

**Vacation Lodging Business**  
**Address Within City Limits**  
**- 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. 30<sup>th</sup> of each year**

**Proposed Opening Date:** \_\_\_\_\_

**BUSINESS LICENSE #**  
(City Issued)

**Please check any that apply:**

- NEW
- Relocation
- Home Occupation
- 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)** \_\_\_\_\_

Business Location: \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_  
(Street Address)

Mailing Address: \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Business Phone #: \_\_\_\_\_ Fax # \_\_\_\_\_ Web/Email \_\_\_\_\_

<b>OWNERS OR PRINCIPAL OFFICERS:</b>	<b>Residence</b>	<b>Residence</b>
<b>Name</b>	<b>Title</b>	<b>Mailing Address/City/Zip</b>
		<b>Area Code/Phone #</b>

1) \_\_\_\_\_

2) \_\_\_\_\_

**COMPLETE ONLY IF BUSINESS ADDRESS/PROPERTY IS LOCATED WITHIN THE CITY OF BIG BEAR LAKE :**

Assessor's Parcel # (APN): \_\_\_\_\_ Maximum # of Employees per shift: \_\_\_\_\_

Square Footage of Business: \_\_\_\_\_ # of Parking Spaces: \_\_\_\_\_ Paved? \_\_\_\_\_ Striped? \_\_\_\_\_

Square Footage of Lot/Property: \_\_\_\_\_ (please enter the entire parcel *even if* the property contains more than one business/use)

Prior Use/Business Name: \_\_\_\_\_ Will business be conducted within an enclosed building? \_\_\_\_\_

**Name of Property Owner (if different from applicant)** \_\_\_\_\_

**Mailing Address** \_\_\_\_\_ **Area Code/Phone #** \_\_\_\_\_

**PROPERTY OWNER CONSENT:** I certify, under penalty of perjury, that I am the legal owner of the property listed on this application and I consent to this use on my property.

\_\_\_\_\_  
Signature / Date Print Name

**Site Contact (Manager)** \_\_\_\_\_ **After Hours Phone:** \_\_\_\_\_

**THE BUSINESS LOCATION MUST BE INSPECTED BY BUILDING AND SAFETY AND APPROVED PRIOR TO COMMENCING BUSINESS. AN INSPECTOR WILL CONTACT YOU TO SCHEDULE AN INSPECTION.**

**BUSINESS LICENSES EXPIRE ON SEPTEMBER 30<sup>TH</sup> 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

For Reservation Services, Hotel-Motel, Bed & Breakfast the SCAQMD Air Quality Permit Checklist must be completed along with this business license application. The building and safety checklist must be provided to applicants with a business address within the City of Big Bear Lake.

For Reservation Services and TPHR Rentals a Private Home Registration Application must be completed for all private home rentals.

For TPHR applicants with a home business address within the City of Big Bear Lake that applicant must complete an application for home occupation.

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

**\*\*FOR TPHR APPLICANTS - 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**

<b>* FOR CITY USE ONLY *</b>		
<b>DIVISIONAL REVIEWS</b>		
<b>Administrative Services Division:</b> Yes ___ No ___ Conditional _____ By: _____		
Conditions (to be included on license) _____		
<b>Building &amp; Safety:</b> Reviewed by _____ Date _____		
Conditions _____		
<b>Planning Division:</b>		
Zoning _____ General Plan Designation _____ Use Permitted? Yes _____ No _____		
Parking Requirements complied with? _____		
Was Prior Use: Legal? Yes _____ No _____ Non-Conforming? _____		
Is this a new use? Yes _____ No _____ Is a CUP required? Yes _____ No _____		
Are signs legal per Zoning? Yes _____ No _____ Unable to verify _____		
Site Inspection: Yes _____ No _____ Comments: _____		
<b>APPROVED</b> _____ <b>DENIED</b> _____		
Reason for denial: _____		
Conditions of operation: _____		
_____	_____	_____
Name	Signature	Date

# 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](http://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



**South Coast  
Air Quality Management District**

21865 Copley Drive, Diamond Bar, CA 91765-4182  
(909) 396-3529 • [http:// www.aqmd.gov](http://www.aqmd.gov)

**Air Quality Permit Checklist**

California Government Code Section 65850.2 prohibits cities from issuing an occupancy permit to a business without clearance from the local air quality agency. This Checklist will determine if you need to obtain clearance from the South Coast Air Quality Management District (AQMD).

