

## 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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**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](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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**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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**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.
- If selling food, San Bernardino County Environmental Health Services, (909) 884-4056, must approve and sign page 2 of the application.

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

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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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**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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**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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**Issuance of business license** The business license will be issued after the agencies approve the application and the applicant has paid all applicable fees.

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