



CITY OF RIALTO

SPECIAL EVENT VENDOR BUSINESS LICENSE

Our NEW Online Permitting Center will allow you to apply, view your status, and pay online!



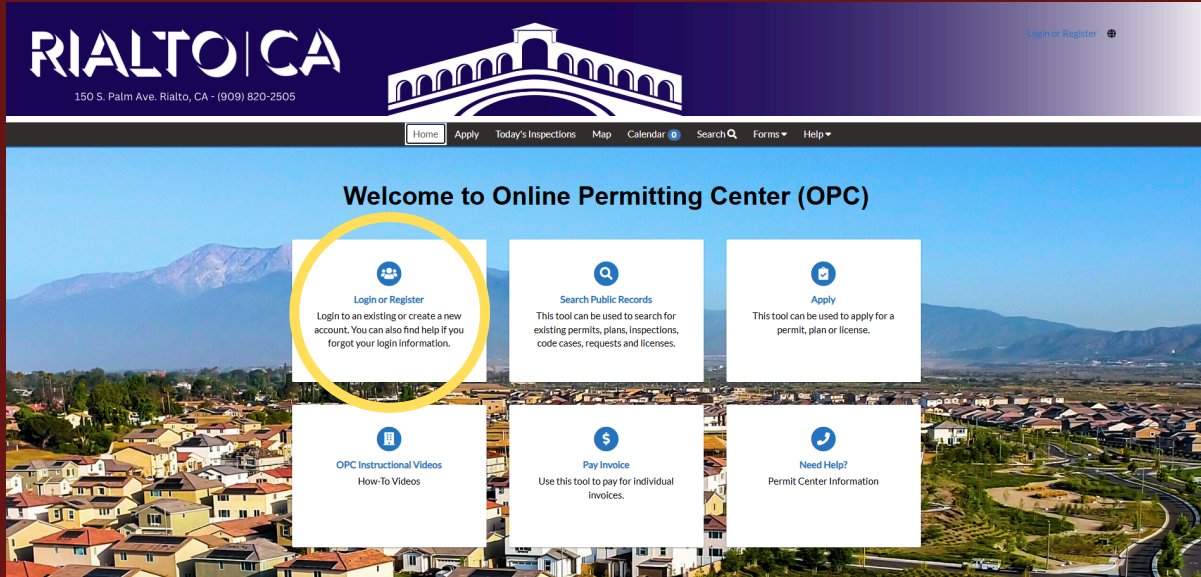
APPLY FOR A NEW BUSINESS LICENSE
APPLICATION USING THE QR CODE OR LINK
BELOW

[HTTPS://CITYOFRIALTOCA-
ENERGOVWEB.TYLERHOST.NET/APPS/SELFSERVICE#/HOME](https://cityofrialto.ca-energovweb.tylerhost.net/apps/selfservice#/home)



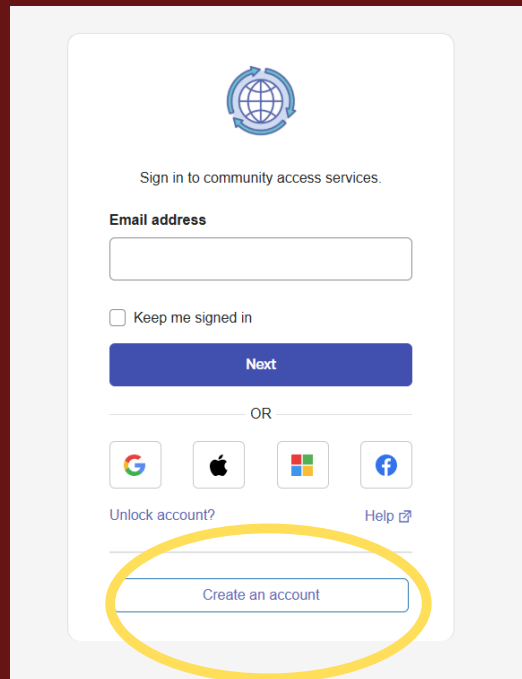
GETTING STARTED

Online Permitting Center




1. SELECT LOGIN OR REGISTER

2. SELECT CREATE AN ACCOUNT



City of Rialto
150 S. Palm Avenue
Rialto, CA 92376

Online Permitting Center


Create an account

Fields are required unless marked optional.