Company Name: \_\_\_\_\_

Property Address: \_\_\_\_\_

City: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Contact Person: \_\_\_\_\_ Title: \_\_\_\_\_

Type of Business: \_\_\_\_\_ Telephone: \_\_\_\_\_

Fax Number: \_\_\_\_\_ e-mail address: \_\_\_\_\_

Applicant (print name): \_\_\_\_\_ Signature: \_\_\_\_\_

Date: \_\_\_\_\_

- Will the facility have any of the following equipment? Yes  No

- Charbroiler
- Dry cleaning machine
- Spray booth
- Printing press (screen/lithographic/flexographic)
- Internal combustion engine greater than 50 HP (excluding motor vehicles)
- Boiler/combustion equipment (greater than 1 million BTU/hr. maximum input)
- Abrasive blasting cabinet/room
- Baghouse/cartridge-type dust filter/scrubber
- Motor fuel storage and dispensing equipment

- Will any of the following operations be performed? Yes  No

- Application of paints or adhesives
- Etching, plating, casting, or melting of metals
- Molding, extruding, or curing of plastics
- Mixing and blending of liquids and/or powders
- Storage of acids, solvents, organic liquids, or fuels
- Production of fumes, dust, smoke, or strong odors

**If you answered “No” to both questions, this checklist is your clearance from AQMD.** If you answered “Yes” to either question, you must contact AQMD to determine if air quality permits are required. If permits are needed, AQMD will assist you in submitting permit application(s) and then provide you with a clearance letter. You can call AQMD at their Small Business Assistance Office at **1-800-CUT-SMOG (1-800-288-7664)**.

# City of Big Bear Lake



## BUILDING AND SAFETY DIVISION BUSINESS LICENSE INSPECTION CHECK LIST

**BUS. NAME:** \_\_\_\_\_ **CONTACT** \_\_\_\_\_  
**ADDRESS:** \_\_\_\_\_ **PHONE** \_\_\_\_\_  
**SCHEDULED INSPECTION DATE & TIME:** \_\_\_\_\_

THE ITEMS CHECKED BELOW AND/OR ADDED ON PAGE 3 MUST BE RESOLVED TO OBTAIN AN APPROVAL FOR THIS BUSINESS LICENSE APPLICATION.

PLEASE CONTACT THE BUILDING & SAFETY DIVISION WITH ANY QUESTIONS REGARDING THIS CORRECTION LIST, AT (909) 866-5831.

### ACCESSIBILITY:

- 1. An accessible path of travel is required to gain access to the building. (CBC Section 1133B)
- 2. At least one complying disabled accessible restroom must be provided for persons with disabilities. (CBC Section 1115B)
- 3. At least one parking stall and access aisle must be provided for persons with disabilities. Where only one disabled accessible parking stall is required, it must be "Van Accessible" with the required 8 foot wide access aisle. (CBC Section 1129B)

### ELECTRICAL WIRING:

- 1. No exposed electrical wiring is permitted. All electrical wiring work requires a building permit and inspection approval. (CEC Article 100)
- 2. All circuit breakers must be clearly identified to show the area of the building, or equipment they serve. (CEC Article 110-22)
- 3. Extension cords are prohibited and shall not be used as a substitute for permanent wiring. Remove all extension cords and if necessary, install permanent wiring and outlet receptacles. Obtain a building permit and schedule all required inspections. (CFC Section 8506.1)
- 4. Install required smoke detectors in the locations indicated by the Building Inspector. (CBC Section 310.9.1)
- 5. Install and/or repair Ground Fault Circuit Interrupter (GFCI) outlets in all bathrooms, rooftops, and kitchens, to comply with Article 210.8 (B), of the National Electrical Code, which was effective at the time of original permit for such electrical outlets. For outlet receptacles, which serve de-icing equipment, comply with the GFCI requirements of Article 426.32.
- 6. Replace and/or repair and maintain all "Dead-Front" panels on all electrical meter and/or switch (circuit breaker) panels. If missing, it is not permissible to make your own "dead-front" cover from sheet metal. It must be the original cover, or a replacement, manufactured by the same company that manufactured the electrical panel, as this is a violation of the U.L. listing for the electrical panel.

