



## San Bernardino County Land Use Services Department

# ...STARTING A BUSINESS IN THE COUNTY?

San Bernardino County Government Center  
385 North Arrowhead Avenue  
San Bernardino, CA 92415

(909) 387-4141

All San Bernardino County Department websites  
can be accessed through the County's homepage:  
[www.sbcounty.gov](http://www.sbcounty.gov)

## STARTING A BUSINESS IN THE COUNTY

The process for setting up a business can be quite complex, confusing, and frustrating. This brochure highlights some of the licensing/permitting requirements, sources of assistance, and information contacts related to starting and operating a business in the unincorporated areas of San Bernardino County.

There are many types of business licenses and/or permits – federal, state, local, and professional. The type of business, and its location in the County, will determine which permits and licenses are required.

If you plan to operate a business within a city, you need to CONTACT THAT CITY for applicable licensing/permitting requirements.

## COUNTY LAND USE PERMITS

A LAND USE PERMIT is the first and most important permit you will need to legally operate your business in the County. While some business industries do require business licenses, County approval for a specific use of the land and the structures in which the businesses are operated is foremost. Only an on-site produce sales stand less than 120 square feet in size has no review/permit requirements. Every other business operation in San Bernardino County will require one of the following review/permit processes:

- ? Building Permit
- ? Temporary Use Permit ? Special Use Permit
- ? Occupancy Review ? Land Use Review
- ? Department Review ? Conditional Use Permit

**Contact:** Land Use Services Department  
385 N. Arrowhead Ave.  
San Bernardino, CA 92415-0182  
(909) 387-4131

## TYPES OF LAND USE PERMITS:

- **Occupancy Review** - Used when very minor changes to a project are required (such as more parking spaces) in order to meet established development standards. This permit is reviewed only by the Building & Safety Division.
- **Land Use Review** - Used for projects that clearly demonstrate meeting all established standards as shown in the site plan. This review process allows the County to control the location and operation of certain types of land uses.
- **Department Review** - Used for projects that are subject to limited conditions of approval. It is similar to the Land Use Review; however, the project will be required to comply with the assigned conditions prior to its approval.
- **Conditional Use Permit** - Used for more complex and/or controversial projects, and when projects may have many environmental impacts. Conditions, as well as additional requirements, will be imposed to resolve any impacts of the project prior to its approval.

*Need More Help? The County Land Use Services Department also offers:*

- \* **Professional Consultation Appointment** – A general review of the project or project concept to determine the appropriate permits and requirements.
- \* **Preliminary Determination/Conditions** – A more extensive review to determine all applicable conditions and other filing requirements of a specific project. This review is used for more complex, controversial, and/or unique projects.

## Home Occupation Permit

This applies to home-operated businesses.

**Contact:** Code Enforcement Division  
Land Use Services Dept.  
385 N. Arrowhead Ave.  
San Bernardino, CA 92415-0182  
(909) 387-4044

## COUNTY BUSINESS LICENSES

In addition to a land use approval, a BUSINESS LICENSE is required for the following:

- Adult Businesses
- Bingo Operations
- Junk/Salvage Dealers
- Fortune Tellers
- Massage Clinics
- Massage Technicians
- Motels
- Pawnbrokers
- Peddlers/Solicitors
- Pool Halls
- Private Patrols
- Second-hand Dealers
- Taxicab Services
- Theaters

**Contact:** Clerk of the Board of Supervisors  
385 N. Arrowhead Ave., 2nd Floor  
San Bernardino, CA 92415-0130  
(909) 889-0200

## OTHER COUNTY PERMITS

### HEALTH PERMIT / CERTIFICATION

This is required for businesses that have sanitation, cleanliness, and environmental health impacts. Retail and wholesale food establishments, food processing, manufacturing, and handling operations, and on-site sewage disposal systems would need this review/permit.

**Contact:** Environmental Health Services Division  
Public Health Department  
385 N. Arrowhead Ave., 2nd Floor  
San Bernardino, CA 92415-0160  
(909) 884-4056

### FIRE INSPECTION / CERTIFICATION

Businesses need to be inspected for possible fire hazards, appropriate fire exits and accessibility, etc. This ensures compliance with the Uniform Fire Code, the Uniform Building Code, and any other applicable codes.

**Contact:** Community Safety Division  
Office of the Fire Marshal – County Fire Department  
1500 W. San Bernardino Ave.  
Colton, CA 92324  
(909) 876-3927

**WEIGHTS AND MEASURES**

Businesses using scales, meters, price scanners, or packing goods in advance of sale need to register their business and ensure the devices are properly calibrated and maintained as verified by an annual inspection by the County.

**Contact:** Agricultural Commissioner's Office  
Weights and Measures Division  
777 East Rialto Ave.  
San Bernardino, CA 92415-0720  
(909) 387-2140

**NOTIFICATION TO ASSESSOR**

Business owners need to notify the County Assessor for business property tax purposes.

