



# *How to Start a Business*

**BANNING**  
CALIFORNIA

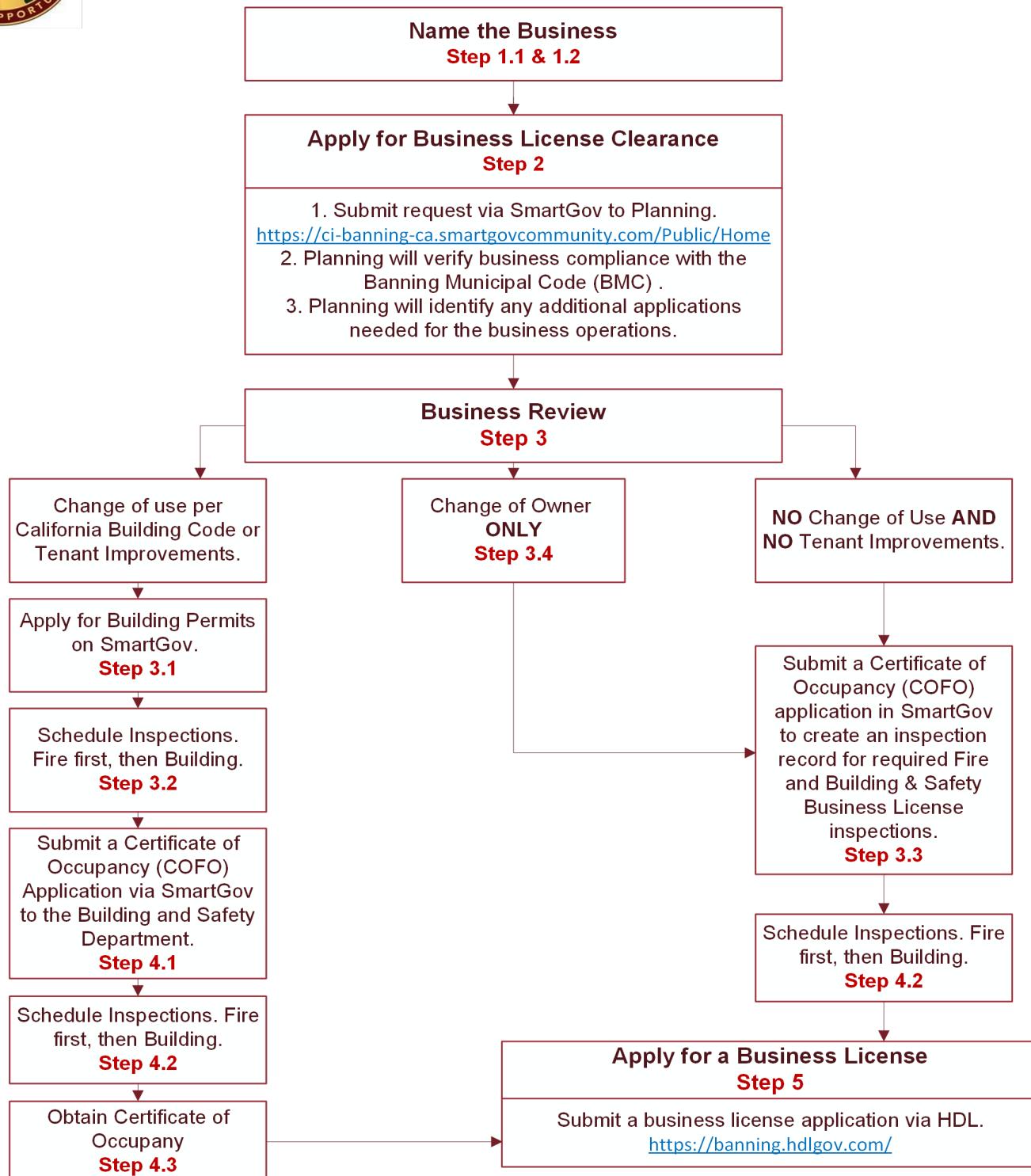
**City of Banning - City Hall - 99 E. Ramsey St. Banning, CA 92220**