### EXITING:

- 1. Remove all unapproved door locking or latching hardware from doors with panic hardware. (UFC Section 1207.3 & CBC Section 1003.3.1.8)
- 2. Remove storage and any obstructions from the exits, aisles, corridors and stairways. (UFC Section 1203)
- 3. All exit doors are required to be unlocked when the building and/or area served by those exits is occupied. Provide the required signage above the main exit door if it is equipped with key locking hardware.
- 4. Provide approved illuminated exit signs and egress illumination as directed by the Building Inspector. (UFC Sections 1211 & 1212)

### FIRE ALARM SYSTEMS:

- 1. Replace the Fire Alarm battery. (UFC Standard 10-4)
- 2. The Fire Alarm system is not operational, repair and call back for re-inspection when corrected. (UFC Section 1001.5.1)
- 3. Verify the fire alarm system, is monitored by a UL Central or Remote Station.
- 4. Verify that the alarm system has been serviced/inspected within the last year.

### FIRE EXTINGUISHERS:

- 1. Provide Fire Extinguishers in the locations and types as directed by the Building Inspector. (UFC Section 1002.1)
- 2. Fire extinguishers must be mounted in a readily accessible location, with the top of the extinguisher a maximum of 5 feet above the finish floor. (UFC Standard 10-1)
- 3. Post signs indicating the location of the fire extinguishers when the extinguishers are not readily visible. (UFC Standard 10-1)
- 4. Each fire extinguisher is required to be tested each year, provide evidence that the extinguisher(s) has/have been serviced and approved by a State licensee. Tag should be on the fire extinguisher with current date. (UFC Standard 10-1)

**BUSINESS LICENSE INSPECTION CHECKLIST CONTINUED:**

**FIRE SPRINKLER SYSTEMS:**

- 1. Access must be maintained to the standpipes, fire hose, and sprinkler control valves. Please clear all obstructions from these areas as directed by the Building Inspector. (UFC Section 1001.7.1)
- 2. Replace all damaged, corroded or painted fire sprinkler heads, as directed by the Building Inspector. (UFC Section 1001.7)
- 3. Identify the fire sprinkler control valves and secure in an open position. (NFPA 24)
- 4. All sprinkler escutcheons must be in place and properly installed. Provide new escutcheons where indicated missing, or damaged by the Building Inspector.
- 5. The sprinkler system must have a certification inspection every five years. Provide evidence of this inspection (certifying tag on sprinkler riser).

**HEALTH & SAFETY:**

- 1. Food establishments are required to have an approval from the San Bernardino County Health Department, prior to the issuance of a City of Big Bear Lake, Business License. Provide evidence of such approval. (HSC 13146)
- 2. A grease trap or a grease interceptor is required to be installed prior to the issuance of a City of Big Bear Lake, Business License. (CPC Chapter 10)
- 3. Service and/or clean the exhaust hood and duct system over the cooking equipment. (UFC Section 1006.2.8)
- 4. All flammable liquids must be stored in their original containers or in metal cans. (UFC Section 7902.1.8.1.1)
- 5. Remove all flammable and combustible liquids as directed by the Building Inspector. (UFC Section 7902.3.7)
- 6. Store all flammable liquids away from corridors, main aisles, stairways and exit areas. (UFC Section 7902.5.11.2.3)
- 7. Provide a completed City of Big Bear Lake “Chemical Classification Form”.
- 8. The quantity of “Hazardous Materials” indicated on the “Chemical Classification Form”, and/or which were noticed during the Business License Inspection, exceed the quantities allowed by the Uniform Fire Code. See “Other Comments” below for the name(s) of the hazardous materials and the maximum exempt amount allowed.

