

TPHR Out of City Business
Address - City Use Only:

Amount Paid _____
Rec# _____ Date _____
Ref # _____
Rec'd By _____
Created _____
Issued _____
SIC _____

CITY OF BIG BEAR LAKE
ADMINISTRATIVE SERVICES
DIVISION

P.O. BOX 10000 • 39707 BIG BEAR BLVD
BIG BEAR LAKE, CA 92315-8900
(909) 866-5831 Fax # (909) 866-5491

APPLICATION FOR
BUSINESS LICENSE

Renewal fee due Sept. 30th of each year

Proposed Opening Date: _____

BUSINESS LICENSE #
(City Issued)

Please check any that apply:

- NEW
- Relocation
- Private Home Rental (TPHR)
 Copy to TPHR Program Administrator
- TOT/BBLTBID (Applies to ALL Short-term overnight lodging)
 Copy to TOT/BBLTBID Administrator

Please Type or Print with Pen

Business Name: _____

Fictitious Business Name(s), if any: _____

Primary Business Activity: _____ Secondary: _____

Type of Ownership: Sole Prop. _____ Partnership _____ Corporation _____ Non-Profit _____

Required Licenses: _____

TPHR RENTAL PROPERTY ADDRESS (s): _____

NO. OF RENTABLE UNITS (IF OVERNIGHT RENTALS) _____

TPHR NOTE:
Business address is where you will be doing business from; please use your current home address as your business location (Location where you will be booking reservations).

Business Location: _____ City _____ State _____ Zip _____
(Street Address)

Mailing Address: _____ City _____ State _____ Zip _____

Business Phone #: _____ Fax # _____ Web/Email _____

OWNERS OR PRINCIPAL OFFICERS:	Residence	Residence
Name	Mailing Address/City/Zip	Area Code/Phone #
1) _____	_____	_____
2) _____	_____	_____

BUSINESS LICENSES EXPIRE ON SEPTEMBER 30TH OF EACH CALENDAR YEAR. ANNUAL LICENSE FEES ARE DUE ON OR BEFORE THIS DATE. DELINQUENT RENEWALS WILL BE ASSESSED A PENALTY ACCORDING TO THE PENALTY SCHEDULE ADOPTED BY THE CITY COUNCIL.

APPLICANT: I understand that: **1)** this is an application for a Business License and **not** an authorization to conduct business in the City of Big Bear Lake; **2)** NO BUSINESS may be conducted in the City of Big Bear Lake without the actual Business License, and if structure is physically located within the city limits, a Certificate of Occupancy; **3)** It may take up to two weeks (minimum) to process this initial application and that, depending on the inspection results, processing may take longer; **4)** the City of Big Bear Lake has a sign ordinance regulating all signs and banners within the City; **5)** I must contact the Planning Division **before altering or installing any sign(s) or banner(s)**; **6)** that I must contact Big Bear Disposal - 866-3942 - regarding refuse service (mandatory trash service in city) and **7)** I will pay for re-inspection fees.

I certify that: 1) I have read and understand all information on this application, 2) I agree to comply with all of its provisions,

_____/_____
Signature / Date / Print Name

A Private Home Registration Application must be completed for each private home rental.

The TOT/BBLTBID to be charged letter must be provided to applicant.

****THIS APPLICATION SHALL NOT BE ACCEPTED WITHOUT COPIES OF EXECUTED IN-PERSON CHECK-IN AND 24/7 RESPONSE AGENT'S AFFIDAVITS – PLEASE FIND THE REQUIRED FORMS ATTACHED**

*** FOR CITY USE ONLY ***

DIVISIONAL REVIEWS

Administrative Services Division: Yes _____ No _____ Conditional _____ By: _____