Email

First name

Last name

Mobile phone Optional

Password requirements:

- × At least 8 characters
- × A lowercase letter
- × An uppercase letter
- × A number
- ✓ No parts of your username

Password

[Sign up](#)

Already have an account? [Sign In](#)

3. ENTER YOUR EMAIL AND CREATE YOUR PASSWORD

*Please note, you will need access
to your email to complete this step*

4. ONCE YOU HAVE CREATED AN ACCOUNT, CLICK APPLY

RIALTO | CA
150 S. Palm Ave. Rialto, CA - (909) 820-2505

Home Dashboard Apply My Work Today's Inspections Map Calendar Search Forms Help

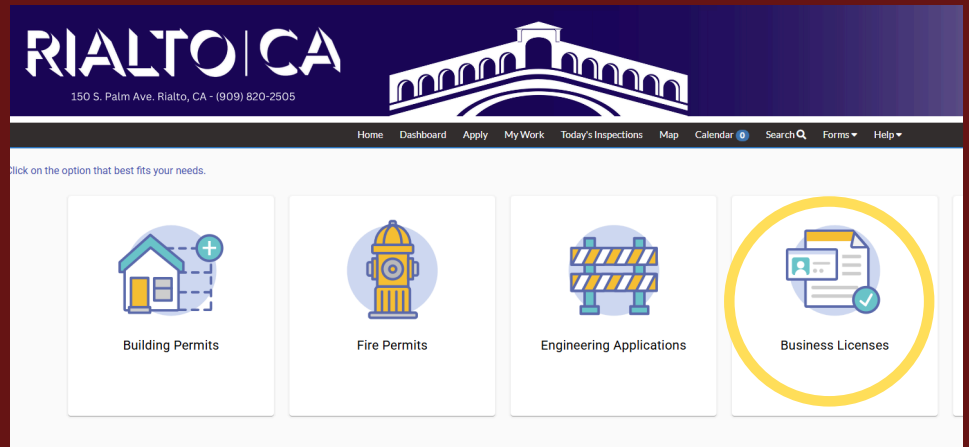
Welcome to Online Permitting Center (OPC)

- My Account**
Click here to access your account information.
- Search Public Records**
This tool can be used to search for existing permits, plans, inspections, code cases, requests and licenses.
- Apply**
This tool can be used to apply for a permit, plan or license.
- OPC Instructional Videos**
How-To Videos
- Pay Invoice**
Use this tool to pay for individual invoices.
- Need Help?**
Permit Center Information

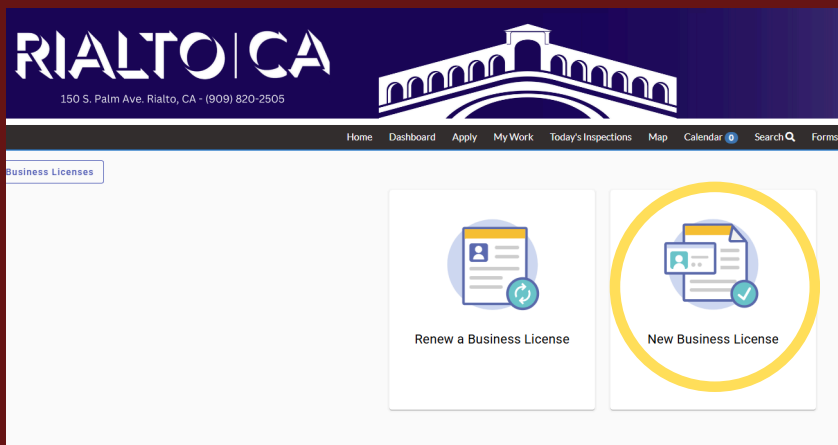
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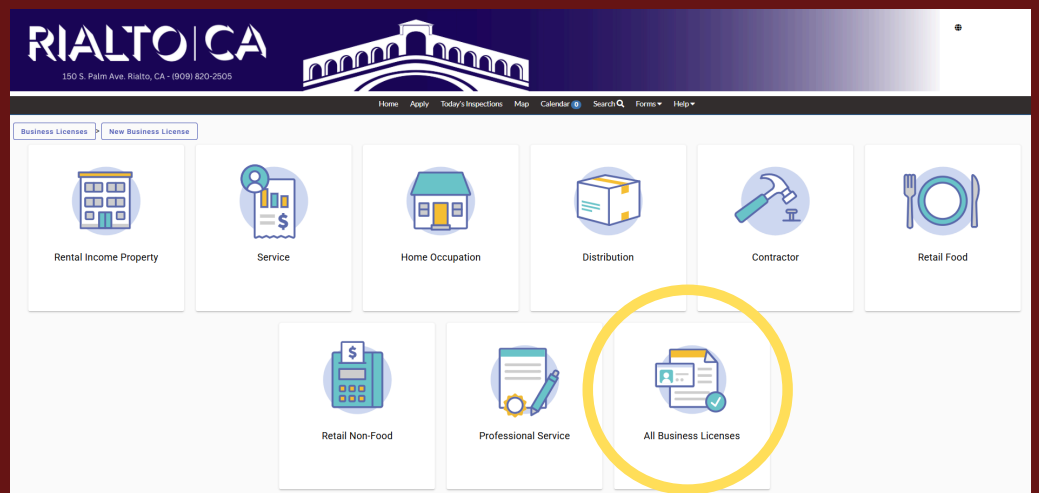
5. SELECT BUSINESS LICENSES