**OTHER COMMENTS:**

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**APPLICANT ACKNOWLEDGES RECEIPT OF THE *ADA GUIDE FOR SMALL BUSINESSES* AND WILL COMPLY WILL ALL REQUIREMENTS.**

\_\_\_\_\_ **APPLICANT’S SIGNATURE** \_\_\_\_\_ **DATE**

**INSPECTOR’S NAME:** \_\_\_\_\_

**INSPECTION DATE:** \_\_\_\_\_

**ONCE ALL CORRECTIONS HAVE BEEN COMPLETED, CALL (909)866-5831 EXTENSION 140 TO SCHEDULE A RE-INSPECTION. WHEN ALL ITEMS HAVE BEEN INSPECTED AND APPROVED, A BUSINESS LICENSE WILL BE ISSUED. PLEASE ALLOW 2 BUSINESS DAYS FOR THE FINANCE DIVISION TO PROCESS THE BUSINESS LICENSE.**

**THANK YOU FOR YOUR COOPERATION.**



**CITY OF BIG BEAR LAKE**  
**PLANNING DIVISION**  
P.O. BOX 10000 – 39707 BIG BEAR BOULEVARD  
BIG BEAR LAKE, CA 92315  
(909) 866-5831

**APPLICATION FOR HOME OCCUPATION PERMIT**

**CASE # 20\_\_ - \_\_\_\_\_ /HOP**

**PLEASE TYPE OR PRINT**

Applicant(s) Name \_\_\_\_\_

(If joint owners) \_\_\_\_\_

Mailing Address \_\_\_\_\_ City \_\_\_\_\_

State \_\_\_\_\_ Zip Code \_\_\_\_\_ Email address \_\_\_\_\_

Street Address \_\_\_\_\_

Major Cross Street \_\_\_\_\_

Home Telephone \_\_\_\_\_ Email \_\_\_\_\_

Assessor's Parcel Number (From your Tax Bill) \_\_\_\_\_

Type of Business \_\_\_\_\_

Number of People Involved in the Business \_\_\_\_\_

Name \_\_\_\_\_ Relationship \_\_\_\_\_

**PLEASE PROVIDE THE FOLLOWING INFORMATION ABOUT YOUR PROPOSED BUSINESS:**

1. Brief description of business to be conducted: \_\_\_\_\_

\_\_\_\_\_



2. Type of advertising to be used (newspaper, phone, word of mouth): \_\_\_\_\_

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3. Approximate volume, units sold, number of customers to be served per day, year, or other time increments:

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4. Description of equipment to be used (horsepower, voltage, etc.): \_\_\_\_\_

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5. Materials to be used and their manner of delivery to home occupation location: \_\_\_\_\_

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6. How will contacts be made with clients or customers?: \_\_\_\_\_

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7. Square feet of area used for storage and work area, and total square feet of residence, including garage:

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8. Number of parking spaces to be used for the business, and number of spaces on the property:

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9. Other information which may assist the City in reviewing this application:

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**APPLICANT CERTIFICATION:** I certify under penalty of perjury that the above information is true and that I have read and understand and will abide by City of Big Bear Lake Development Code **Section 17.03.270**.

I understand that my home occupation permit may be revoked for noncompliance with the conditions set forth in the approval.

\_\_\_\_\_  
SIGNATURE

\_\_\_\_\_  
DATE

\_\_\_\_\_  
PRINT NAME

**PROPERTY OWNER CONSENT:** I certify under penalty of perjury that I am the legal owner of the property listed above and that I consent to the applicant conducting a home occupation on my property.

