

Information for Hotel/Motel Business License Applicants

Fees The following fees are required when applying for a hotel/motel business license. Fees are nonrefundable.

Initial application fee, paid when submitting the first application: \$75.00
Initial license fee, paid when the first license is issued: \$199.00
Renewal fee, paid each year when the license is renewed: \$199.00

Photos The Clerk of the Board office will take the applicant's photo; the photo will be placed on the business license.

Photo identification The applicant must supply photo identification, such as California driver's license or ID card, to establish identity and proof of age.

Fingerprints Each applicant must be fingerprinted. Once the Live Scan completed **after April 30, 2006** is on file with the Clerk of the Board, the applicant will not need to be fingerprinted again.

Applicants who need to be fingerprinted will contact the San Bernardino County Sheriff's Department for more information. Applicants will take the Live Scan form to the Sheriff's Department – **check in with the Employee Resources Division**. The Sheriff's Department will return two completed copies of the Live Scan form to the applicant. The applicant will submit one copy to the Clerk of the Board, along with the business license application, as proof that fingerprinting has been completed.

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

New owner If the applicant is the new owner of an existing hotel/motel, the applicant must supply the bill of sale.

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Inspection sheet First time applicants (and applicants whose licenses have expired) must obtain approval from the following County departments and submit the application with the inspection sheet (page 3 of the application) signed off by all:

- Building and Safety, (909) 387-8311
- County Fire Department, (909) 386-8400
- Environmental Health Services, (909) 884-4056
- Planning (**Code Enforcement**), (909) 387-4044

Background check When the applicant submits the completed application to the Clerk of the Board, the applicant will pay the initial application fee (if a new applicant) or the renewal fee and the Clerk of the Board will forward the application to the Sheriff’s Department for a background check of the applicant. This process usually takes at least two weeks.

Issuance of business license The business license will be issued as follows:

When the...	Then the Clerk of the Board will...
Sheriff’s Department approves the application,	Have the Board of Supervisors approve the application.
Board approves the application,	Notify the applicant.
Applicant pays the initial license fee, if applicable,	Issue the business license.