
RENTAL DWELLING UNIT LICENSE PROGRAM RESOURCES & CONTACTS

The following County Departments can provide additional information about the Rental Dwelling Unit License program:

[Clerk of the Board of Supervisors](#)

Rental Dwelling Unit License Program,
license applications and fee waiver
(909) 387-3841

[Environmental Health Services](#)

Health safety requirements and permits
(909) 884-4056

[County Sheriff's Public Affairs Division](#)

Crime-Free Multi-Housing Program
(909) 387-3700

[Code Enforcement](#)

Report non-licensed rental dwellings
1-800-722-3181

[County Fire](#)

Fire safety requirements and permits
(909) 386-8400

[Building & Safety](#)

Building safety requirements and permits
(909) 387-8311



The Rental Dwelling Unit License
Program is coordinated by

Clerk of the Board of Supervisors
County of San Bernardino
385 N. Arrowhead Ave., 2nd Floor
San Bernardino, CA 92415-0130

Phone (909) 387-3841

Visit us on the web at:
www.sbcounty.gov/cob



COUNTY OF SAN BERNARDINO

RENTAL DWELLING UNIT LICENSE



EFFECTIVE JULY 1, 2008

Clerk of the Board of Supervisors
County of San Bernardino
385 North Arrowhead Ave., 2nd Floor
San Bernardino, CA 92415-0130
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RENTAL DWELLING UNIT LICENSE

On February 5, 2008, the San Bernardino County Board of Supervisors adopted Ordinance 4044 which requires that a "Rental Dwelling Unit License" be obtained annually for all rental dwellings in the unincorporated areas of the County. This requirement applies to all single and multi-family dwellings, except for specific exclusions described in the Ordinance. Several key provisions of the Rental Dwelling Unit License program are summarized in this brochure.

LICENSE REQUIREMENT

Every owner of one or more rental properties in County unincorporated (non-city) areas is required to obtain a Rental Dwelling Unit License. This license applies to rentals lasting 30 or more consecutive days in any consecutive 12-month period and is in addition to any other State or County requirements, including health permits that may be required by the Environmental Health Division of the County Public Health Department. Rental properties requiring a license generally include single family homes, apartments, condominiums, and multi-family dwellings. The following types of properties, as defined within the Ordinance, are exempt from the licensing requirement: hotels/motels

(NOTE: Operation of a hotel or motel in an unincorporated area requires a valid San Bernardino County Hotel/Motel Business License, which can be obtained from the Clerk of the Board); hospitals; community and medical care facilities; convents, monasteries; fraternity/sorority houses; housing owned, operated or managed by an educational institution for occupancy by students; housing owned, operated or managed by the federal, state or local government; mobile homes and recreational vehicles; dwellings that have a valid short-term private home rental permit; owner occupied single family dwellings; owner occupied or unoccupied single or multi-family dwellings if rented/leased entirely to members of the owner's family.

OBTAINING A LICENSE

The owner of one or more rental dwellings in the County unincorporated area must complete a Rental Dwelling Unit License application and submit it, along with the \$52.00 annual license fee, to the Clerk of the Board of Supervisors office at 385 North Arrowhead Avenue, 2nd Floor, San Bernardino, CA 92415-0130. Only one application, and one fee, is required per owner, provided the application lists all properties to be licensed. The application form can be obtained by visiting the Clerk of the Board office or from the Clerk's website at www.sbcounty.gov/cob. The license is issued by the Clerk of the Board for a period of one year.

LICENSE FEE WAIVER

Owners who participate in the International Crime Free Multi-Housing Program, which is offered by the San Bernardino County Sheriff's Public Affairs Division and other law enforcement agencies, may apply for a waiver of the license fee. To qualify for a fee waiver, the applicant must submit the following documents with the license application:

- 1) a valid certificate of completion of the training course, issued in the name of the owner or the owner's authorized representative;
- 2) a valid final certification for **each** property listed on the application.

Additional information about the International Crime Free Multi-Housing Program can be obtained from the San Bernardino County Sheriff's Public Affairs Division.

VIOLATION & PENALTIES

Rental dwelling units operating in a manner contrary to the requirements set forth in Ordinance No. 4044 shall be declared unlawful and a public nuisance. The County may commence actions for the abatement, removal and/or enjoinder of the property, as well as other legal or criminal proceedings. In addition, violation of the provisions of the Ordinance will be considered an infraction or misdemeanor as described in the County Code.
