

**CITY OF CHINO HILLS**

2001 Grand Avenue, Chino Hills, CA 91709

Phone (909) 364-2670

**\$50.00 PER YEAR****or \$20.00 PER MO.****BUSINESS LICENSE APPLICATION**

MARK ONE: \_\_\_\_\_ NEW BUSINESS \_\_\_\_\_ CHANGE OF OWNERSHIP \_\_\_\_\_ CHANGE OF ADDRESS

NAME OF BUSINESS (DBA):			BUSINESS PHONE NO.		
STREET ADDRESS	SUITE	CITY	STATE	ZIP CODE	
MAILING ADDRESS (IF DIFFERENT FROM BUSINESS LOCATION)					

**OWNER(S) OR PRINCIPAL OFFICER INFORMATION**

OWNER'S NAME			HOME PHONE NO.		
OWNER'S ADDRESS	SUITE	CITY	STATE	ZIP CODE	
SOCIAL SECURITY NUMBER			DRIVER'S LICENSE NO.		
OWNER'S NAME			HOME PHONE NO.		
OWNER'S ADDRESS	SUITE	CITY	STATE	ZIP CODE	
SOCIAL SECURITY NUMBER			DRIVER'S LICENSE NO.		

**GENERAL INFORMATION**

FEDERAL I.D. NO.	RESALE SALES TAX NO.	HEALTH PERMIT NO.
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**TYPE OF OWNERSHIP**

SOLE PROPRIETORSHIP     
 PARTNERSHIP     
 CORPORATION     
 LIMITED LIABILITY CORP.

Question Number 1: Is this business conducted from your home in the City of Chino Hills?

Yes, a Home Occupation permit is required.  
 No.

Question Number 2: If your answer to Question Number 1 was No, is this business located within the City of Chino Hills?

Yes, a zoning verification review is required prior to obtaining a business license. Please complete the back of this form.  
 No.

Question Number 3: Are you a contractor?

Yes, please provide the following information:  
Contractor Type: \_\_\_\_\_ Lic. #: \_\_\_\_\_ Exp. Date: \_\_\_\_ / \_\_\_\_ / \_\_\_\_  
 No.

**DESCRIPTION OF BUSINESS - BE SPECIFIC**


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**CERTIFICATION**

I DECLARE UNDER PENALTIES OF PERJURY, THAT THIS APPLICATION HAS BEEN COMPLETED BY ME TO THE BEST OF MY KNOWLEDGE AND BELIEF, IS A TRUE, CORRECT, AND COMPLETE STATEMENT OF FACTS. I AGREE TO COMPLY WITH ALL APPLICABLE STATE AND CITY LAWS PERTAINING TO BUSINESS OPERATIONS AND BUILDING, FIRE AND DEVELOPMENT CODE REQUIREMENTS.

I ALSO CERTIFY THAT I AM THE PROPERTY OWNER OR AM AUTHORIZED BY THE PROPERTY OWNER TO ESTABLISH THE PROPOSED BUSINESS AT THIS ADDRESS.

SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_

NAME (PRINT) \_\_\_\_\_ TITLE \_\_\_\_\_

**DO NOT WRITE BELOW - CITY USE ONLY**

Classification \_\_\_\_\_ Business License No. \_\_\_\_\_ - \_\_\_\_\_ Expiration Date \_\_\_\_ / \_\_\_\_ / \_\_\_\_

HOP Issued: Yes \_\_\_\_ No \_\_\_\_ HOP # \_\_\_\_\_

# ZONING VERIFICATION REVIEW

Complete this side only if you answered yes to question number 2.

This consistency review is required in order to obtain a Business License. It is not an approval to occupy the structure. It does not imply that the site or building complies with City Code requirements, nor does it relieve the business/owner from any other applicable City requirements or external agency permits.

A Land Use Compliance Review (LUCR) or a Conditional Use Permit (CUP) may be required to establish the proposed use.

A Certificate of Occupancy will be required prior to occupancy if the building has been vacant for more than six months or if there is a change of occupancy per the Uniform Building Code (UBC).

Closure of related Code Enforcement case for this specific address/tenant space will be required prior to establishment of any use.

Is this an existing use? \_\_\_\_\_ Yes \_\_\_\_\_ No. If yes, how long? \_\_\_\_\_

This building is a single tenant building \_\_\_\_\_ Yes; or, part of a multi-tenant building or center? \_\_\_\_\_ Yes.

Has the building or the entire center been vacant for more than 180 days? \_\_\_\_\_ Yes \_\_\_\_\_ No.

Is this only a change in ownership/tenants of the building/property with no change in use? \_\_\_\_\_ Yes \_\_\_\_\_ No.

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### ZONING REVIEW

Business address is located in the \_\_\_\_\_ Land Use Zone District

\_\_\_\_\_ Permitted. Business License may be issued

\_\_\_\_\_ Nonconforming. Business License may be issued. The proposed business is a continuation of a nonconforming use. If the building becomes vacant for over 6 months, the proposed business loses its nonconforming status and all uses thereafter must conform to the Development Code.

\_\_\_\_\_ Permitted. Business License may be issued. However, a Land Use Compliance Review must be obtained before the use can be established.

\_\_\_\_\_ Condition Use Permit Required. Business License may NOT be issued until CUP has been obtained.

\_\_\_\_\_ **Not Permitted.** A business license may NOT be issued. The proposed use is not allowed in the zoning district.

Planner Initials \_\_\_\_\_

Date \_\_\_\_\_