6. SELECT NEW BUSINESS LICENSE



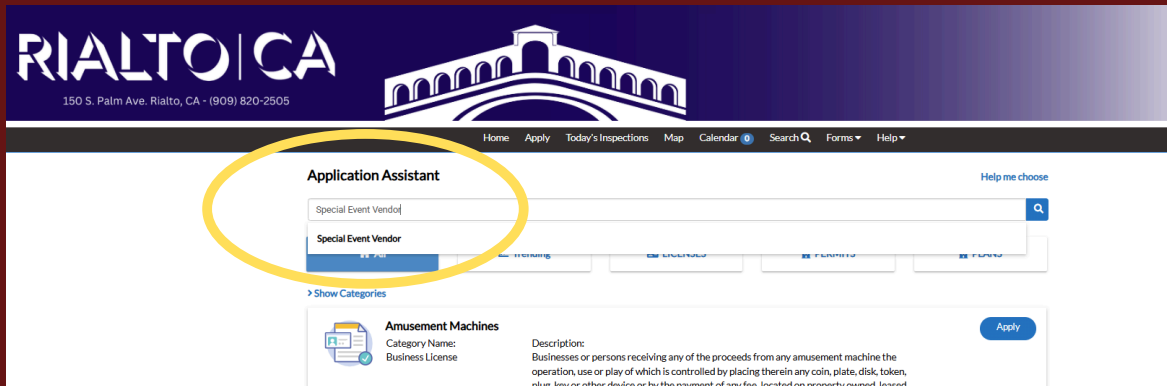
7. CLICK ALL BUSINESS LICENSES



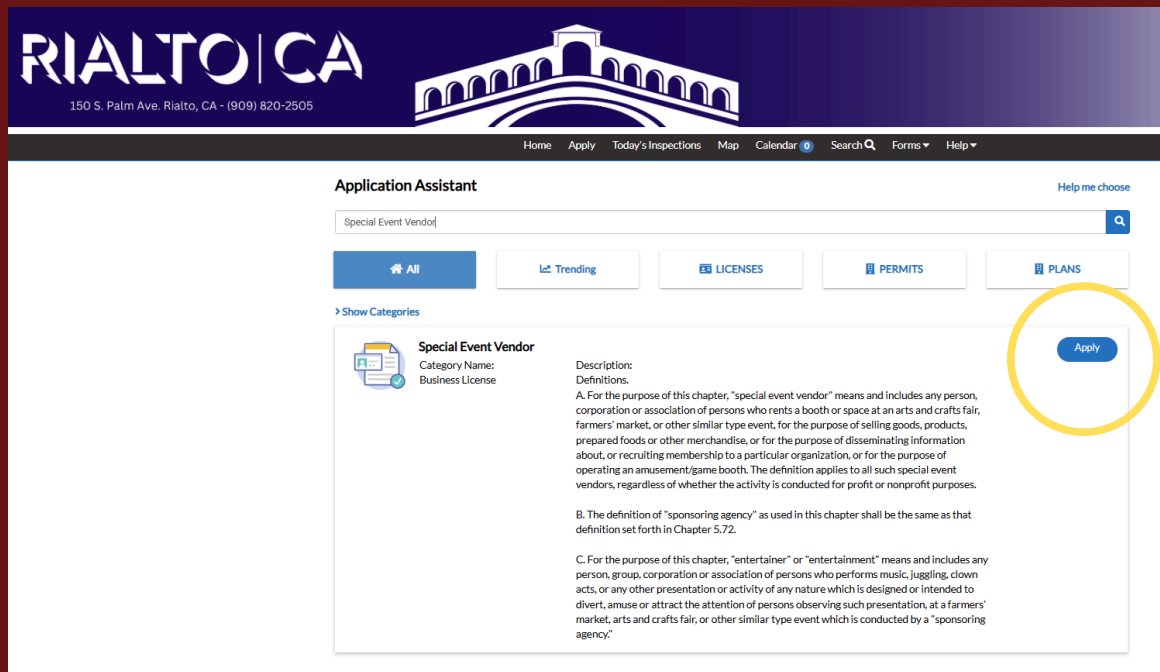
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8. TYPE *SPECIAL EVENT VENDOR* IN THE SEARCH BAR AND CLICK ON THE OPTION THAT APPEARS



