

Clerk of the Board of Supervisors

Lynna Monell
Clerk of the Board of Supervisors

Information for Peddler/Solicitor Business License Applicants

License clarification

A peddler/solicitor business license issued by the San Bernardino County Clerk of the Board office **does not** allow the licensee to peddle/solicit throughout the entire County. An approved business license issued by this office would only cover peddling/soliciting in **unincorporated** areas of the County.

Permits /Approvals

A copy of the State of California Sales Tax Permit issued by the State Board of Equalization, (951) 680-6400, must be attached to the application.

Approval from the following County departments is required prior to submitting a NEW application for processing.

- San Bernardino County Environmental Health Services (909) 884-4056, only if selling food.
- Sheriff's Department/Records Division (909) 888-5916

An application for renewal of a License for Peddler/Solicitor Business requires approval from the Sheriff's Department/Records Division only.

Exemptions to payment of license fee

Certain exemptions apply to payment of the license fee; see sections 41.0508 and 41.0509 of the County Code for further information. In order to receive the exemption:

- Military veterans must attach proof of honorable discharge to the application.
 - Tax-exempt organizations must attach proof of determination of tax-exempt status issued by the Franchise Tax Board of the State of California to the application.
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Background /Fingerprints

Each applicant must be fingerprinted, via Live Scan, through the San Bernardino County Sheriff's Department. Two copies of the completed Live Scan form will be returned to the applicant, one to be submitted to the Clerk of the Board with the application as proof of finger printing.

Sheriff's Department/Records Division
655 East Third St., San Bernardino
(909) 888-5916

NOTE: if a Live Scan was completed **after April 30, 2006** and is on file with the Clerk of the Board, no additional fingerprinting is necessary.

Application Submission

After approvals and verification of Live Scan have been obtained, submit the application, in person, to the office of the Clerk of the Board.

Fees

The following fees are required when applying for a peddler or solicitor business license. Fees are nonrefundable and can be found at www.sbcounty.gov.

- Application fee, paid when submitting the application.
- Initial license fee, paid when the first license is issued.
- Renewal fee, paid each year when the license is renewed.

Photo Identification

A current government issued photo identification, such as California Driver License or ID card, must be presented to establish identify and proof of age.

Photos

The Clerk of the Board staff member will take the applicant's photo, which will be placed on the business license.

Issuance and duration of business license

A valid Peddler or Solicitor license will be issues after all applicable agencies have given approval and the applicant has paid all applicable fees. The license will be valid for a period of one year.

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