\_\_\_\_\_  
SIGNATURE

\_\_\_\_\_  
DATE

\_\_\_\_\_  
PRINT NAME

\_\_\_\_\_  
**FOR OFFICE USE ONLY**

\_\_\_\_ APPROVED \_\_\_\_ DENIED

DATE: \_\_\_\_\_

BY: \_\_\_\_\_  
Print Name / Position

\_\_\_\_\_  
Signature

ADDITIONAL CONDITIONS OF APPROVAL: \_\_\_\_\_

\_\_\_\_\_

REASONS(S) FOR DENIAL: \_\_\_\_\_

### **CONDITIONS OF APPROVAL FOR A HOME OCCUPATION PERMIT**

The issuance of a Home Occupation Permit is subject to the following Conditions of Approval, per Section 17.03.270 of the City of Big Bear Lake Development Code. Violations of these Conditions of Approval may result in revocation of your Home Occupation Permit.

1. No dwelling shall be built, altered, furnished or decorated for the purpose of conducting the home occupation in such a manner as to change the residential character and appearance of the dwelling, or in similar manner as to cause the structure to be recognized as a place where a home occupation is conducted.
2. A garage may be used for home occupation purposes; provided, however, that such use shall not interfere with the maintenance of one (1) covered parking space.
3. There shall be no entrance or exit specifically provided or marked on the dwelling or on the premises for the conduct of the home occupation.
4. A home occupation shall be conducted entirely within the dwelling unit and the activities of such home occupation shall not be visible or otherwise noticeable, outside the dwelling unit structure. There shall be no outdoor storage of materials or equipment relating to the home occupation, nor shall merchandise be visible from outside the home. For purposes of interpreting this paragraph, an attached or detached garage shall be considered as part of the dwelling unit.
5. No equipment or process shall be used which creates visual or audible electrical or mechanical interference in any radio or television receiver or other device outside the dwelling unit structure, or causes fluctuation in the line voltage outside the dwelling unit structure.
6. The home occupation shall not require any upgraded utility service capacity beyond that which is customary for residential service. Separate utility meters, which serve only the home occupation, shall not be permitted.
7. No more than one (1) employee other than a resident of the dwelling shall be employed on the premises of a home occupation, other than the personal attendant of a disabled resident business owner or employee.
8. There shall be no greater number of customers, clients, or visitors coming to the residence for purposes of the home occupation than the number of visitors typically expected to visit a residence in which a home occupation is not being conducted.
9. The point of sale for products or merchandise shall not be from the residential premises.
10. The home occupation shall not generate vehicular traffic and/or vehicular parking which degrades or is otherwise detrimental to the residential nature of the neighborhood.
11. No vehicles or trailers except those normally incidental to a residential use shall be parked so as to be visible from the public right-of-way.
12. The home occupation shall not affect nor reduce the parking spaces required by the Zoning Ordinance.

Applicant's initials \_\_\_\_\_ Date \_\_\_\_\_

- 13. Home occupations shall not involve the use of commercial vehicles for the delivery of materials to or from the premises beyond those commercial vehicles normally associated with residential uses. No deliveries may originate from or be made to the premises except during the hours of 9:00 a.m. to 5:00 p.m.
- 14. Home occupations shall not involve the use and/or on-site storage of chemicals, flammable materials, or other hazardous materials except as may be permitted by the Uniform Fire Code.
- 15. No mechanical or construction equipment, which is not typically found in residential districts, shall be stored on the premises. Warehousing of goods, wares, or merchandise shall be prohibited.
- 16. There shall be no home occupation activities that are objectionable due to glare, dust, fumes, odor, vibration, noise, or that disturb the peace.
- 17. No home occupation shall include the sale or storage of fire arms, ordnance, ammunition, or other weapons which are regulated by the Bureau of Alcohol, Tobacco and Firearms, at the site of the home occupation.
- 18. Advertising should not include the residential address.
- 19. No signs relating to the home occupation shall be allowed.

