



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 only requires approval from the Sheriff's Department/Records Division.

Exemptions to payment of license fee

Certain exemptions apply to payment of the license fee; [click here](#) for 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 and have a background check completed through the San Bernardino County Sheriff's Department. Obtain a [Request for Live Scan Service](#) form and complete the applicant information section. Take the form to any authorized Live Scan location. Locations can be found at this [link](#) or make an appointment with the San Bernardino County Sheriff at the address or phone number listed below.

Applicants will submit their completed application to the Sheriff's Department/Records Division and pay the applicable fees charged by the Sheriff. [Click here](#) for the required fee listed in the county fee ordinance, section 16.0226(x) for background investigations. The Sheriff, upon approval, will indicate this on page 3 of the application.

Approval from the Sheriff's Department is required prior to issuance of a business license/operator permit (new or renewal) by the Clerk of the Board. Please contact the Sheriff's Department at the following location for additional information.

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

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 the Schedule of Fees can be found at www.sbcounty.gov/cob.

- 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.

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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 issued 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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