



BUSINESS LICENSE BACKGROUND INVESTIGATION

The following procedure has been established for those persons applying for a business license which involves special circumstances including, but not limited to, massage activity, sexually oriented business activities, pawn and second-hand dealers, taxi service, solicitor and ice cream vendor, etc.

The applicant shall:

1. Complete a City of Murrieta Business License Application and pay all appropriate fees.
2. Applicant must show proof that they are lawfully in the United States and have a valid permit to work in the U.S., and complete the background investigation form included in the packet. Showing evidence of a birth certificate, immigration status, social security card and/or travel visa is acceptable.
3. Contact the Murrieta Police Department Records Bureau at (951) 304-2677 to schedule an appointment with your background investigator with the Special Enforcement Team.
4. When meeting with your background investigator, bring the application and all **original** required and listed documents. Copies will be made during your initial interview and the original documents will be returned to you.
5. Obtain proof of bonding or other surety as may be required by state or local law enforcement. Massage applicants must show current proof of liability insurance with a minimum \$2,000,000 aggregate per occurrence.
6. Obtain proof of non-profit status, fictitious business name filing and health department certificate, if applicable.
7. For massage applicants, provide proof of training (certificates and transcripts) in excess of 720 hours from a school approved by the California Board for Private Post-Secondary and Vocational Education (a list of schools can be found at www.bppve.ca.gov), or any out-of-state school of massage accredited with the state where the school is located.
8. For massage applicants, a practical examination is given as the last step of the background process and the applicant must be accompanied with someone of their choice to model the practical exam upon. Your background investigator will inform you of the time and location of the practical exam. An additional \$55.00 fee in cash is due and payable on the date of the practical exam.
9. For massage applicants, proof of a current TB skin test and a current screening for Hepatitis A, B and C is required to be submitted to your police department background investigator.



10. The applicant must provide a list of vehicles and license plate numbers owned or driven by the applicant to the background investigator.
11. All applicants must submit to a Livescan fingerprint check and photograph only after a preliminary background clearance from your police department background investigator.
12. Applicants for a Taxicab Business Permit and/or Taxicab Permit must provide proof of the following:
 - (a) Names of prospective drivers;
 - (b) Applicants for a Taxicab Driver Permit must provide proof they are at least (21) twenty-one years of age and currently licensed with a Class “C” or better by the California Department of Motor Vehicles;
 - (c) A proposed rate fare schedule;
 - (d) Proof of a local business office, phone number and dispatch center within 10 miles of the city limits of the City of Murrieta;
 - (e) Vehicle inspection for all taxicabs by a licensed, certified mechanic within 60 days of this application;
 - (f) Written proof the taximeter has been inspected and sealed by the County of Riverside Department of Weights and Measures;
 - (g) A photograph of a company taxicab showing the logo, insignia and color scheme;
 - (h) Proof of current vehicle registration with the California Department of Motor Vehicles for each taxicab;
 - (i) Proof each taxicab is equipped with an operable and currently maintained fire extinguisher and a two-way communication device;
 - (j) Proof the vehicles are insured for \$500,000 per vehicle per accident.

Following your initial meeting with your background investigator, your application will be processed which will include a thorough background investigation. This process may take approximately 2-3 weeks to complete based upon the scheduling of the interview with the Investigator, results of the fingerprint check and the scheduling of your practical examination. A copy of the municipal ordinance regulating the permit you have been approved for will be provided to you. **Depending on the permit, additional and ongoing annual requirements must be met in order for the permit to be renewed.**

Once you have completed all of the requirements as outlined above, you will be notified either verbally or in writing if you have been denied or accepted. The appropriate permit will be mailed to you and must be possessed or posted in a conspicuous place for all your patrons to see.

The **non-refundable** processing fee per individual permit is payable at the time that the application is submitted to City Hall.

If you have any questions about this process, please feel free to contact the Murrieta Police Department Special Enforcement Team at 461-6396, or Business Licensing at 304-CITY.