



Business License Division
 14000 City Center Drive, Chino Hills, CA 91709
 (909) 740-3187
 Email: communitydevelopment@chinohills.org

OFFICIAL USE ONLY	
Date Received:	
Staff:	
Zoning Review:	<input type="checkbox"/> Use Permitted <input type="checkbox"/> N/A
Fee:	
<input type="checkbox"/> Cash <input type="checkbox"/> Credit Card <input type="checkbox"/> Check #	

BUSINESS LICENSE APPLICATION

ALL FIELDS ARE REQUIRED TO BE FILLED IN

- New Business**
 Business Name Change Only (No Ownership Change)
 New Ownership or New Address (Process as New License & Close Acct #)

BUSINESS INFORMATION (Please Type or Print Legibly)

Business Name (dba): _____
 Corporate/LLC Name (if applicable): _____
 Physical Location: _____
 Mailing Address: _____
 Phone #: _____ Website: _____
 # of Employees & Owners: _____ Operating Date: _____

DETAILED BUSINESS DESCRIPTION

Staff Use Only: Permit #: _____
 Description: _____

OWNER(S)/OFFICER INFORMATION (Attach additional sheets if necessary)

Name: _____ Title: _____
 Address: _____
 Phone: _____ Email: _____
 Name: _____ Title: _____
 Address: _____
 Phone: _____ Email: _____

QUESTIONNAIRE

Is this business conducted from your home in the City of Chino Hills? Yes No
If Yes, a Home Occupation Permit is required.

If you answered **NO** to the previous question, where is the business located?
 Within the City of Chino Hills Outside the City of Chino Hills

Are you a general contractor or sub-contractor? Yes No
If Yes, Type: _____ License #: _____ Expiration: _____

Are you an honorably discharged veteran selling tangible goods? Yes No
If yes, complete a Claim for Veterans Exemption from Business License Fees (<https://www.chinohills.org/documentcenter/view/15741>)

Is this business non-profit (501(c)3)? Yes No *If Yes, please provide proof.*

CERTIFICATION (* Contact information required for the person completing the application)

I DECLARE UNDER PENALTY OF PERJURY THAT THE FOREGOING IS TRUE AND CORRECT. I AGREE TO COMPLY WITH ALL APPLICABLE STATE AND FEDERAL LAWS PERTAINING TO BUSINESS OPERATIONS AND THE CITY OF CHINO HILLS AND CHINO VALLEY FIRE DISTRICT CODES AND REGULATIONS.

Name (Print): _____ **Signature:** _____
***Phone:** _____ ***Email:** _____

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 from the following agencies: Division of the State Architect, Department of Rehabilitation, or The California Commission on Disability Access.