

City of Upland - New Business License Applicants

Please note that key information and/or documentation are required for new applicants. Please refer to list below for more details:

Filed Fictitious Name Statement

If the business is not a legal entity registered with the State of California, or it does not contain the owner's surname, such as "Jones Roofing," a Fictitious Name Statement must be filed with the County Recorder's office.

- Sole Proprietorship that does not use his/her last name in his/her business title
- Sole Proprietorship that suggests the existence of additional owners
- Partnership, Corporation, LLP, or LLC that does not use its legally documented business title as its business name

Articles of Incorporation

- Applies to a Corporation or LLC
- CA Secretary of State letter of Good Standing from out of state Corporation

Federal Employers ID Number

- For Partnerships, Corporations, LLP, or LLC

State Employers ID Number

- Manufacturer of Wholesaler with Employees

Social Security ID Number

- For a Sole-Proprietor business that is owned by a single person or a husband and wife

Sellers Permit Number or Resale Number

- Wholesale or Retail Sales

501(c)(3) or 501(c)(4)

- For Non-profit organization claiming tax exempt status

Business License applications cannot be processed unless payment is made at time of application.