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# CITY OF BANNING

## NEW BUSINESS LICENSE PROCESS



\*For additional information on the Steps listed see page 2

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| <b>START HERE</b>                               |   |  |
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| <b>Step</b>                                     | <b>What to Do</b>   | <b>Who to Contact</b>  |
| <b>Step 1: NAME THE BUSINESS</b>                |   |  |
| 1.1   | <p><b>Name the Business</b><br/>           This is a very important part of beginning your business since it is the item that will identify you, your service and/or your product to the consumer. Once you have decided your business name, ascertain if the name is available for use. Make inquiries to confirm availability with the Secretary of State for corporate names and Riverside County Recorder's office for fictitious name filings.</p>   | <u>Riverside County Recorder's Office</u><br>(951) 955-6200<br><input type="checkbox"/>  |
| 1.2   | <p><b>File and Publish a Fictitious Name Statement</b><br/>           If the business is not a legal entity registered with the State of California or it does not contain the owner's surname such as Doe Contractor Service, a Fictitious Name Statement must be filed with the County Recorder's office in the county which the business is based (Riverside). This is also a requirement for partnerships not recognized by the state.</p>  | <u>Riverside County Recorder's Office</u><br>(951) 955-6200<br><input type="checkbox"/>  |
| <b>Step 2: BUSINESS LICENSE CLEARANCE</b>       |   |  |
| 2   | <p><b>Applying for a Business License Clearance Letter</b><br/>           Apply for a Business License Clearance Letter through <b>SmartGov</b>. Provide a detailed business description in the submittal and submit your application online. The Planning Department will review the proposed business and provide a confirmation or denial letter based on the land use regulations outlined in Banning Municipal Code Section 17.12.020. The Planning Department will also inform the applicant of any additional permits required for the business, such as a Conditional Use Permit, Design Review, Sellers Permit etc. Code Enforcement will also review for outstanding Code Violations.</p> | <u>Planning Department</u><br>(951) 922-3125<br><br><u>Planning2@banningca.gov</u><br><br><u>SmartGov Portal</u><br><input type="checkbox"/> |
| <b>Step 3: BUILDING PERMITS AND INSPECTIONS</b> |   |  |
| 3.1   | <p><b>Tenant Improvements/ Change of Use – Building Permits</b><br/>           Businesses proposing interior or exterior alterations, or wishing to change occupancy under the California Building Code, must obtain construction permits from the Building &amp; Safety Department. All Industrial and Commercial sites must comply with the City's Industrial Waste/ F.O.G (Fats, Oils, Grease) Program.</p>  | <u>Building and Safety Department</u><br>(951) 922-3120<br><br><u>Buildingandsafety@banningca.gov</u><br><input type="checkbox"/>            |
| 3.2   | <p><b>Tenant Improvements/ Change of Use – Inspections</b><br/>           Fire Marshal inspection must be scheduled and approved in <b>SmartGov</b> before Building inspections can</p>   | <u>SmartGov Portal</u><br><u>Request Inspections</u><br><input type="checkbox"/>   |

