



Community Development Department
14000 City Center Dr., Chino Hills, CA 91709
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Welcome to Chino Hills!

NEW BUSINESS INFORMATION

IMPORTANT MESSAGE

Prior to signing a lease agreement or purchasing property, contact the Planning Division to ensure your business use is permitted at the desired location, and if the use requires additional Planning review.

COMMERCIAL/RETAIL BASED BUSINESSES

- Any person or entity conducting business within city limits is required to obtain a city business license. This includes, but is not limited to virtual office space, delivery drivers, real estate agents, and contractors per Chino Hills Municipal Code Chapter 5.04.
- Land Use Clearance (zoning review) and Certificate of Occupancy are required for all businesses leasing individual commercial/retail spaces.
- If, upon submission, the City finds unpermitted construction took place, all such work is required to be reviewed, approved, permitted, and inspected prior to occupancy. In the event the unpermitted work is not approved, the space must be returned to its previously approved/permitted conditions.

HOME-BASED BUSINESSES

- A Home Occupation Permit is required in tandem with a city business license for any business activity conducted from a residence in Chino Hills. This includes home administrative offices. Approval by the property owner or manager is required on the application and subject to verification.
- Food businesses are limited to the State approved [Cottage Food list](#), and may require review and approval by [San Bernardino County Environmental Health](#).
- Refer to Chino Hills Municipal Code [Chapter 16.56 Home Occupation Permits](#) for more detailed information and a list of prohibited Home Occupation uses.

EXTERIOR WALL SIGNS

- An exterior wall sign identifying the business is required per Chino Hills Municipal Code [Chapter 16.38 Signs](#). Most locations have specific sign programs to maintain consistency. Please contact Planning to determine if your location has one.
- Box or can signs are strictly prohibited at all locations.
- Property manager must review and approve proposed signage prior to plan submittal.
- A building permit is required for all signs which are structurally affixed.
- Foam or non-structurally affixed signs require a Planning permit only. *May not be allowed at all locations.*
- Sign must be inspected, and permit signed off prior to processing and issuance of the certificate of occupancy and business license.

BANNERS AND FLAGS

- Chino Hills Municipal Code allows banners, subject to a Banner Permit.
- Banner permits are limited to a maximum of 4 per calendar year per business. After expiration the banner/flag(s) must be taken down for a minimum of 30 days before another application can be submitted. See Chino Hills Municipal Code [Chapter 16.38.047 Temporary Banners and Flags](#) for more information.
- Temporary banners shall not exceed 45 square feet.
- Temporary Flags shall not exceed 10 feet in height and 14 square feet in total area.

TENANT IMPROVEMENTS

- If you are planning on making improvement to the lease space, a building permit is required. All inspections, including the exterior wall sign, are required to be inspected and permit signed off prior to certificate of occupancy and business license issuance.
- Improvements such as paint and flooring do not require a building permit. For further information on what requires a permit, contact Building & Safety at (909) 364-2780.

This form does not address all possible scenarios. Contact Planning at 909-364-2740 if you have any questions.

- The addition of any plumbing fixtures will trigger additional fees. Contact Building & Safety at (909) 364-2780 for more information.

ADDITIONAL INFORMATION

- Business license renewals are sent, as a courtesy, a minimum of 30 days prior to license expiration. It is the business owner's responsibility to maintain the business license in good standing at all times while operating within city limits
- The City does will not authorize nor issue business licenses for the following business types: door-to-door soliciting; curb painting; mobile car wash; and mobile massage. This is not a complete list.
- All businesses are subject to the applicable provisions of the Chino Hills Municipal Code [Appendix A Regulation of Uses by Zoning District](#). If the City determines the proposed business use is not permitted or requires an alternate process, the Applicant will be notified, and next steps outlined.

AGENCY CONTACTS

Better Business Bureau	(559) 222-8111	www.bbb.org
CA Board of Barbering & Cosmetology	(800) 952-5210	www.barbercosmo.ca.gov
California Department of Tax and Fee Administration (Sales & Use Tax, Seller's Permit, Cigarette and Tobacco License)	(951) 680-6400	3737 Main St. Ste. 1000 Riverside, CA 92501 www.cdtfa.ca.gov
Chino Valley Chamber of Commerce	(909) 627-6177	13150 7th St. Chino, CA 91710 www.chinovalleychamberofcommerce.com
Chino Valley Fire District	(909) 902-5260	14011 City Center Dr. Chino Hills, CA 91709 www.chinovalleyfire.org
Consumer Affairs (Bureau of Auto Repair)	(951) 782-4250	1450 Iowa Ave., Ste. 150 Riverside, CA 92501 www.bar.ca.gov
Department of Alcohol Beverage Control	(951) 782-4400	3737 Main St., Ste. 900 Riverside, CA 92501 www.abc.ca.gov
Department of Social Services (Child Care Permits)	(951) 782-4200	3737 Main St., Ste. 700 Riverside, CA 92501 www.cdss.ca.gov
Employment Development Department	(888) 745-3886	www.edd.ca.gov
Franchise Tax Board State of California	(800) 852-5711	www.ftb.ca.gov
Internal Revenue Service	Individuals: (800) 829-1040 Businesses: (800) 829-4933	www.irs.gov
Motor Carrier Permits and Applications (DMV)	(916) 657-8153	www.dmv.ca.gov
San Bernardino County Business License	(909) 387-3841	385 N. Arrowhead Ave., San Bernardino, CA 92415 www.sbcounty.gov/cob
San Bernardino County Clerk (Fictitious Business Name Filing)	(909) 387-8306	222 W. Hospitality Ln. 1st Floor San Bernardino, CA 92415 www.sbcountyarc.org/services/fbn/
San Bernardino Co. Environmental Health Services (Health permit, Food facility Inspections, Food handlers)	(800) 442-2283	8575 Haven Ave., Ste. 130 Rancho Cucamonga, CA 91730 www.sbcounty.gov/dehs
Secretary of State	(916) 653-6814	www.sos.ca.gov
Inland Empire Small Business Development Center	(909) 983-5005	603 N. Euclid Ave. Ontario, CA 91761 www.inlandempiresbdc.org
State Contractors License	(800) 321-2752	www.cslb.ca.gov