**ADDITIONAL CONDITIONS FOR MOBILE BUSINESSES**

- 20. The service provided by the mobile business must be in compliance with the zone in which the work is performed.
- 21. The mobile business must comply with all applicable requirements of any agency with regulatory or permitting authority over the conduct of that business.
- 22. Any automotive related services shall be limited to cleaning, detailing, and minor replacement or repair to glass and/or accessory parts; no mobile business operating under a home occupation permit shall be permitted to conduct auto repair, auto body, or engine work.
- 23. No work shall be conducted in parking lots which are restricted to employees only.
- 24. No work shall be conducted on city-owned property, including parks, parking lots, or public rights-of-way.

I hereby swear that I have read the foregoing conditions and that the home occupation business for which I am applying will be operated in conformance with these conditions and all other applicable requirements of the Big Bear Lake Municipal Code.

Print Name	Signature	Date
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Print Name	Signature	Date
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# City of Big Bear Lake



## CODE COMPLIANCE DIVISION

### TRANSIENT PRIVATE HOME RENTAL

#### **“NEW BUSINESS LICENSE ADVISORY NOTICE – AUGUST 1, 2017”**

As of January 20, 2017, In-Person Check-in Agent and 24/7 Complaint Response Agent acting on behalf of a Transient Private Home Rental (TPHR) managing agency/owner manager were required to submit notarized affidavits personally acknowledging their agreement to act as an agent in one or both of these capacities. Additionally, the agent submitting the affidavit acknowledges that they will obtain City of Big Bear Lake certification as an In-Person Check-in Agent and/or 24/7 Complaint Response Agent within 90 days of submittal of the notarized affidavit.

Effective immediately, all new business license application submittals by a TPHR managing agency or owner manager shall include a copy of the notarized affidavit for their In-Person Check-In Agent(s) and their 24/7 Complaint Response Agent(s). A new business license application will not be accepted for processing without these affidavits.

The Code Compliance Division will validate compliance with agent certification requirements during the business license review process. Failure of a Check-in and/or Response agent to obtain City certification within ninety (90) days of their affidavit submittal may result in the suspension of the management agency or owner manager business license and authorization for rental activities at the TPHR unit(s) they represent.

If you have any questions or require additional information regarding this matter, please contact the Code Compliance Division at (909) 866-5831. Policies, documents and forms pertaining to this and other TPHR matters may be viewed and downloaded from the City’s website at <http://www.citybigbearlake.com/index.php/city-departments/code-compliance>

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**CITY OF BIG BEAR LAKE  
CODE COMPLIANCE DIVISION  
POLICY & PROCEDURE MANUAL**

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Effective Date: October 20, 2016

***Subject: IN-PERSON CHECK-IN AND 24/7 RESPONSE PERSONNEL TRAINING CERTIFICATION AND RESPONSIBILITY ACKNOWLEDGEMENT REQUIREMENTS FOR TRANSIENT PRIVATE HOME RENTAL AGENCIES AND OWNER-MANAGERS***

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## **PURPOSE**

The Code Compliance Division is responsible for ensuring that Transient Private Home Rental (TPHR) managing agencies and individual TPHR unit owner-managers are in compliance with the in-person check-in and 24/7 complaint response requirements contained in City Ordinance No. 2007-375. This policy identifies training and certification and responsibility acknowledgement requirements that will be followed to ensure that management agency and owner-manager personnel personally acknowledge that they are assuming responsibility for providing compliant in-person check-in and/or 24/7 complaint response; and, that these individuals have received training specific to the proper performance of in-person check-in and/or 24/7 complaint response as required by City Ordinance No. 2007-375.