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|  | <p>occur. If a grease interceptor and/or NPDES is required, then a Public Works Inspection must be scheduled and approved, prior to the issuance of a building permit issuance.</p> <p>After Fire approval, Building &amp; Safety completes final inspections tied to the building permits.</p>  |   |                          |
| 3.3  | <p><b>No Change of Use/ No Tenant Improvements</b><br/>If no tenant improvements and no change of use are proposed:</p> <ul style="list-style-type: none"> <li>• The applicant must still submit a Certificate of Occupancy (COFO) application in SmartGov to create the inspection record (not a full COFO issuance).</li> <li>• A Fire and Building &amp; Safety Business License Inspection is required.</li> <li>• A Stormwater NPDES Inspection may be required (based on business type).</li> <li>• After Fire and Building &amp; Safety approvals, proceed directly to Step 5 (HDL).</li> </ul>   | <p><i>SmartGov Portal</i><br/>Request Inspections</p>   | <input type="checkbox"/> |
| 3.4  | <p><b>Change of Owner Only</b><br/>If the business is changing ownership but the use remains the same and no tenant improvements are proposed:</p> <ul style="list-style-type: none"> <li>• The applicant must submit a Business License Clearance Letter (Step 2).</li> <li>• A Fire and Building &amp; Safety Business License Inspection may still be required.</li> <li>• A Stormwater NPDES Inspection may be required (based on business type).</li> <li>• After inspections are approved (if applicable), proceed directly to Step 5 (HDL).</li> </ul>  | <p><i>SmartGov Portal</i><br/>Request Inspections</p>   |                          |
| <b>Step 4: CERTIFICATE OF OCCUPANCY (COFO)</b>         |  |   |                          |
| 4.1  | <p><b>Apply for the Certificate of Occupancy (COFO)</b><br/>The following steps (4.1–4.3) apply only to businesses that require a full Certificate of Occupancy (COFO) due to tenant improvements or a change of use under the California Building Code:</p> <ul style="list-style-type: none"> <li>• If you applied for tenant improvements, you will receive a COFO after the final Building Permit inspection is approved.</li> <li>• If you did not apply for tenant improvements but your use is changing, you must apply separately for a COFO with the Building &amp; Safety Department.</li> <li>• If your business does not require tenant improvements and has no change of use, follow Step 3.3 or 3.4 instead (inspection record only).</li> <li>• Applicant acknowledges that mandated trash services are required for commercial entities under Chapter 8.28.100 of the Banning Municipal Code. The applicant shall contact Waste Management at</li> </ul> | <p><i>Building and Safety Department</i><br/>(951) 922-3120</p> <p><a href="mailto:Buildingandsafety@banningca.gov">Buildingandsafety@banningca.gov</a></p> | <input type="checkbox"/> |
| <u><a href="#">Banning Municipal Code 8.28.100</a></u> |  |   |                          |

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|   | 800-423-9986 to establish an account and coordinate required services.   |  |                          |
| 4.2   | <p><b>Scheduling Inspections</b><br/> For businesses that require a Certificate of Occupancy (COFO):</p> <ul style="list-style-type: none"> <li>• Inspections must be scheduled first with the Office of the Fire Marshal and then with the Building and Safety Department through <b>SmartGov</b>.</li> <li>• The Fire inspection must be scheduled and approved by the Fire Marshal prior to the Building inspection.</li> </ul>   | <p><i>SmartGov Portal</i><br/> <i>Request Inspections</i></p>  | <input type="checkbox"/> |
| 4.3   | <p><b>Obtaining the Certificate of Occupancy (COFO)</b><br/> Once all required inspections are completed and all conditions from the Building and Safety Department are fulfilled, the Building and Safety Department will issue the business a Certificate of Occupancy (COFO).</p>   | <p><i>Building and Safety Department</i><br/> (951) 922-3120</p> <p><a href="mailto:Buildingandsafety@banningca.gov">Buildingandsafety@banningca.gov</a></p> | <input type="checkbox"/> |
| <b>Step 5: APPLY FOR BUSINESS LICENSE VIA HDL</b> |  |  |                          |
| 5   | <p><b>Submit Business License Application</b><br/> Submit your Business License Application online to the Business Support Center (HDL). Be sure to include:</p> <ul style="list-style-type: none"> <li>• A copy of your approved Business Clearance Letter.</li> <li>• Certificate of Occupancy (COFO) (if applicable).</li> <li>• If a COFO is not required, documentation of your approved Fire and Building and Safety Business License Inspection.</li> <li>• All State and County licenses and permits, fictitious name filing, corporate or partnership documentation, and your Tax ID number.</li> </ul> <p><i>No payment will be required until your application has been reviewed and accepted. You will receive an email verifying the receipt of the application. After the business tax fees are paid, a business license number will be issued. An electronic copy will be emailed immediately; a hard copy can be mailed upon request. Per the Banning Municipal Code, your business license (and Certificate of Occupancy (COFO), if applicable) must be posted in a conspicuous place within the business.</i></p> <p><b>SB 205 Stormwater Compliance (If Applicable)</b><br/> If your business activity falls under a regulated SIC code, you must provide proof of enrollment or exemption under the State Water Board's Industrial General Permit (IGP) prior to Business License issuance.</p> <ul style="list-style-type: none"> <li>• SB 205 Requirements:<br/> <a href="https://www.waterboards.ca.gov/water_issues/programs/stormwater/sb_205_business_license_requirements.html">https://www.waterboards.ca.gov/water_issues/programs/stormwater/sb_205_business_license_requirements.html</a></li> <li>• SIC Code Lookup:<br/> <a href="https://www.dir.ca.gov/OPRL/ORS/SICSearch.html">https://www.dir.ca.gov/OPRL/ORS/SICSearch.html</a></li> </ul> | <p><i>HDL Companies</i><br/> <i>Business Support Center</i><br/> (707) 387-9807</p> <p><a href="mailto:Banning@hdlgov.com">Banning@hdlgov.com</a></p>        | <input type="checkbox"/> |

