COMMUNITY DEVELOPMENT

BUSINESS LICENSE CHANGE FORM

PROCESSING CHARGE: $72.77 - Change of Physical Location
$87.80 - Change of Business Name; Change of Mailing Address

BUSINESS NAME	BUSINESS LICENSE#	EFFECTIVE DATE OF CHANGE

☐ CHANGE OF BUSINESS NAME ☐ PAID

PREVIOUS BUSINESS NAME	
NEW BUSINESS NAME	**FEIN** (IF CHANGED, MUST SUBMIT NEW BUSINESS LICENSE APPLICATION)

☐ CHANGE OF LOCATION ☐ PAID

If your business has moved to a new residential location in Irvine, complete a Home Occupation Application (Form 40-27).

PREVIOUS STREET ADDRESS	SUITE	CITY	STATE	ZIP
NEW STREET ADDRESS (Cannot be a P.O. Box)	**SUITE**	**CITY**	**STATE**	**ZIP**

☐ CHANGE OF MAILING ADDRESS ☐ PAID

PREVIOUS MAILING ADDRESS	SUITE	CITY	STATE	ZIP
NEW MAILING ADDRESS	**SUITE**	**CITY**	**STATE**	**ZIP**

☐ CHANGE OF ADDITIONAL INFORMATION

NEW PHONE	NEW FAX
NUMBER OF EMPLOYEES	**EMAIL**

BUSINESS DESCRIPTION:

Have there been any changes in the legal make up or ownership of the business? ☐ YES ☐ NO If YES, please complete a new Business License Application at cityofirvine.gov/node/2161 and (if applicable) a Home Occupation Application. Please contact the Business License office at 949-724-7128 or email at BusinessLicense@cityofirvine.org for further information.

I HEREBY CERTIFY, UNDER PENALTY OF PERJURY, THAT I AM AUTHORIZED TO MAKE THIS STATEMENT AND THE INFORMATION PROVIDED ON THIS APPLICATION IS TRUE AND CORRECT.

APPLICANT SIGNATURE _____ PRINT NAME AND TITLE _____ DATE _____