



## Clerk of the Board of Supervisors

**Lynna Monell**  
Clerk of the Board of Supervisors

### Information for Peddler/Solicitor Business License Applicants

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**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.

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**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.

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**Exemptions to payment of license fee**

Certain exemptions apply to payment of the license fee; [review 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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# Information for Peddler/Solicitor Business License Applicants,

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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](#). 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. The [required fee](#) is 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

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## 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.

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## 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](http://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.

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## 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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## Information for Peddler/Solicitor Business License Applicants,

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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.

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**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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