



City of Menifee

29714 Haun Road, Menifee, CA 92586 Phone:

(951)672-6777 Fax: (951)672-6777

www.cityofmenifee.us

BUSINESS LICENSE NAME AND ADDRESS CHANGE REQUEST FORM

ADDRESS CHANGE

- checkbox A \$5.00 fee will be charged for each change on each license - Out of City businesses only.
checkbox If the business is relocating to a location within City of Menifee boundaries the following are required: \$40.00 Zoning Fee Updated Home Occupation Application or Certificate of Occupancy (Commercial Sites only)
checkbox Change my Physical address checkbox Change my Mailing address checkbox Change both (Mailing and Physical)

Former Business Address

New Business Address

City State Zip Code

City State Zip Code

Owner's Name

Owner's Signature (Required)

Date

BUSINESS NAME CHANGE / ENTITY CHANGE

- checkbox A \$5.00 fee will be charged for each change on each license.
checkbox A filed stamped copy of the Fictitious Firm Name (DBA) from the Riverside County Clerk's office, or a filed stamped copy of the Amended Name Change articles filed with the California Secretary of State.
checkbox If the entity of the business has changed, include a filed stamped copy of the business entity documents filed with the Secretary of State (formation/registration, amendment, or termination documents).
checkbox I have changed my business name and want the following added to my record. I want my current business name removed from my record.

New Business Name: _____

Owner's Name

Owner's Signature (Required)

Date

Business Name: _____

License Number: _____

Date: _____