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# CONGRATULATIONS, WE HOPE YOUR BUSINESS THRIVES IN THE CITY OF BANNING!



| Business License FAQ   |  |
|--|--|
| <b>Do I need a business license if I work from home?</b>                           | Yes. Home-based businesses must apply for a business license. You will also need a Home Occupation Permit through the Planning Division before your license can be approved.   |
| <b>I am an outside contractor. Do I need Business License Clearance?</b>           | No. Contractors who do not maintain a physical business location in the City of Banning may skip Business License Clearance and go directly to the business license application (Step 5).  |
| <b>What is Business License Clearance, and why do I need it?</b>                   | Business License Clearance confirms that your proposed business use is allowed in your chosen location under the Banning Municipal Code. Without zoning approval, your business license application cannot be processed.   |
| <b>Do I need a Certificate of Occupancy (COFO)?</b>                                | You need a Certificate of Occupancy (COFO) if: You are making tenant improvements, OR You are changing the use of the space under the California Building Code. If there are no improvements or change of use, a Fire and Building and Safety Business License Inspection are required.  |
| <b>What if I'm just taking over an existing business location without changes?</b> | You will still need to apply in SmartGov to create a Certificate of Occupancy (COFO) inspection record so Fire and Building & Safety can schedule business license inspections. Even if no improvements or change of use are proposed, both Fire and Building & Safety approvals are required.   |
| <b>How do I apply for a business license?</b>                                      | All business license applications are submitted online through the Business Support Center (HDL). You will need to upload: Business Licenses Clearance, Certificate of Occupancy (if required), Fire/Building inspection approvals, State or County permits (if applicable).   |
| <b>How much does a business license cost?</b>                                      | Business license fees are based on the City's Business Tax schedule. Fees are calculated by business type and size. You will not pay until your application is accepted.   |
| <b>How long does it take to get a business license?</b>                            | Timelines vary depending on whether inspections or permits are required. If no construction or change of use is involved, approval is usually quicker. Applications requiring building permits or Fire inspections may take several weeks.   |
| <b>How do I renew my business license?</b>   | Renewals are processed annually through HDL. Renewal notices are sent by email or mail. You can renew online by logging into your HDL account.   |
| <b>Do I need additional permits besides a business license?</b>                    | Yes, depending on your business type. Examples include: Seller's Permit (retail/wholesale sales), Health Permit (food sales/handling), Hazardous Materials Permit (auto shops, etc.), ABC License (alcohol sales), Industrial Waste Survey, Cannabis CUP and State license (cannabis businesses). Check with the appropriate agency before applying. |
| <b>Where do I post my business license?</b>  | Per City Code, your business license (and Certificate of Occupancy, if applicable) must be posted in a conspicuous place within the business.  |
| <b>Do I need a sign permit?</b>  | Yes. If you are installing a new sign or replacing an existing one, you must obtain a Sign Permit. Contact the Planning Department for application requirements and design standards.  |
| <b>Do I need to complete an Industrial User, Food or Auto Survey?</b>              | Yes. Certain businesses, such as industrial users, food establishments, auto repair, car/mobile washing, and other commercial uses, must complete a Food, Auto, or Industrial Waste Survey. This helps the City determine if your business requires an Industrial Waste Permit. If applicable, permit and  |