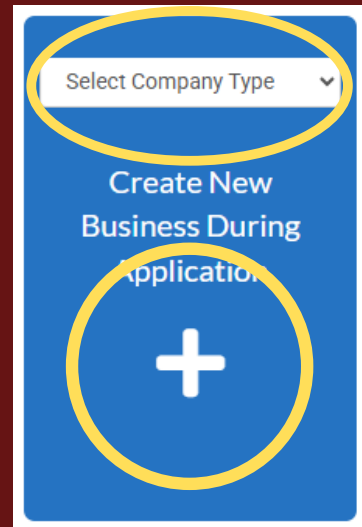
9. CLICK **APPLY**



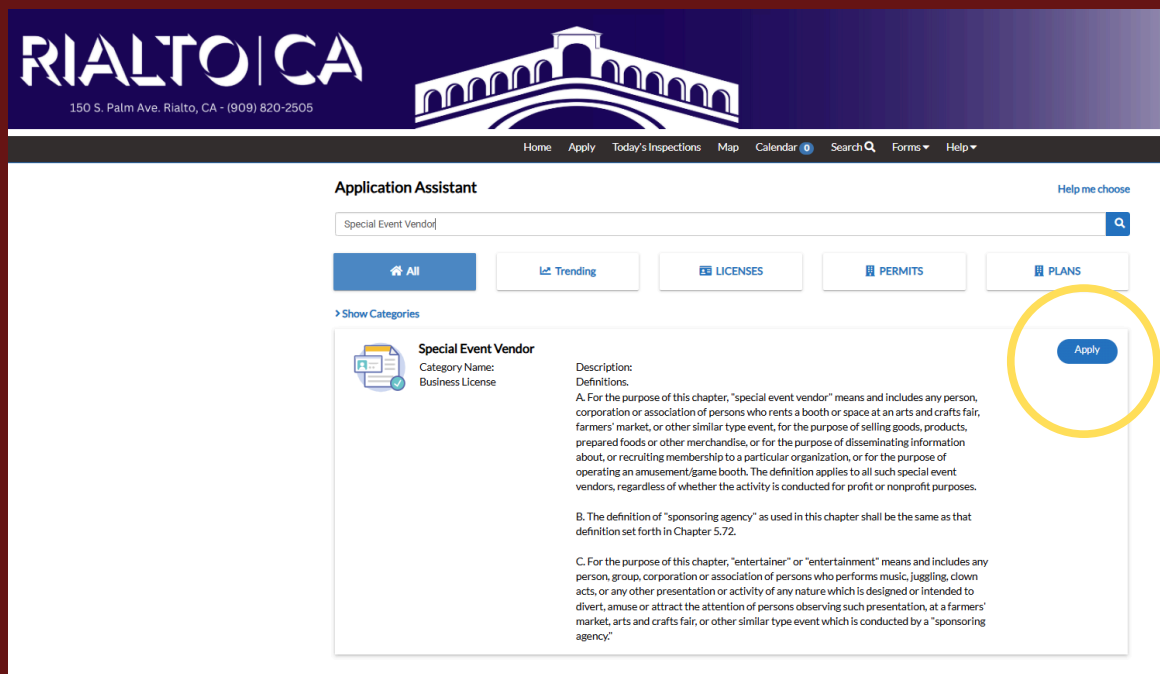
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10. CLICK ON THE DROPDOWN MENU
SELECT YOUR COMPANY TYPE
AND PRESS THE '+' SYMBOL



