-6400  
[www.cdtfa.ca.gov](http://www.cdtfa.ca.gov)

▪ **State Contractors License**  
(800) 321-2752  
[www.cslb.ca.gov](http://www.cslb.ca.gov)

▪ **CA Board of Barbering & Cosmetology**  
(800) 952-5210  
[www.barbercosmo.ca.gov](http://www.barbercosmo.ca.gov)

▪ **San Bernardino Co. Environmental Health Services**  
*(Health Permit, Inspections, Food Handler's)*  
8575 Haven Ave., STE. 130, Rancho Cucamonga, CA 91730  
(800) 442-2283  
[www.sbcounty.gov/dehs](http://www.sbcounty.gov/dehs)