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|  | inspection fees will be required prior to building permit release, and quarterly inspections will occur once the business is operational.   |
| <b>Do I need Trash and Recycling Services?</b>   | Yes, all businesses are required to subscribe to the City's three-container collection system with the City's exclusive franchise hauler, in accordance with Banning Municipal Code, Chapter 8.28.100.  |
| <b>Do I need a Stormwater NPDES Inspection?</b>  | The City's stormwater NPDES Permit requires that certain businesses be inspected for stormwater purposes, such as food, auto, industrial, car/upholstery/pet/mobile washing and cleaning businesses. A NPDES Inspection fee will be paid by the applicant, and the inspection will occur once the business is operational.  |
| <b>What is an SIC Code and why do I need it?</b> | <p>The Standard Industrial Classification (SIC) code identifies the type of business activity you conduct. HDL requires an SIC code to determine whether your business is subject to State Water Board stormwater requirements(SB205).</p> <p>You may look up your SIC code using the State of California's official search tool:</p> <ul style="list-style-type: none"> <li>• <b>SIC Code Lookup:</b> <a href="https://www.dir.ca.gov/OPRL/ORS/SICSearch.html">https://www.dir.ca.gov/OPRL/ORS/SICSearch.html</a></li> </ul> |

## CITY OF BANNING DEPARTMENTS AND CONTACTS

**CITY OF BANNING - CITY HALL - 99 E. RAMSEY ST., BANNING, CA 92220**

| <b>DEPARTMENT</b>                                      | <b>PHONE</b>   | <b>WEBSITE / EMAIL</b>  |
|--|----------------|---|
| <b>Animal Control</b>                                  | (951) 922-3170 | <a href="https://banningca.gov/676/Animal-Control">https://banningca.gov/676/Animal-Control</a>   |
| <b>Banning Electric Utility</b>                        | (951) 951-3260 | <a href="https://www.banningca.gov/807/Business-Support">https://www.banningca.gov/807/Business-Support</a>   |
| <b>Building and Safety Division</b>                    | (951) 922-3120 | <a href="https://banningca.gov/71/Building-Safety">https://banningca.gov/71/Building-Safety</a><br><a href="mailto:BuildingandSafety@banningca.gov">BuildingandSafety@banningca.gov</a>                     |
| <b>City Clerk's Office</b>                             | (951) 922-3102 | <a href="https://www.banningca.gov/16/City-Clerks-Office">https://www.banningca.gov/16/City-Clerks-Office</a><br><a href="mailto:CityClerks@banningca.gov">CityClerks@banningca.gov</a>                     |
| <b>Code Enforcement Division</b>                       | (951) 922-4821 | <a href="https://banningca.gov/456/Code-Enforcement">https://banningca.gov/456/Code-Enforcement</a><br><a href="mailto:CE@banningca.gov">CE@banningca.gov</a>   |
| <b>Economic Development</b>                            | (951) 922-3181 | <a href="mailto:Marisol.lopez@banningca.gov">Marisol.lopez@banningca.gov</a>  |
| <b>Office of the Fire Marshal</b>                      | (951) 922-4818 | <a href="https://www.banningca.gov/957/Office-of-the-Fire-Marshall">https://www.banningca.gov/957/Office-of-the-Fire-Marshall</a><br><a href="mailto:Banningofm@banningca.gov">Banningofm@banningca.gov</a> |
| <b>Planning Division</b>                               | (951) 922-3125 | <a href="https://banningca.gov/64/Planning">https://banningca.gov/64/Planning</a><br><a href="mailto:Planning2@banningca.gov">Planning2@banningca.gov</a>   |
| <b>Police Department<br/>(Non-Emergency line)</b>      | (951) 951-3170 | <a href="https://banningca.gov/17/Police-Department">https://banningca.gov/17/Police-Department</a>   |
| <b>Public Works Department</b>                         | (951) 922-3130 | <a href="https://banningca.gov/19/Public-Works">https://banningca.gov/19/Public-Works</a><br><a href="mailto:PW@banningca.gov">PW@banningca.gov</a>   |
| <b>Utility Billing</b>                                 | (951) 922-3185 | <a href="https://www.banningca.gov/137/Utility-Billing">https://www.banningca.gov/137/Utility-Billing</a><br><a href="mailto:Ubweb@banningca.gov">Ubweb@banningca.gov</a>                                   |
| <b>Waste Management<br/>(Trash Recycling Services)</b> | (800) 423-9986 | <a href="http://www.wm.com">http://www.wm.com</a><br><a href="mailto:Refuse@banningca.gov">Refuse@banningca.gov</a>   |

