CITY OF UPLAND
Administrative Service Department
Finance Division
460 North Euclid Avenue
Upland, CA 91786
(909) 931-4150, 8:00 a.m. – 6:00 p.m., M-Th
www.ci.upland.ca.us

Business License Number

Business License Application

This application is for:
- ☐ CITY OF UPLAND BUSINESS
- ☐ CITY OF UPLAND HOME OCCUPATION BUSINESS LICENSE
- ☐ CONTRACTOR OR OUTSIDE SERVICE DOING BUSINESS IN UPLAND
- ☐ CHANGE OF BUSINESS NAME*
- ☐ CHANGE OF BUSINESS ADDRESS*

*Prior Business Name: _____ *Prior Business Address: _____

GENERAL BUSINESS INFORMATION

Business Name (DBA): _____ Start Date: _____
Business Location: _____ City: _____ State: ____ Zip: _____
Mailing Address: _____ City: _____ State: ____ Zip: _____
Business Telephone: ( ) _____ No. of Employees: _____ Gross Receipts (12 months-last tax year): _____
Business Description (detailed summary): _____

OWNERSHIP TYPE/ IDENTIFICATION NUMBERS/OTHER INFORMATION

OWNERSHIP TYPE: ☐ Corporation Corporation Name: _____
☐ Sole Proprietorship ☐ Husband & Wife Sole Proprietorship ☐ Partnership ☐ Non-Profit Org. (Exempt) ☐ LLC
Federal Employer ID: _____ State Employer ID: _____ State Sales Tax/Resale #: _____
Contractor License #: _____ Class: _____ Social Security: XXX – XX - _____ SIC Code: _____

OWNER/PARTNER/OFFICER INFORMATION

(1)	(2)	(3)
Name:	Name:	Name:
Title:	Title:	Title:
Home Address:	Home Address:	Home Address:
City/State/Zip:	City/State/Zip:	City/State/Zip:
Email Address:	Email Address:	Email Address:
Home Telephone:	Home Telephone:	Home Telephone:
Cell Telephone:	Cell Telephone:	Cell Telephone:
Drivers License #:	Drivers License #:	Drivers License #:
Social Security #: XXX – XX –	Social Security #: XXX – XX –	Social Security #: XXX – XX –

***NOTICE*: I declare under penalty of perjury that the information I have provided is true and correct. I certify I will operate my business in accordance with all applicable Federal, State, and City laws and regulations. I understand that any false statements made are in violation of the City of Upland Municipal Code and are grounds for revocation of the Certificate of Business License. I understand that the term of the Certificate issued for this application will expire if I cease to meet the issuance qualifications. I authorize the City of Upland and its agents to seek information and/or conduct an investigation on this application.**

_____ _____ _____
Authorized Signature Print Signature Name Date

☐ **Please check to sign up for our Economic Development mailing list** E-mail: _____

Application fee(s) and license fee(s) are to be submitted with this application.

For Internal use only:					DEVELOPMENT SERVICES APPROVAL
License Tax	$				PBID Zone:
PBID - _____:	$				Approval:
Application Fee	$	15.00			Date:
SB-1186 Fee:	$	1.00			Bus. Lic. Insp.
Update Fee:	$	*2.00			Date:
Balance Due:	$		APPLICATION	LICENSE TAX	ON CONSOLE

Administrative Services Department

Finance Division
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Website: www.ci.upland.ca.us

Business License Requirements

Businesses operating within Upland City limits are required to have a business license. This includes home-based businesses, contractors, and outside services doing business in Upland. Chapter 5.04 of the Upland Municipal Code states in part, "It is unlawful for any person to transact and carry on any business, trade, profession, calling or occupation in the city (Upland) without first having procured a license . . ."

Location of Your Business

The City of Upland has established zoning regulations to control the location and the operation of all commercial activities. Contact Development Services (Planning and Building Divisions) at (909) 931-4110 and the Upland Fire Department at (909) 931-4389 before signing lease agreements or purchasing commercial property.

Home-based businesses located within City limits are required to obtain a Home Occupation Rules & Regulations Form which needs to be signed and submitted with their business license application.

Filing Your Business License Application

The Business License Application is a general form used for all types of businesses; complete only applicable information pertinent to your business.

Business Ownership

- Sole-Proprietor – A business owned by a single person or husband and wife who receives profits.
- Partnership – Two or more persons who are co-owners of a business for profit.
- Corporation – An independent legal tax entity, which remains intact even if its officers and/or directors change; must provide *Articles of Incorporation or DBA (Doing Business As), if applicable.*
- Limited Liability Corporation (LLC) – A non-corporate business whose owners actively participate in the organization's management and are protected against personal liability.
- Non-Profit – Must be recognized by the IRS as an exempt entity; *must provide supporting documentation – (Section 501C(3)).*

Contractors: Must include their State Contractors License Number.
Fictitious Name Statement: If surname is not included in the business name, a Fictitious Name Statement and proof of publication must be provided.
Email Address: (For Economic Development mailing list **ONLY)** If checked, the City of Upland will provide subscribers with up-to-date news about business workshops, City events and other business news.

Type of Business: Provide a detailed description of the type of business you intend to operate.

Renewal: ***The City will mail one courtesy renewal notice annually.*** It is your responsibility to renew your business license during the month following the expiration of your license. Penalties will be assessed if the City does not receive your renewal payment during this timeframe.

Business licenses will expire either on June 30th or on December 31st of each year.

Closure: You must notify the Finance Division in writing when you close your business or complete Box 10 on your renewal notice.

Changes: Notify the Finance Division in writing if you have a change of address or a change of business name; fee is $2.00.
Licenses are non-transferable. If you sell your business, it is your responsibility to notify the Finance Division in order to close your license. The new business owner or entity must apply for a new license.

SB-1186 Fee: State Law SB-1186 requires the City to charge a fee of $1 on any application for a business license or similar instrument, permit, or renewal thereof. The purpose of this fee is to increase disability access and compliance with construction-related accessibility requirements, and to develop educational resources for businesses in order to facilitate compliance with federal and state disability laws, as specified. SB-1186 was signed into law by Governor Jerry Brown on September 19, 2012 and became effective on January 1, 2013.

The above information provides general information on applying for a Business License in the City of Upland. Should you require additional information, please contact Customer Service at (909) 931-4150.