9. CLICK APPLY

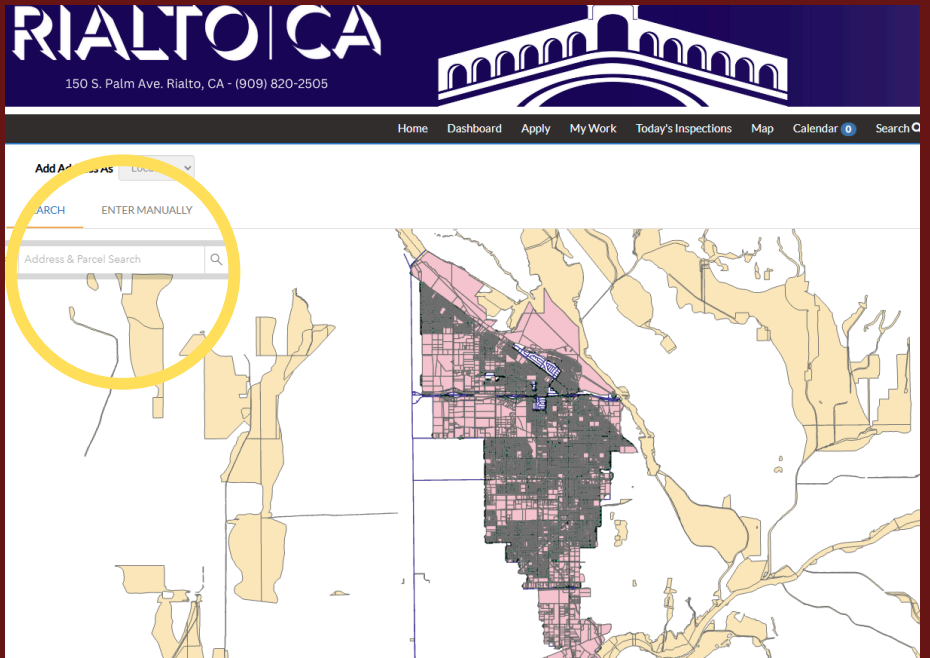


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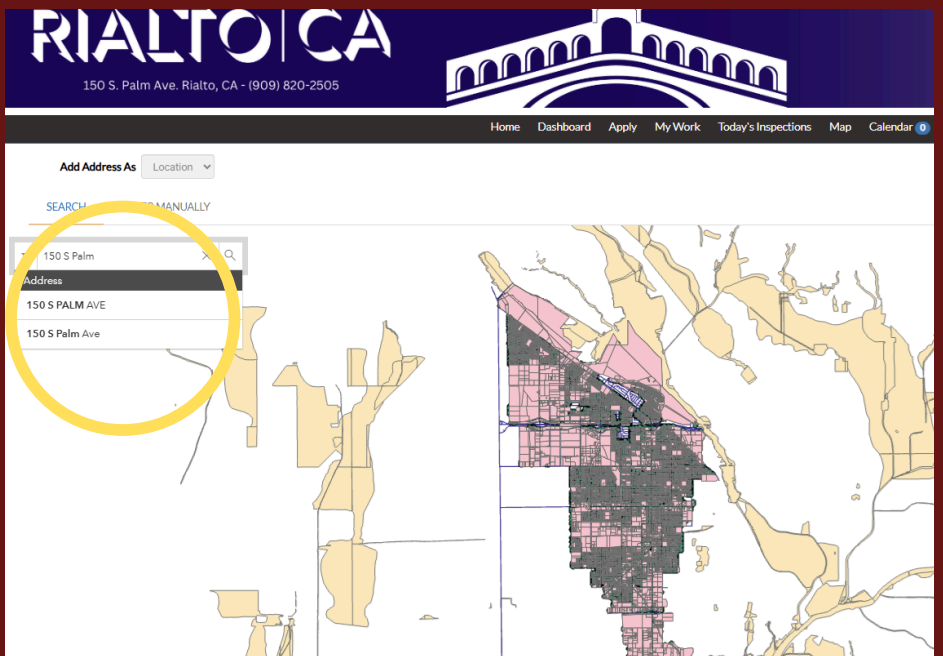
Online Permitting Center

If your business resides in Rialto please proceed with the following steps.
If your business is located outside the City of Rialto, please proceed to step 14

