



**COUNTY OF RIVERSIDE**  
Transportation Department - Business Registration  
4080 Lemon Street, 8th Floor  
Riverside, CA 92501  
Tel: (951) 955-1400 | Fax: (951) 955-1891

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## BUSINESS REGISTRATION APPLICATION

Welcome to the County of Riverside Environmental Compliance, a division of the Transportation Department. A County Business registration is necessary prior to commencing business or any work in the County of Riverside. This is an annual registration. A business registration application must be completed accurately and legibly. If application is incomplete, it will be returned to you.

Once you fill out the County of Riverside Business Registration application, please submit by one of the following methods with the appropriate business registration fee.

By Mail: County of Riverside  
Business Registration  
P.O. Box 1208  
Riverside, CA 92502

In Person: County of Riverside  
Transportation Department  
4080 Lemon Street, 8th Floor  
Riverside, CA 92502

Once the information has been collected and payment received, each business will receive a Business Registration certificate.

Going out of Business? Please contact us at (951) 955-1400 or [busreg@rctlma.org](mailto:busreg@rctlma.org)



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## BUSINESS REGISTRATION APPLICATION

**The undersigned hereby requests a registration to conduct business in the County of Riverside (Please Print or Type)**

*Please complete all sections with asterisks. Incomplete applications will not be processed.	<b>*Official Use Only*</b>										
Please check if: <input type="checkbox"/> Home Based Business    *Business Start Date: _____ *Business Name _____ *Phone No _____    *Email _____ *Business Location _____ *Mailing Location _____ *Description of Business Activities _____ _____	Registration No _____ APN _____ SIC _____										
Ownership Type: <input type="checkbox"/> Corporation <input type="checkbox"/> Ltd. Liability <input type="checkbox"/> Sole Proprietor <input type="checkbox"/> Partnership <input type="checkbox"/> Trust											
*FIEN _____    SEIN _____    Resale No _____ State Lic No _____    Type _____    Exp. Date _____											
<b>Owners, Partners or Corporate Officers</b>											
*1st Owner Name _____    Title _____ *Address _____    Phone _____											
*2nd Owner Name _____    Title _____ *Address _____    Phone _____											
<b>Emergency Contact</b>											
*Contact Name _____    Phone _____											
NOTICE: 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: The Division of the State Architect at <a href="http://www.dgs.ca.gov/dsa/Home.aspx">www.dgs.ca.gov/dsa/Home.aspx</a> - The Department of Rehabilitation at <a href="http://www.rehab.cahwnet.gov">www.rehab.cahwnet.gov</a> - The California Commission on Disability Access at <a href="http://www.cdda.ca.gov">www.cdda.ca.gov</a>											
	<table style="width:100%; border-collapse: collapse;"> <tr> <td style="padding: 2px;">New Registration</td> <td style="border: 1px solid black; text-align: right; padding: 2px;">\$ 44.00</td> </tr> <tr> <td style="padding: 2px;">State Fee</td> <td style="border: 1px solid black; text-align: right; padding: 2px;">\$ 1.00</td> </tr> <tr> <td style="padding: 2px;">Inspection</td> <td style="border: 1px solid black; text-align: right; padding: 2px;">\$</td> </tr> <tr> <td style="padding: 2px;">Penalty (if applicable)</td> <td style="border: 1px solid black; text-align: right; padding: 2px;">\$</td> </tr> <tr> <td style="padding: 2px;"><b>Total Amount Due</b></td> <td style="border: 1px solid black; text-align: right; padding: 2px;"><b>\$</b></td> </tr> </table>	New Registration	\$ 44.00	State Fee	\$ 1.00	Inspection	\$	Penalty (if applicable)	\$	<b>Total Amount Due</b>	<b>\$</b>
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Inspection	\$										
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<b>Total Amount Due</b>	<b>\$</b>										
Acceptance of payment does not constitute approval of business registration. Issuance of a business registration pursuant to Ordinance No. 857 is not an assurance that the business conforms with County zoning regulations, zoning ordinances or laws. Authorization to conduct business is not granted until issuance of a business registration certificate and business is in compliance with applicable County Ordinances and regulations.											
_____ *Signature of Owner or Representative <span style="float: right;">_____</span> <span style="float: right;">*Date</span>											

\*\*\*RETURN COMPLETED APPLICATION TO P.O. BOX 1208, RIVERSIDE, CA 92502-1208 WITH A CHECK PAYABLE TO COUNTY OF RIVERSIDE \*\*\*

*Thank you for doing business in the County of Riverside*

**COMPLETE REVERSE SIDE**



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## BUSINESS REGISTRATION QUESTIONNAIRE

Business Name \_\_\_\_\_

Business Address \_\_\_\_\_

Contact Name \_\_\_\_\_

Phone \_\_\_\_\_ Email \_\_\_\_\_

Please answer each of the questions listed below. Fully describe/explain all YES answers on a separate sheet if space is not available.

**YES NO**

- Will your business include raising animals or growing crops of food?
- Will the business include manufacturing?
- Will the business be conducting mining operations?
- Will the business operation include the preparation and/or handling of food or beverage?
- Will the business operation include any work, use or storage conducted outside of a wholly enclosed building?
- Will the business operation include the repair or maintenance of motor vehicles?
- Will the business operation include the washing of any equipment or vehicles?
- Will the business be conducted solely online, by phone, or drop shipping?
- Will the business consist of contract work using another business' workspace or facilities of the same business type?
- Will the business be used for education, instruction, daycare, or worship?
- Will the business operation including sanding, cutting or shaping of wood or products producing combustible dust or fibers?
- Will the business operation include discharging of any waste, wastewater or rinse water to the ground, street or storm drain?
- Will the business be discharging any waste other than domestic waste to the sewer system?
- Will the business operation include spray painting or powder coating?
- Will the business operation include the storage of more than 5 gallons of a flammable liquid of any type?
- Will the business be utilizing outdoor trailers, containers or temporary buildings?
- Will the business generate any hazardous waste at this site?
- Will the business operation include any processing, handling, storage or discharge of chemicals?
- Will the business be sharing space with another business?
- Has a Water Quality Management Plan been prepared for this property?
- Is the use a State licensed facility? If yes, what type?

### **DECLARATION**

I hereby certify and say, under penalty of perjury, that I am the applicant in the foregoing application, that I have read this Business Registration Questionnaire and know the content thereof, and that the herein stated information and all attachments hereto, are true and correct to the best of my knowledge and belief.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**COMPLETE REVERSE SIDE**