



Business License Clearance

SMARTGOV INITIAL APPLICATION INFORMATION FORM

(To be completed and uploaded by the applicant in SmartGov)

Please see Banning Municipal Code (BMC) Chapter 17 for additional Zoning requirements

SECTION 1 — BUSINESS INFORMATION

1. Business Name:

2. Fictitious Business Name (DBA), if applicable:

☐ Proof of filing with Riverside County Recorder attached

3. Business Type:

☐ Sole Proprietor ☐ Partnership ☐ LLC ☐ Corporation ☐ Nonprofit

Other: _____

4. Detailed Description of Proposed Business Activities

(Be specific - include all operations services, processes, products, and materials used.)

SECTION 2 — BUSINESS LOCATION DETAILS

5. Business Address (Site Location):

6. This business is a (select all that apply):

- ☐ New business at this location
- ☐ Change of ownership (same business type)
- ☐ Change of business use
- ☐ No change of use
- ☐ Tenant improvements proposed
- ☐ Previously vacant space
- ☐ Home-based business (Home Occupation Permit required)
- ☐ Other: _____

SECTION 3 — USE & OPERATIONS

7. What is the zoning district? _____

8. Proposed Use Category (select all that apply):

See *BMC Commercial and Industrial Use Table 17.12.020* or *Residential Use 17.08.020*

- ☐ Retail
- ☐ Office / Professional
- ☐ Restaurant / Food Handling
- ☐ Auto Repair / Auto-Related
- ☐ Industrial / Manufacturing
- ☐ Warehouse / Distribution
- ☐ Personal Services
- ☐ Cannabis (CUP + Regulatory Permit required)
- ☐ Other: _____

9. Have you applied for an Entitlement through the Planning Department? ☐ Yes ☐ No

If yes, describe: _____

10. Hours of Operation:

Days: _____

Hours: _____

11. Number of Employees: Full-Time: _____ Part-Time: _____

12. What is the square footage of the tenant space? _____

13. Will customers visit the site? ☐ Yes ☐ No

14. Number of on-site parking spots? _____

15. Will hazardous materials be stored or used? ☐ Yes ☐ No

If yes, describe: _____

16. Will food be prepared, sold, or handled? ☐ Yes ☐ No

17. Will alcohol be sold or served at the business? ☐ Yes ☐ No

SECTION 4 — BUILDING / SITE WORK

18. Are tenant improvements proposed? ☐ Yes ☐ No

If yes, describe: _____

19. Are you changing the use under the California Building Code? ☐ Yes ☐ No

20. Any exterior changes proposed? ☐ Yes ☐ No

21. Change of use under BMC 17.08.020 or 17.12.020? ☐ Yes ☐ No

22. Will you be installing or modifying signage?

☐ Yes (Sign Permit Required) ☐ No

SECTION 5 — ADDITIONAL PERMITS & COMPLIANCE

Check all that may apply:

- ☐ Seller's Permit (CDTFA)
- ☐ Health Permit (Environmental Health)
- ☐ Hazardous Materials / CUPA
- ☐ Stormwater NPDES Inspection
- ☐ Industrial Waste Survey (food, auto, industrial uses)
- ☐ ABC License
- ☐ Tobacco License
- ☐ Cannabis CUP (BMC 17.53)
- ☐ Other: _____
- ☐ None

SECTION 6 — SOLID WASTE SERVICE ACKNOWLEDGMENT (BMC 8.28.100)

All commercial businesses in the City of Banning are required to subscribe to the mandatory three-container solid waste collection service (trash, recycling, and organics) provided by Waste Management, unless approved as a self-hauler under BMC 8.28.150.

By signing below, the applicant acknowledges understanding of this requirement and agrees to obtain the required commercial waste service and properly sort materials into the designated containers.

Applicant Acknowledgment:

I understand and agree to comply with BMC 8.28.100.

Business Name: _____

Applicant Name: _____

Signature: _____ Date: _____

SECTION 7 — CONTACT INFORMATION

Business Owner / Responsible Party:

Name: _____

Phone: _____

Email: _____

Applicant / Consultant (if different):

Name: _____

Company: _____

Phone: _____

Email: _____

SECTION 8 — UPLOAD PLANS + DOCUMENTS (IF AVAILABLE)

- ☐ Floor plan / layout
- ☐ Proof of Fictitious Business Name filing
- ☐ Applicable State or County permits
- ☐ Photos of existing space
- ☐ Signage concept (if applicable)
- ☐ Industrial Waste / Food / Auto Survey (if applicable)

SECTION 9 — APPLICANT CERTIFICATION

I certify that the information provided in this application is true and complete. I understand that incomplete information may delay review by the Planning Division.

Name: _____

Signature: _____

Date: _____