10. IF YOUR BUSINESS
RESIDES IN RIALTO
ENTER YOUR
ADDRESS INTO THE
SEARCH BAR

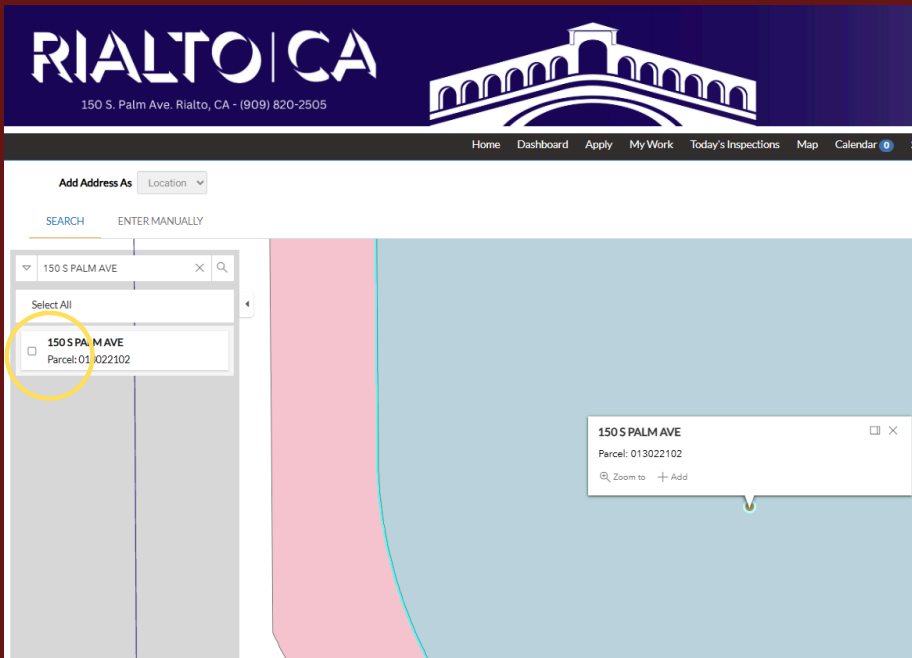


11. SELECT YOUR
ADDRESS

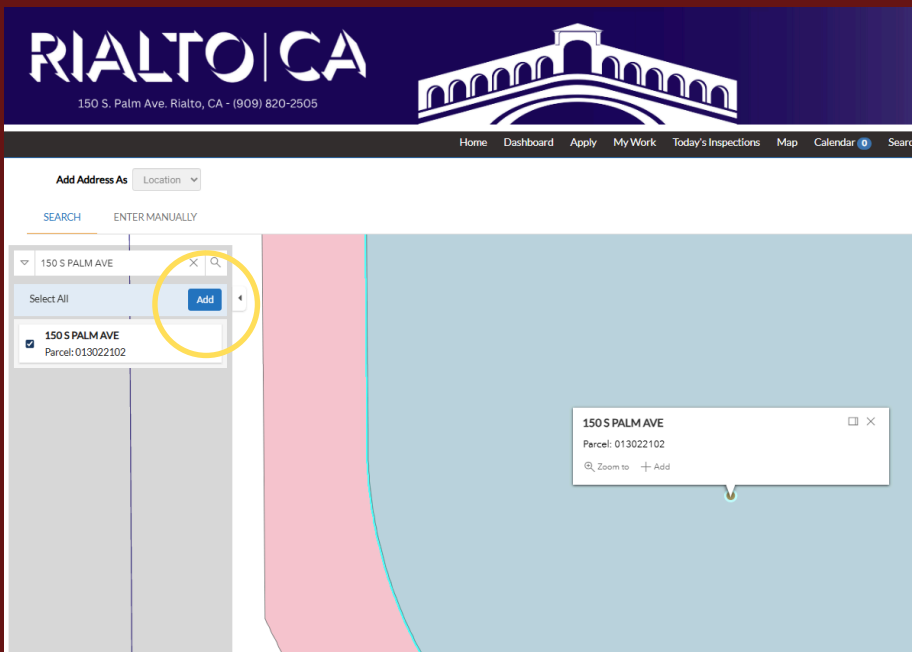


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12. CLICK ON THE BOX NEXT TO YOUR ADDRESS



13. CLICK ON ADD, AND PROCEED TO STEP 15

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If your business resides outside the City of Rialto please complete Step 14.
If you have already added your businesses location, proceed to Step 15.

14. ENTER YOUR ADDRESS ON ADDRESS LINE 1 MANUALLY AND PRESS SAVE

The screenshot shows the Rialto CA online permitting center interface. At the top, there is a navigation bar with the Rialto CA logo and contact information: "150 S. Palm Ave. Rialto, CA - (909) 820-2505". Below the navigation bar, there are tabs for "Home", "Dashboard", "Apply", "My Work", "Today's Inspections", "Map", "Calendar", "Search", "Forms", and "Help". The main content area is titled "Add Address As" with a dropdown menu set to "Location". Below this, there are two options: "SEARCH" and "ENTER MANUALLY". The "ENTER MANUALLY" option is selected, and the "Enter Manually" form is displayed. The form includes fields for "Country Type" (set to "US"), "Enter Address" (with a "Search Addresses" button), "Address Line 1", "Pre Direction", "Address Line 2", "Street Type", "Post Direction", "Unit Or Suite", "City", "State", "Postal Code", and "Country". A yellow circle highlights the "Save" button at the bottom of the form.

15. ONCE YOUR ADDRESS IS ENTERED CLICK NEXT

The screenshot shows the Rialto CA online permitting center interface for the "Apply for License - Service - Regular" process. At the top, there is a navigation bar with the Rialto CA logo and contact information: "150 S. Palm Ave. Rialto, CA - (909) 820-2505". Below the navigation bar, there are tabs for "Home", "Dashboard", "Apply", "My Work", "Today's Inspections", "Map", "Calendar", "Search", "Forms", and "Help". The main content area is titled "Apply for License - Service - Regular" and includes a progress bar with seven steps: 1. Locations, 2. Type, 3. Contacts, 4. More Info, 5. Attachments, 6. Signature, and 7. Review and Submit. The "Locations" step is currently active. Below the progress bar, there is a "LOCATIONS" section with a description: "The location(s) where such business will be conducted or is being conducted; but if the business will not be, or is not, conducted at any permanent place of business, the residence of the person applying for the license. Per State of California Business & Professions Code Section 17538.5, the business location cannot be P.O. Box. All in city businesses will require approval from the City of Rialto Planning Division. For questions regarding your Business Location, please contact the Planning division at 909-820-2535 or Planning@rialto.ca.gov." Below this, there is a red note: "Any businesses registered to a Residence in Rialto will require a Home Occupation permit." A form box displays the following information: "Type: Location", "150 S PALM AVE, RIALTO, CA 92376", "Main Address" (checked), "Parcel Number", "013022102", and "Main Parcel" (checked). A yellow circle highlights the "Next" button at the bottom right of the form.