## **PROCEDURE**

### **ACKNOWLEDGEMENT OF RESPONSIBILITY**

1. Within ninety (90) days of the effective date of this policy and procedure, every TPHR management agency and owner-manager of a TPHR unit registered in the City's TPHR program as of the effective date of this policy and procedure, shall submit to the Code Compliance Division an "Acknowledgement of Responsibility" (sample of acknowledgements attached) for each individual responsible for in-person check-in and 24/7 complaint response for the TPHR units they have registered. The "Acknowledgement of Responsibility" shall be fully executed by the individual responsible for performing in-person check-in and/or 24/7 complaint response and shall be notarized. In lieu of a notary attachment, the individual executing the "Acknowledgement of Responsibility" may appear personally at the City and present for inspection by a Code Compliance Division staff member, a current California drivers license, California ID card or other legally recognized form of personal identity verification.
2. Within ninety (90) days of the submittal of a registration application for a new TPHR unit by an owner-manager, the owner-manager shall submit to the Code Compliance Division an "Acknowledgement of Responsibility" (sample of acknowledgements attached) for each individual

responsible for in-person check-in and 24/7 complaint response for the TPHR units they have registered. The “Acknowledgement of Responsibility” shall be fully executed by the individual responsible for performing in-person check-in and/or 24/7 complaint response and shall be notarized. In lieu of a notary attachment, the individual executing the “Acknowledgement of Responsibility” may appear personally at the City and present for inspection by a Code Compliance Division staff member, a current California drivers license, California ID card or other legally recognized form of personal identity verification.

3. Within ninety (90) days of the submittal of the first registration application for a TPHR unit being represented by a new TPHR management agency, the new TPHR agency shall submit to the Code Compliance Division an “Acknowledgement of Responsibility” (sample of acknowledgements attached) for each individual responsible for in-person check-in and 24/7 complaint response for the TPHR units they have registered. The “Acknowledgement of Responsibility” shall be fully executed by the individual responsible for performing in-person check-in and/or 24/7 complaint response and shall be notarized. In lieu of a notary attachment, the individual executing the “Acknowledgement of Responsibility” may appear personally at the City and present for inspection by a Code Compliance Division staff member, a current California drivers license, California ID card or other legally recognized form of personal identity verification.
4. TPHR management agencies and TPHR owner-managers are responsible for immediately notifying the City’s Code Compliance Division of changes to their identified in-person check-in personnel and/or 24/7 complaint response personnel. An “Acknowledgement of Responsibility” for each newly identified in-person check-in and/or 24/7 complaint response individual shall be submitted to the City at the time of notification of the change. All rental activity shall be immediately discontinued at a TPHR unit that is not provided with in-person check-in and/or 24/7 response personnel recognized by the City. Such rental activity shall not be recommenced until full compliance with this Section is attained.

### **IN-PERSON CHECK-IN AND 24/7 RESONSE PERSONNEL TRAINING AND CERTIFICATION**

1. Within ninety (90) days of the effective date of this policy and procedure, every TPHR management agency and owner-manager of a TPHR unit registered in the City’s TPHR program as of the effective date of this policy and procedure, shall be responsible for ensuring that each individual responsible for in-person check-in and 24/7 complaint response for their TPHR unit(s) have attended and received a valid “Certification of Attendance” at a City conducted training session. The City will be responsible for conducting training sessions on a quarterly basis each year. Individuals participating in a City training session pertaining to in-person check-in or 24/7 complaint response and shall provide the information requested on a “sign-in sheet” provided by the City prior to the commencement of the training session; and, shall present for inspection by a

Code Compliance Division staff member, a current California drivers license, California ID card or other legally recognized form of personal identity verification.

