

TPHR Out of City Business
Address - City Use Only:

Amount Paid _____
Rec# _____ Date _____
Ref # _____
Rec'd By _____
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Issued _____
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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:

Name	Title	Residence Mailing Address/City/Zip	Residence 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.

*** FOR CITY USE ONLY ***

DIVISIONAL REVIEWS

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

City of Big Bear Lake



Finance Division

Dear Business Owner:

The City of Big Bear Lake would like to take this opportunity to provide all of our Transient Occupancy Tax (TOT) and Big Bear Lake Tourism Business Improvement District (BBLTBID) Remitters with a few answers to some frequently asked questions:

- ❖ TOT and BBLTBID are to be charged for the right and privilege of occupancy of the room or home whether the consideration is received in money, goods, labor, or otherwise. The current TOT rate is 8% of gross short-term room rental revenue. The current BBLTBID rate is 3% of gross short-term room rental on contracts executed on or after April 1, 2016.
- ❖ TOT and BBLTBID remittance due dates and deadlines will be noted on all of the City's remittance slips or payment notification letters. If the City of Big Bear Lake does not receive your TOT or BBLTBID payments by the dates indicated in our correspondence, penalties and interest will apply.
- ❖ The City of Big Bear Lake's TOT must be separate from any other line items on the customer's receipt. If you choose to pass the BBLTBID assessment on to the customer, the BBLTBID assessment must also be separate from any other line items on the customer's receipt.
- ❖ The following is a list of fees, by the way of example, that must be included in the gross receipts and are therefore subject to TOT and BBLTBID. This is not meant to be a comprehensive list, please contact the Finance Department if you have questions regarding any nonrefundable, nondiscretionary fees that your establishment may be charging.

Booking Fees	Reservation Fees	Administration Fees
Management Fees	Pet Deposits/Fees	Nonrefundable Deposits
Cleaning Fees	Linen Fees	Credit Card Usage Fees
Damage Waiver Fees	Maid Fees	Utility Fees/Surcharges
Spa Fees (if charged without option to all transients)		

All TOT and BBLTBID registrants are encouraged to contact the Finance Department at (909) 866-5831 if you feel further clarification is needed.



CITY OF BIG BEAR LAKE

39707 BIG BEAR BOULEVARD • P O BOX 10000, BIG BEAR LAKE CA 92315

(909) 866-5831 / (909) 866-7511 Fax

TRANSIENT PRIVATE HOME RENTAL REGISTRATION APPLICATION

Please bring in or mail to the Finance Division - Application Fee of \$ _____ must be included.

Property Owner's Name _____

Phone _____ Cell Phone _____

Mailing Address _____

City _____ State _____ Zip _____

Property Owner's Email Address _____

Property Address _____

Assessor's Parcel # _____

Property Manager _____

Property Manager's Phone # (Work/Cell) _____

Property Manager's Email Address _____

City Business License Number _____ **Or** Applied For? _____

House Living Area (Square Footage) _____ Number of Bedrooms _____

Number of on-site parking spaces _____ Spa (circle one) Y N Interior Exterior

24/7 Emergency Contact (Contact must reside within fifteen miles from the City's boundaries)

Name _____ 24/7 Phone (Home/Cell) _____

Address _____

Prior to using this property as a private home rental, all inspections must be passed and rental approval issued.

Signature (Prop Owner/Mgr)

Date

Print Name

Print Title

(This renewal may be paid online at www.citybigbearlake.com. Click on "Online Payment Center – Pay Online Here" on the home page and Select "Community Service/Code" and then select "Transient Private Home Rental Application" and enter the property address you will be paying for and fax completed form to 909-866-7511, attn: Code Compliance Division.

OFFICE USE ONLY:

Rec'd By (Initials) _____ Receipt # _____ Date: _____

B/L # verified by: _____ REGISTRATION # _____ DATE ISSUED