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16. COMPLETE THE FIELDS WITH AN ASTERISK (*) AND CLICK NEXT

Apply for License - Special Event Vendor *REQUIRED

Progress: 1 (Locations) ✓, 2 (Type) ●, 3 (Contacts), 4 (More Info), 5 (Attachments), 6 (Signature), 7 (Review and Submit)

SITE DETAILS

For Business License **RENEWALS**, please enter your Business License number in the Business Description. In doing so, you will not be required to fill out the application in its entirety, you may click the *Next* button at the bottom of the screen to pass through the application.

A full description of the exact nature or kind of the business for which the license is requested.

* Company Type: Corporation

* Company Name: Your Business Name Here

Business Description: Detailed description of what you will do at the event.

DBA:

* Location: Commercial

Industry Classification(s): [Select Industry Classification](#)

LICENSE DETAILS

License Type: Special Event Vendor

* Description: Detailed description of what you will do at the event.

Buttons: Back, Create Template, Save Draft, **Next**

Online Permitting Center

17. ADD OR EDIT CONTACT INFO IF NEEDED, AND CLICK NEXT

Apply for License - Service - Regular *REQUIRED

Progress: 1. Locations (✓) 2. Type (✓) 3. **Contacts** 4. More Info 5. Attachments 6. Signature 7. Review and Submit

CONTACTS
IF YOU ARE APPLYING FOR A RENEWAL, NO ADDITIONAL CONTACTS ARE NEEDED. PLEASE CLICK NEXT.
Please add any additional contacts associated with the business license.

Applicant

Business Licensing (Yo
150 S Palm

Applicant

Add Contact

+

Buttons: Back, Create Template, Save Draft, **Next**



Online Permitting Center

18. COMPLETE THE FOLLOWING FIELDS, INCLUDING EVENT INFORMATION, AND CLICK NEXT

Apply for License - Special Event Vendor REQUIRED

Progress: Locations (✓) | Type (✓) | Contacts (✓) | **More Info** (4) | Attachments (5) | Signature (6) | Review and Submit (7)

MORE INFO
IF YOU ARE APPLYING FOR A RENEWAL, ENTER YOUR BUSINESS LICENSE NUMBER INTO THE FIELD BELOW. ONLY THE RENEWAL SECTION IS NECESSARY FOR RENEWALS.

General Info Next Section | Top | Main Menu

Corporation Name:

City Vendor? (Contract with the City):

For Profit/Non Profit?:

Driver's License Number:

Business Description:

State Resale ID:

Social Security Number/FEDIN:

SSIN:

Do you sell food?:

Is the Mailing Address same as Business Address?:

If No, enter the Mailing Address:

Event Information Previous Section | Next Section | Top | Main Menu

If you are the Sponsoring Agency, provide the number of vendors that will be participating:

Number of Vendors:

Name of Event:

Date(s) of Event:

Event Number of Day(s) Per Week:

If the event is one week or less, input 1 for the number of weeks.

Event Number of Weeks:

Renewal Only Previous Section | Top | Main Menu

Has your location changed?:

Has your business name changed?:

Has there been a change in ownership?:

Which event is this for?:

Buttons:

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Apply for License - Service - Regular *REQUIRED

Locations Type Contacts More Info **Attachments** Signature Review and Submit

Attachments

IF YOU ARE APPLYING FOR A RENEWAL, NO ADDITIONAL DOCUMENTATION IS NEEDED. PLEASE CLICK NEXT.

Incomplete applications will be rejected. Depending on the business type, certain documentation required is applicable. Please see the tiles below for required documentation.

- Copy of Business Owner's Driver's License

If your Business License application requires a Business License Questionnaire (for businesses located within city limits), please go to <https://www.rialto.ca.gov/DocumentCenter/View/6103/Business-License-Questionnaire> to fill out the Questionnaire, save it, and upload it to this page.

For Non-Profit Organizations, please attach 501(c)(3). For Sole Proprietor Veterans, please attach your DD214.

For businesses operating with a DBA (Doing business as...) please attach a Fictitious Business Name Statement.