**Contact:** San Bernardino County Assessor's Office  
172 West Third Street  
San Bernardino, CA 92415-0310  
(909) 387-6666

**FICTITIOUS BUSINESS NAMES**

Business names should be registered to establish exclusive use of the name.

**Contact:** County Clerk  
San Bernardino County Recorder  
222 W. Hospitality Lane, 1st Floor  
San Bernardino, CA 92415-0022  
(909) 386-8970

**OTHER REGULATIONS**

Go to your advantage to learn all you can about the many regulations and/or requirements that apply to your business.

**SALES TAX – RESALE PERMIT**

**Contact :** State Board of Equalization  
(909) 680-6400 • (760) 346-8906

**CALIFORNIA INCOME TAX**

**Contact :** Franchise Tax Board – (800) 852-5711

**EMPLOYER IDENTIFICATION NO.**

**Contact :** Internal Revenue Service – (209) 452-4010

**? FEDERAL INCOME, EXCISE, EMPLOYMENT TAXES**

**Contact :** Riverside and San Bernardino Counties  
(800) 829-1040

**? WORKERS' COMPENSATION**

**Contact :** Department of Industrial Relations –  
Division of Workers' Compensation  
(909) 383-4341

**INDUSTRY-SPECIFIC BUSINESS REGULATIONS**

**INDUSTRY-SPECIFIC** requirements may also apply to your business. Licenses/permits are required for you to sell liquor, or operate a beauty/barber shop, an auto repair shop, etc.

**Contact:**

**Permit Assistance Center**

2038 Iowa Ave., Suite 100  
Riverside, CA 92507  
(909) 320-2048  
[riverpac@pac.calepa.ca.gov](mailto:riverpac@pac.calepa.ca.gov)

**California Government: Online to Desktop**

CalGOLD is an Internet resource center having an extensive information database and collection of interactive application forms that can be filled out and submitted right from your computer.  
CalGOLD – [www.calgold.ca.gov](http://www.calgold.ca.gov)

*... For more information ...*

*The Permit Assistance Center and CalGOLD provide businesses with information on permits and other requirements of California agencies at all levels of government including addresses, phone numbers, and on-line links to agency Internet web pages.*

**GETTING AND KEEPING YOUR BUSINESS GOING**

Some local resources available to help you with the organizational, financial, and marketing aspects of starting, running, or expanding your business are:

**Service Corps of Retired Executives (SCORE)**

SCORE is sponsored by the U.S. Small Business Administration. SCORE provides free business-management counseling to clients seeking expert advice to start, run, or expand a small business.

**Contact:** Inland Empire - SCORE

1700 E. Florida Avenue  
Hemet, CA 92544  
(909) 652-4390  
[www.score.org](http://www.score.org)

**Small Business Development Centers (SBDC)**

SBDCs provide managerial assistance to new and existing businesses. The SBDCs specialize in providing direct, one-on-one counseling to small business owners.

**Contact:** Inland Empire SBDC

1157 Spruce St.  
Riverside, CA 92507  
(909) 781-2345 (909) 466-6224 – Ontario  
(760) 951-1592 – Victorville  
[www.iesbdc.org](http://www.iesbdc.org)

**Chambers of Commerce**

Chambers of Commerce can provide business information, contacts, and general assistance. Check the local phone book for offices in your area.

**AND DID YOU KNOW...**

The Jobs and Employment Services Department (JESD) can provide assistance to businesses via training reimbursement programs and tax credits, and can design and implement recruitment plans, as well as deploy applicants to the hiring needs of any business.

**Contact:** JESD – Employer Services

215 N. D St. , Suite 201  
San Bernardino, CA 92401  
(800) 451-JOBS (909) 872-1524

**OTHER RESOURCES**

Adequate financing is critical to the success of any business. There are many organizations, programs, and other kinds of resources within the County, and serving the County within the Inland Empire, that are available to assist small businesses financially. Some of the primary contacts for business financial assistance information are as follows:

**Office of Small Business Development (OSBD)**

The OSBD provides assistance in preparing business plans, business operation and management training/education programs, general economic information regarding business opportunities available around the County, and small business financing information.

**Contact:**

Office of Small Business Development  
825 E. Third St., Suite 201  
San Bernardino, CA 92415-0838  
(909) 387-8288

The OSBD is a division of the Department of Economic and Community Development (ECD), which manages many other business and community development programs.

**Contact:**

Department of Economic and Community Development  
290 North D Street, 6th Floor  
San Bernardino, CA 92415-0040  
(909) 388-0800

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Land Use Services Department**

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CODE ENFORCEMENT DIVISION  
(909) 387-4044

BUILDING AND SAFETY DIVISION  
(909) 387-4244

PLANNING DIVISION  
(909) 387-4131