2. Within ninety (90) days of the submittal of a new TPHR registration application by an owner-manager of a TPHR unit, the owner-manager shall be responsible for ensuring that each individual responsible for in-person check-in and 24/7 complaint response for their TPHR unit(s) have attended and received a valid “Certification of Attendance” at a City conducted training session. The City will be responsible for conducting training sessions on a quarterly basis each year. Individuals participating in a City training session pertaining to in-person check-in or 24/7 complaint response and shall provide the information requested on a “sign-in sheet” provided by the City prior to the commencement of the training session; and, shall present for inspection by a Code Compliance Division staff member, a current California drivers license, California ID card or other legally recognized form of personal identity verification.
3. Within ninety (90) days of the submittal of the first TPHR registration application by a new TPHR management agency, the management agency shall be responsible for ensuring that each individual responsible for in-person check-in and 24/7 complaint response for their TPHR unit(s) have attended and received a valid “Certification of Attendance” at a City conducted training session. The City will be responsible for conducting training sessions on a quarterly basis each year. Individuals participating in a City training session pertaining to in-person check-in or 24/7 complaint response and shall provide the information requested on a “sign-in sheet” provided by the City prior to the commencement of the training session; and, shall present for inspection by a Code Compliance Division staff member, a current California drivers license, California ID card or other legally recognized form of personal identity verification.
4. TPHR management agencies and TPHR owner-managers are responsible for immediately notifying the City’s Code Compliance Division of changes to their identified in-person check-in personnel and/or 24/7 complaint response personnel. Newly identified in-person check-in and/or 24/7 complaint response personnel shall attend a City conducted training session within 90 days of the date of the execution of their “Acknowledgement of Responsibility”.

Questions regarding the application or meaning of any portion of this policy shall be directed to the Director of Community Services for response.



# City of Big Bear Lake



## CODE COMPLIANCE DIVISION

### TPHR In-Person Check-In Agent Acknowledgement

I \_\_\_\_\_, having agreed to act as the “In-Person Check-In Agent” on behalf of  
(name of agent)  
\_\_\_\_\_ and declare under penalty of perjury that I will personally exercise my  
(name of management agency/owner manager)  
responsibilities as this agent diligently in accordance with City of Big Bear Lake regulations and ordinances.

I understand that the City of Big Bear Lake Municipal Code requires a Transient Private Home Rental (TPHR) managing agency or owner manager to conduct “In-Person Check-In” for each rental of a TPHR unit and that failure to comply with the “In Person Check-In” provisions of Section 17.03.315E of the Municipal Code is a violation of the Municipal Code subject to the issuance of a citations and assessment of a civil penalty of not less than two hundred and fifty dollars (\$250) or more than five hundred dollars (\$500) for each day on which such violation occurs. I further acknowledge that I will participate in an “In-Person Check-In” training session conducted by the City of Big Bear Lake within ninety (90) days of the date of submittal of this acknowledgement. I further understand that I am signing this declaration under penalty of perjury and that perjury is punishable under California Penal Code Section 126 by imprisonment for a period of from two (2) to four (4) years.

I declare that I have read the above provisions and that I sign this declaration with the full knowledge and understanding of the consequences of any violation of the laws noted above.

Signed \_\_\_\_\_

Date \_\_\_\_\_

# City of Big Bear Lake



## CODE COMPLIANCE DIVISION

### TPHR 24/7 Complaint Response Agent Acknowledgement

I \_\_\_\_\_, having agreed to act as the “24/7 Complaint Response Agent” on behalf  
(name of agent)  
of \_\_\_\_\_ and declare under penalty of perjury that I will personally exercise  
(name of management agency/owner manager)  
my responsibilities as this agent diligently in accordance with City of Big Bear Lake regulations and ordinances.

I understand that the City of Big Bear Lake Municipal Code requires a Transient Private Home Rental (TPHR) managing agency or owner manager to conduct an investigation of complaints received regarding the inappropriate use of or inappropriate activities associated with the rental of a TPHR unit that they manage and that failure to comply with the “Complaint Response” provisions of Section 17.03.315D of the Municipal Code is a violation of the Municipal Code subject to the issuance of a citations and assessment of a civil penalty of not less than two hundred and fifty dollars (\$250) or more than five hundred dollars (\$500) for each day on which such violation occurs. I further acknowledge that I will participate in a “24/7 Complaint Response Agent” training session conducted by the City of Big Bear Lake within ninety (90) days of the date of submittal of this acknowledgement. I further understand that I am signing this declaration under penalty of perjury and that perjury is punishable under California Penal Code Section 126 by imprisonment for a period of from two (2) to four (4) years.

I declare that I have read the above provisions and that I sign this declaration with the full knowledge and understanding of the consequences of any violation of the laws noted above.

Signed \_\_\_\_\_

Date \_\_\_\_\_