

## Information for Hotel/Motel Business License Applicants

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**Fees** The fees identified below are required when applying for a hotel/motel business license. Fees are nonrefundable and can be found at [www.sbcounty.gov](http://www.sbcounty.gov).

- Application fee, paid when submitting the first application.
  - Initial license fee, paid when the first license is issued.
  - Renewal fee, paid each year when the license is renewed.
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**Photos** The Clerk of the Board office will take the applicant's photo; the photo will be placed on the business license.

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

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**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 can **check in with the Employee Resources Division** of the Sheriff's Department to be Live Scanned. 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

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**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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# Information for Hotel/Motel Business License Applicants, Continued

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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
    - San Bernardino (909) 387-8311
    - Hesperia (760) 995-8140
  - County Fire Department (909) 386-8400
  - Environmental Health Services (909) 884-4056
  - Planning (**No Zoning Issue**)
    - San Bernardino (909) 387-8311
    - Hesperia (760) 995-8140
  - Sheriff’s Department/Records Division (909) 888-5916
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**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 Board of Supervisors for approval and subsequent placement on the agenda. This process usually takes at least two weeks, depending on the Board of Supervisors meeting date.

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

When the...	Then the Clerk of the Board will...
Agencies approve the application,	Refer to the Board of Supervisors to approve the application.
Board approves the application,	Notify the applicant.
Applicant pays the initial license fee, if applicable,	Issue the business license.

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