Please contact the Business License Division at (909)820-2517 for any questions. All documents must be individual files, unlocked. All documents must be submitted during your initial application submittal. Partial submittals are not accepted.

Select Type

Add Attachment

+

Supported: pdf, jpg, png, bmp, gif, hif, doc, docx, xls, xlsx, text, dwg, zip, rar, rtf, dxf...

Back Create Template Save Draft **Next**

19. UPLOAD A COPY OF YOUR ID AND ANY NECESSARY DOCUMENTS PERTAINING TO YOUR BUSINESS.

EX. SELLER'S PERMIT, HEALTH PERMIT, APPROVED VENDOR EMAIL

20. TYPE YOUR NAME, SIGN AND CLICK NEXT

Home Dashboard Apply My Work Today's Inspections Map Calendar Search Forms Help

Apply for License - Service - Regular *REQUIRED

Locations Type Contacts More Info Attachments **Signature** Review and Submit

SIGNATURE

This is not a permit to conduct business in Rialto. It does not sanction an act not otherwise permitted. Applicant must obtain clearance to conduct business from the Planning and Building Division and agrees to comply with all sections of the Rialto Municipal Code. Applicant is responsible for obtaining a State of California Sales Tax No., if necessary, and provide the City of Rialto with such number issued. If your last name is not included in the name of your business, you will need proof of a fictitious name registration and publishing articles of incorporation. If your business requires a resale number or any type of state license or permit, you will need to provide documentation.

I DECLARE, UNDER PENALTY OF PERJURY, THE ABOVE STATEMENTS TO BE TRUE AND CORRECT, AND THAT I HAVE READ THIS NOTICE.

* Please type your name as consent to electronically sign this application.

Enable Type Signature

Business Licensing
August, 12 2025

Your Name Here

Back Create Template Save Draft **Next**

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Online Permitting Center

21. REVIEW YOUR APPLICATION AND SUBMIT

Apply for License - Special Event Vendor *REQUIRED

Locations Type Contacts More Info Attachments Signature Review and Submit Submit

Locations

Location

Basic Info

Company Name	Your Business Name Here
Company Type	Corporation
Site Description	Detailed description of what you will do at the event.
DSA	
Location	Commercial
License Type	Special Event Vendor
Description	Detailed description of what you will do at the event.
Industry Classification(s)	
Applied Date	06/25/2025

Contacts

Applicant	Business Licensing 150 S Palm,
Applicant	First Name Last Name

More Info

General Info

Corporation Name	Your Company Name Here	Next Section Top Main Menu
City Vendor? (Contract with the City)	No	
For Profit/Non Profit?	For Profit	
Driver's License Number	123456	
Business Description	Detailed description of what you will do at the event.	
State Resale ID	123456	
Social Security Number/FEIN	123456	
SEIN		
Do you sell food?	Yes	
Is the Mailing Address same as Business Address?	Yes	
If No, enter the Mailing Address	N/A	

Event Information

[Previous Section](#) | [Next Section](#) | [Top](#) | [Main Menu](#)

If you are the Sponsoring Agency, provide the number of vendors that will be participating:

Number of Vendors	1
Name of Event	Name of event you are participating in
Date(s) of Event	Date of the event
Event Number of Day(s) Per Week	1

If the event is one week or less, input 1 for the number of weeks.

Event Number of Weeks	1
-----------------------	---

Renewal Only

[Previous Section](#) | [Top](#) | [Main Menu](#)

Has your location changed?	
Has your business name changed?	
Has there been a change in ownership?	
Which event is this for?	

Attachments

[Back](#) [Create Template](#) [Save Draft](#) [Submit](#)

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Online Permitting Center

RIALTO | CA

150 S. Palm Ave. Rialto, CA - (909) 820-2505



[Home](#) [Dashboard](#) [Apply](#) [My Work](#) [Today's Inspections](#) [Map](#) [Calendar](#) [Search](#) [Forms](#) [Help](#)

 **Your application was successfully submitted!**

Thank you for applying for a City of Rialto Business License. Your application will be processed between 5 to 14 Business days.

[Continue to license](#)

CONGRATULATIONS! YOUR APPLICATION HAS BEEN SUBMITTED!

WHAT'S NEXT?

1. Once our Business Licensing Staff reviews your application, an invoice will be uploaded to your account, and a notification will be sent to your email.
2. Payments can be made through the portal via Check or credit card for no additional fee.
3. Once your payment is processed the license will be uploaded to your portal.

THANK YOU FOR BEING A VALUED MEMBER OF THE RIALTO BUSINESS COMMUNITY

Business License Division
(909) 820-2517 citybl@rialtoca.gov

City of Rialto
150 S. Palm Avenue
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