



## CITY OF MURRIETA BUSINESS LICENSE REQUIREMENTS & INFORMATION

### Alerts

- All applicable requirements are due at time of application in order to process, carefully review all requirements listed below.
- Attach (upload) documents in the “file attachments” section of the application.
- Incomplete Applications will be rejected after 24 Hours of Insufficient Submittal.
- Inside businesses; if you are not able to attach (upload) documents, you may deliver your documents within 24 hours of submittal to avoid rejection.

### REQUIREMENTS:

1. **Business Address - [Businesses located inside of city limits & outside:](#)**  
Are required to have a physical address and cannot be a postal box; A PO post office box or PMB private postal mailbox address does not constitute a physical business address for licensing purposes and cannot be substituted as a business location address for any business.
2. **Verify Zoning - [Businesses located inside of city limits:](#)**  
Verify zoning with the Planning Department to be sure the type of business you wish to open is in the correct zoning district. The City of Murrieta is divided up into various zoning districts, with each district having its own set of allowable land uses. Never lease or buy a location before knowing how that property is zoned.
3. **Verify if a Building Permit is required - [Businesses located inside of city limits:](#)**  
Verify if a building permit (certificate of occupancy, etc.) is required by contacting Building & Safety.
4. **Fictitious Business Name (DBA Doing Business As) - [Businesses located inside of city limits:](#)**  
Using a business name other than your Corporation, LLC name, OR if under a Partnership, OR Sole Proprietorship and owner last name is not a part of the business name; you are required to file your Fictitious Business Name at the County Assessor’s office. Only current FBN Statements with current business name and address will be accepted.
5. **Leasing, Sub-Leasing, or Own Building/Suite - [Businesses located inside of city limits:](#)**  
Leasing or Sub-leasing commercial office space, a signed lease agreement (first 4 pages & signature page) is required. If the business owns the building or suite, proof of ownership (grant deed or equivalent) is required. Only signed leases (by lessee and lessor) will be accepted.
6. **Home Occupation Permit (HOP) - [Businesses located inside of city limits:](#)**  
Home based businesses are required to complete a Home Occupation Permit form. Go back to the license webpage to find this form on the bottom of the page, under resources.
7. **Confirmation of Business License in the City Your Business is Located - [Businesses located outside of city limits:](#)** Provide business license # and expiration date for the jurisdiction your business is located in. If your business is located in a city that requires a business license, you are required to have an Active business license in that jurisdiction.

\*It is important to know that there is no universal business license. If you are conducting business in multiple jurisdictions, you will need to contact each jurisdiction to determine if a business license is required. Most California cities and counties have a Business License tax ordinance and each city has its own tax rate, structure, and requirements.

8. **Federal Tax ID (EIN)# - [Businesses located inside of city limits & outside:](#)**  
Required if your business ownership type is a Partnership, LLC. Or Corporation.
9. **Sellers Permit (Resale License) - [Businesses located inside of city limits & outside:](#)**  
A current copy of your Sellers Permit is required if you are selling tangible items. Only current Sellers Permits with current business name and address will be accepted.
10. **State Licensing - [Businesses located inside of city limits & outside:](#)**  
All State Licensed individuals/businesses are required to provide your State License # and license type in the state license field on the application.
11. **Alcohol Sales - [Businesses located inside of city limits & outside:](#)**  
A current active ABC Alcohol Beverage Control License is required.
12. **Tobacco Sales - [Businesses located inside of city limits & outside:](#)**  
A current active cigarette & tobacco license is required.
13. **Tattoo, Permanent Cosmetics, Body Art - [Businesses located inside of city limits & outside:](#)**  
A business license application must be submitted before applying for your Environmental Health Department Permit. Information and requirements regarding Tattoo, Permanent Cosmetics, Body Art can be found on the Business License Information page.
14. **Child Daycare or Elder Homecare - [Businesses located inside of city limits & outside:](#)**  
State Social Services license is required.
15. **Solicitors - [Businesses located inside of city limits & outside:](#)**  
An additional completed Solicitor License Application is required. Go back to the license webpage to find this form on the bottom of the page, under resources. Information regarding solicitor regulations and requirements can be found on the Business License Information page.
16. **Massage Professionals - [Businesses located inside of city limits:](#)**  
A copy of your current CAMTC California Massage Therapy Council ID card is required.
17. **Cottage Food Operations - [Businesses located inside of city limits:](#)**  
A business license application must be submitted before applying for your Environmental Health Department Permit. A completed Environmental Health Department application is required. Information regarding Cottage Food Operation requirements can be found on the Business License Information page.
18. **Non-Profit Organizations - [Businesses located inside of city limits & outside:](#)**  
Proof of non-profit, provide a 501c3 from the IRS.

**Only Submit an Application If You Are Prepared to  
Provide All Applicable Requirements.**