



CITY OF MOORPARK

Business Registration Application

CITY MANAGER'S OFFICE | 799 Moorpark Avenue, Moorpark, California 93021
Main City Phone Number (805) 517-6200 | Fax (805) 532-2530 | www.moorparkca.gov

\$91.00

CORPORATE/BUSINESS INFORMATION	
Business Name	Business Phone
Business Additional or DBA Name	
Business Address (Post Office Box Not Allowed)	
<i>Other permits may apply once zoning is verified.</i>	
<i>A Business Registration and Zoning Clearance for occupancy is required for each new business in the city, or each new business location.</i>	
<i>A Business Registration Permit and Home Occupation Permit is required if conducting business from a residential zone within Moorpark limits.</i>	
Mailing Address (If different from the firm address above)	
Ownership: <input type="checkbox"/> Sole <input type="checkbox"/> Partnership <input type="checkbox"/> Corporation <input type="checkbox"/> Trust <input type="checkbox"/> LLC (Limited Liability Company)	Number of Employees

OWNER INFORMATION <i>Enter below names of Owners, Partners, or Corporate Officers</i>	
Owner	Title
Phone	E-mail
Owner	Title
Phone	E-mail

ADDITIONAL INFORMATION		
State License No.	Type	Expires
FEIN No. (Federal Employer ID No.)	SEIN No. (State Employer ID No.)	
Business Description		
Business Type: <input type="checkbox"/> Retail <input type="checkbox"/> Wholesale <input type="checkbox"/> Service <input type="checkbox"/> Manufacturing <input type="checkbox"/> Construction		

EMERGENCY CONTACT	
Name	Phone

MOORPARK-BASED BUSINESS LOCATIONS ONLY	
If business is a food service or auto-care facility it is subject to an annual National Pollutant Discharge Elimination System (NPDES) fee of \$67.00.	<input type="checkbox"/> Food Facility <input type="checkbox"/> Automotive Facility

DECLARATION: I declare under penalty of perjury under the laws of the State of California, that the information and statements contained herein are true and correct to the best of my knowledge and belief.

Applicant Signature (Owner or Representative) _____ Date _____

STAFF USE ONLY BELOW THIS LINE

Business Registration Account No. _____	(BR1000) Business Registration Fee _____ \$ 90.00
Expiration Date _____	(SB1186) *State CASp Fee (Effective 1-1-13) _____ \$1.00
Home Occupation Permit No. _____	Vendors selling at Swap Meets and Farmers' Markets Venues Only (Effective 2-6-13) _____ \$45.00
Zoning Clearance No. _____	*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 www.dgs.ca.gov/dsa/Home.aspx - The Department of Rehabilitation at www.rehab.cahwnet.gov - The California Commission on Disability Access at www.cdda.ca.gov .
Vehicle Sticker No.(s) Issued _____	(HOP2200) Home Occupation Permit Fee _____ \$100.00
Staff Initials _____	(NPDESFEE) NPDES Fee, Food or Automotive Facilities _____ \$67.00
Date Paid _____	(ZC2200) Zoning Clearance Fee _____ \$100.00
Cash _____ Check _____	(BR1000) Additional Vehicle Stickers (\$2.00) Each _____
Credit Card _____	Total Due _____

City of Moorpark

Application for Business Registration Information

Title 5 Business Taxes, Licenses and Regulations

Chapter 5.08 Business Registration Permit

- Chapter 5.08.010 (Registration Permit Required.) Professions, trades or occupations of all and every kind of calling which are engaged in for the purpose of earning, in whole or in part, a profit or livelihood, whether or not a profit or livelihood is actually earned, and whether paid for in money, goods, labor or otherwise. "Business" includes professions, trades or occupations, which do not have a fixed location within the city.
- Chapter 5.08.020 (Exempt Organizations, Activities, Persons.) No person shall engage in any business within the city without a valid business registration permit issued pursuant to this or in violation of any provision of this chapter.
- Chapter 5.08.40 (Permit Application.) The permit application shall not be deemed filed unless the form has been filed out completely and accurately by the applicant.
- Chapter 5.08.60 (Additional Requirements Prior to Permit Issuance.) A business registration permit shall be valid for one year from the date of issuance. The permit shall be renewed annually by the filing of a permit application not more than thirty (30) days nor less than fifteen (15) days prior to the expiration of the current permit.
- Chapter 5.08.70 (Amendment and Duplicate Permit.) Every business registration permit shall be posted in a conspicuous place upon the premises where such business is conducted.

The full Moorpark Municipal Code Chapter 5.08 is available for viewing on the City website at www.ci.moorpark.ca.us.

➡ Before completing this application, you must obtain all applicable permits such as a Zoning Clearance for Occupancy of your business and/or sign permits before paying for and receiving a Business Registration. A Zoning Clearance Permit for occupancy is required for each new business in the city, or each new business location. The fee for a Zoning Clearance is \$100.00. If tenant improvements are proposed with occupancy, only one Zoning Clearance that includes the occupancy and tenant improvements is required. Before processing a Business Registration, a Zoning Clearance must be obtained from the Community Development Department.

➡ You must obtain a Home Occupation Permit before applying for a business Registration Permit if your business will be conducted from a residential zone with Moorpark limits (any business where your home address or phone number is used). The processing fee for a Home Occupation Permit is \$100.00. We do not require a Zoning Clearance for occupancy for a Home Occupation Permit.

REFUNDS ARE NOT PERMITTED

Please proofread the entire form and fill out any missing information and make any necessary corrections. Return the entire form signed (original *ink* signature only) with the full payment made payable to the City of Moorpark.

The Community Development Department stands ready to assist you, please contact us if further clarification is needed.

Thank you for doing business in the city of Moorpark!