



# CITY OF MISSION VIEJO BUSINESS INVENTORY & REGISTRATION

ALL BUSINESSES ARE REQUIRED TO OBTAIN A CERTIFICATE OF OCCUPANCY and we recommend all businesses check with the Planning and Building Departments to make sure necessary permits and certifications are obtained. As part of the final Certificate of Occupancy permit process, the Community Development Department retains business contact information. This information is essential to maintain an updated inventory of local businesses.

City of Mission Viejo offers a "no cost" Business Registration Program to provide businesses an opportunity to receive updates on valuable business resources and other relevant news. The registration is voluntary and open to all businesses located within Mission Viejo.

DATE \_\_\_\_\_

BUSINESS NAME \_\_\_\_\_

BUSINESS ADDRESS \_\_\_\_\_

MAILING ADDRESS \_\_\_\_\_

PHONE \_\_\_\_\_ FAX \_\_\_\_\_

BUSINESS OWNER \_\_\_\_\_

BUSINESS MANAGER \_\_\_\_\_

TYPE/DESCRIPTION OF BUSINESS \_\_\_\_\_

OWNERSHIP TYPE (CHECK ONE)                  Corporation                  Partnership                  Sole Proprietor

HOURS OF OPERATION \_\_\_\_\_ YEARS IN OPERATION \_\_\_\_\_

NAICS CODE (IF KNOWN) \_\_\_\_\_ NUMBER OF EMPLOYEES \_\_\_\_\_

BUSINESS SQ. FT. \_\_\_\_\_ APPROX. SQ. FT. OF RETAIL (if any) \_\_\_\_\_

WEBSITE(S) \_\_\_\_\_

EMAIL(S) \_\_\_\_\_

Yes, I want to register to receive valuable information and resources for my business.

I do not wish to be included in a business directory available to the public.

PLEASE COMPLETE THE FOLLOWING EMERGENCY CONTACT INFORMATION IF YOUR BUSINESS WISHES TO PARTICIPATE IN THE MISSION VIEJO POLICE SERVICES BUSINESS WATCH PROGRAM. YOU WILL BE CONTACTED AND PROVIDED WITH ADDITIONAL INFORMATION AND YOUR BUSINESS WATCH DECAL.

NAME OF INDIVIDUALS TO CALL IN CASE OF AN EMERGENCY:

1. NAME \_\_\_\_\_ PHONE \_\_\_\_\_

2. NAME \_\_\_\_\_ PHONE \_\_\_\_\_

We currently participate in the program and have a decal. The number is: \_\_\_\_\_

<b>OFFICIAL USE ONLY</b>		
BUSINESS DIRECTORY	YES	NO
CERTIFICATE OF OCCUPANCY	YES	NO

**Please return completed application to:**  
City of Mission Viejo – Economic Development  
200 Civic Center Drive, Mission Viejo, CA 92691  
Phone: (949) 420-3053 Fax: (949) 951-6176  
cd@cityofmissionviejo.org