



April 8, 2025

PRE-LICENSING REQUIREMENTS BEFORE SUBMITTING THE BUSINESS LICENSE APPLICATION, ZONING APPLICATION OR APPLYING FOR A CERTIFICATE OF OCCUPANCY

PRE-LICENSING REQUIREMENTS

Before starting any process with any City of Upland Department for your business license (or paying any fees), please ensure that you have already obtained the following items:

- **Fictitious Business Name (if applicable)**
- **A California Seller's Permit (if applicable)**
- **A Resale Number (if applicable)**
- **Social Security Number (if sole owner without employees)**
- **California Driver's License or California Identification Number**
- **Federal Employer Identification Number (FEIN) (if corporation, partnership, or if employer)**
- **State Employer Identification Number (SEIN) (if applicable)**
- **Any State License or Permit applicable to your profession.**

Having these items ready will help decrease the chance of processing delays when you are ready to start the process of obtaining your business license with the City of Upland.