



THE CITY OF UPLAND

Business License Division

HOW TO APPLY FOR A CITY OF UPLAND BUSINESS LICENSE

STEP 1



Zoning Clearance (Planning Division)

A Zoning Clearance is to confirm that the proposed business or land use is allowed within the zoning district of the proposed location, including home business. For more information and applications visit:

<https://www.uplandca.gov/zoning-clearance>

- Commercial businesses fill out "Zoning Clearance Applications".
- Home businesses fill out "Home Occupation Application".
- Submit application under "CSS Online Portal".
- Pay required fee.
- For additional questions, contact Planning Division at 909-931-4130.

City of Upland

460 N Euclid Ave., Upland, CA 91786
Monday - Thursday (8:00 am 5:00 pm)

STEP 2



Certification of Occupancy (Building and Safety Division)

A Certificate of Occupancy is a document certifying a building's compliance with applicable building codes and other laws and indicating that the building is in a condition suitable for occupancy. For more information visit:

<https://www.uplandca.gov/certificate-of-occupancy>

- Apply through CSS Online Portal.
- To apply for inspection only, apply under "Miscellaneous Investigation".
- If tenant improvement permits are required, a certificate will be provided after project is completed and inspected.
- Pay required fee.
- For additional question, contact Building Division at 909-931-4110.
- To call for inspections, call 909-931-4129.

STEP 3



Business License (HDL - Business License Processing Center)

For more information regarding business license visit:

<https://upland.hdlgov.com>

- Apply online or by mail.
- For mailing, download application and mail completed forms to:

The City of Upland

Business Support Center
8839 N. Cedar Ave #212
Fresno, CA 93720 1832

- With the business license application, including Zoning Clearance Approval and Certificate of Occupancy (if required).
- For additional questions, contact HDL (Business License Processor) at 909-348-0460.

All businesses located within the City of Upland, are required to obtain a Zoning Clearance and Certificate of Occupancy (excluding home businesses) from the City of Upland Development Services Department before applying for a business license.

NOTE: No payment will be required until your business license application has been reviewed and accepted. You will receive an email or telephone call verifying the receipt of application. After the business taxes are paid a business license account number will be issued. A certificate will be mailed or e-mailed to you once the process is completed. Upon receipt of your license certificate, the City Of Upland Municipal Code requires it be posted in a conspicuous place at your place of business.