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## ADDITIONAL INFORMATION

### **Obtain Required Permits**

Depending upon the type of business, certain permits may be required. Below is a list of possible permits that may apply to your business:

#### **Stormwater Requirements (SB 205 – State Water Resources Control Board)**

Certain businesses are required to provide proof of enrollment or exemption under the State Water Resources Control Board's Industrial General Permit (IGP) pursuant to Senate Bill 205 (SB 205). Businesses that fall under specific SIC codes must comply with these requirements BEFORE a business license can be issued.

**Sellers Permit** - All retail and wholesale business must obtain a Sellers Permit or Resale Permit from the State Board of Equalization. This may be applied for at any local office. Every business that sells goods must collect and then remit sales tax to the State of California. This process is set in motion with the application for the seller's permit.

**Health Permit** - eating establishments - food sales and handling. Any business dealing with consumable products must obtain a permit from the County Environmental Health Services Department.

**Hazardous Materials** - Any business which handles hazardous materials (i.e. automotive repair) is also required to obtain a permit from the County Environmental Health Services Department. All businesses should contact the County to verify whether or not a permit is required.

**Child/Day Care** - A business who offers the following services but is not limited to day care, infant centers, preschools, extended day care facilities, and school age childcare centers. The County and Development Services Department should also be contacted about any additional requirements.

**Tobacco Sales** - Businesses selling tobacco products consumed on or off the premises must obtain a permit from the California Department of Tax and Fee Administration. The City's Community Development Department should also be contacted for additional requirements.

**Alcohol Sales** - Businesses selling alcohol products consumed on or off the premises must obtain a permit from the California Department of Alcohol Beverage Control (ABC). The City's Community Development Department should also be contacted for additional requirements.

**Cannabis Businesses** - Any commercial cannabis activity in the City of Banning, including cultivation, manufacturing, distribution, retail/dispensary, or

#### **State Water Resources Control Board – SB 205 Requirements**

[https://www.waterboards.ca.gov/water\\_issues/programs/stormwater/sb\\_205\\_business\\_license\\_requirements.html](https://www.waterboards.ca.gov/water_issues/programs/stormwater/sb_205_business_license_requirements.html)

**California Department of Tax and Fee Administration**  
(800) 400-7115

**Riverside County Environmental Health Services**  
(888) 722-4234

**Riverside County Environmental Health Services**  
(888) 722-4234

**California Department of Social Services**  
Community Care Licensing  
(800) 300-5616

**California Department of Tax and Fee Administration**  
(800) 400-7115

**California Department of Alcoholic Beverage Control (ABC)**  
(951) 782-4400

**City of Banning**  
Community Development Department

testing facilities, requires approval of a Cannabis Conditional Use Permit (CUP) in accordance with Banning Municipal Code Chapter 17.53. In addition, a Cannabis Regulatory Permit is required under Banning Municipal Code Chapter 5.33. Cannabis businesses must also obtain a State of California cannabis license from the Department of Cannabis Control (DCC). Both City approvals and the State license are required before a business license can be issued.

Planning Division  
(951) 922-3125  
[planning2@banningca.gov](mailto:planning2@banningca.gov)

**State of California**  
**Department of Cannabis Control (DCC)**  
(844) 612-2322  
<https://cannabis.ca.gov/>

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