



CITY OF HIGHLAND

RESIDENTIAL RENTAL BUSINESS LICENSE APPLICATION CHECKLIST

_____ APPLICATION FEE	\$120
_____ AB 1379	\$4
TOTAL	<u>\$124</u>

To expedite the licensing process, please make sure that the following items are attached, if applicable. Missing items may delay this process. Please allow 3-4 weeks to process this application, once all information is received.

- _____ Residential Rental Self Certification Inspection Checklist attached (**Required**)
- _____ Copy of Fictitious Business Name- 222 W. Hospitality Lane- San Bernardino
(Any business name that does not include the last name (surname) of the owner, or which implies additional owners such as "Company" or "and
- _____ Articles of Incorporation or Articles of Organization (if Corp or LLC is checked)

Office Use Only

- _____ Verify all applicable fields are filled out and legible and enter all applicable fields
- _____ Verify Owner of property on Gov Clarity
- _____ Verify Fictitious Business Name Statement Requirement
- _____ Verify Self Certification is complete & attached (attach to yellow when routing)
- _____ Once all departments have approved change status to Active/Issued and send out license in the mail



BL #	
Routed	

CITY OF HIGHLAND

RESIDENTIAL RENTAL ENHANCEMENT PROGRAM CERTIFICATION APPLICATION

In order to avoid a delay in processing your application, please provide **all applicable** information, and type or print clearly.

RESIDENTIAL RENTAL BUSINESS LICENSE	FEE:	\$120.00
AB1379 (State Fee)	FEE:	\$4.00
TOTAL FEE DUE:		\$124.00

Business/Homeowner: _____

DBA Business Name: _____

Rental Address: _____

City, State, Zip: _____

Business Phone: _____ Email Address: _____

Type of Business: _____ Sole Proprietor _____ Partnership _____ Corp _____
 _____ LLC _____ Trust _____ Other _____

Type of business being conducted: _____

Identify SIC Code*: _____ NPDES WDID #: _____

SIC Description: _____

*Standard Industrial Classification (SIC) Code information can be found at <https://www.osha.gov/pls/imis/sicsearch.html>

MAILING ADDRESS FOR HOMEOWNER(S):

Name: _____ Email Address: _____

Home Address: _____ Phone/Message #: _____

City, State, Zip: _____

Name: _____ Email Address: _____

Home Address: _____ Phone/Message #: _____

City, State, Zip: _____

PROPERTY MANAGEMENT OR RENTAL OFFICE:

Company Name: _____

Billing Address: _____ Contact Name: _____

City, State, Zip: _____ Contact Phone: _____

I declare, under penalty of perjury, by signing as (one of) the owner or local property manager listed above that this application including attachments, have been examined by me, as well as the property owner(s), and to the best of my knowledge is true, accurate, and complete of all facts. I further certify that the above business will be conducted in compliance with the applicable provisions of the City of Highland Municipal Codes & Ordinances, including State and Federal laws. In addition, I assume responsibility to renew the business license certificate on an annual basis and pay the renewal fees on time. I understand that I will be subject to late fees, additional administrative charges, and/or have the business license certificate revoked due to non-compliance of the conditions set forth by the City of Highland. I also agree to notify the City of Highland of any and all changes in business status relating to this application.

Did you complete and sign the attached Certification Form?: Y___ N___

Signature: _____ **Date:** _____

OFFICE USE ONLY

First _____ Denied By _____

Public Services Approval Date

Second _____

Community Development Director Date

Reason

CITY OF HIGHLAND
RESIDENTIAL RENTAL ENHANCEMENT SELF-CERTIFICATION CHECKLIST
Single Family and Multi-Family Properties (Ordinance No. 412)

RENTAL PROPERTY ADDRESS: _____

This Checklist is established in accordance with the Highland Municipal Code Section 15.52.080 to assist property owners/property owner representative with the required self-certification inspection of their rental property, a prerequisite for obtaining a Business license certificate. This Checklist is a guideline and should not be considered all inclusive. Property owners are responsible for ensuring that their rental units are in compliance with applicable provisions of City Codes including, but not limited to, the California Building Code, California Rental Code, International Housing Code and the Uniform Code for the Abatement of Dangerous Buildings. Property owners must maintain a copy of the signed checklist for each and every rental unit. Alterations and/or repairs to items listed below may require a building permit, so please contact the City's Building & Safety Division for further guidance at (909) 864-8732, Ext. 228

EXTERIOR AND COMMON AREAS

Building

- 4-inch, contrasting color address numbers on the dwelling, visible from the street
- Foundations are in good solid condition.
- Exterior paint showing no signs of damaging deterioration.
- Exterior walls are free of major cracks and erosion.
- Walkways are clear and safe.
- Roofs are in good repair. Tree branches are at least five feet off roof.
- Staircases are solid and in good condition.
- Guardrails and handrails are in good condition.
- Exterior lighting is in good working order.
- Electrical service panels, meters and enclosures and are in good condition.
- Fire place chimneys have spark arrestors.
- Electrical appliances (washers, dryers, freezers, refrigerators, etc.) are inside and protected from the weather

Doors & Locks

- Solid core doors are installed at the exits.
- Entry doors are equipped with locks. (Double key locks are prohibited).
- All exterior doors open and shut properly and are weather-sealed.
- Sliding patio doors work properly including all locking and latching mechanisms.

Landscaping

- The property landscaping is being properly maintained and is free of trash and debris.
- Storm drains and gutters are clear of debris and in good condition

Fire Extinguisher(s) for multi unit complexes

- Fire extinguishers are provided and installed to code.
- Each extinguisher has been tagged and serviced by a state licensed contractor within the last year and after each use.

Exiting

- Exits are clear and unobstructed all the way to the public right of way
- All "Exit" signs and exit lighting are in working order (apartment complex).
- Fire doors are operable and in good condition.

Garbage/Recycling Materials

- Garbage service and sufficient garbage containers are provided on site.
- All unsanitary garbage bins have been cleaned and/ or replaced
- Garbage, receptacles are stored in proper enclosures or behind fences out of public view.

Fences and Gates

- Property fences and gates are in good working condition.

Laundry Rooms

- Interiors are clean and facilities are maintained in good condition.

Swimming Pools/Spas

- Swimming pool gates and required barriers devices are in compliance with State codes.
The swimming pool is clean and maintained.

Parking/Garages

- Driveways and parking areas are in good condition. Vehicles are not parked on un-improved surfaces.
- Any in-operative, dismantled, or unregistered vehicles are parked within a garage.
- Walls between garages and the dwelling are protected by a one hour rated firewall.
- Doors between garages and dwelling are either 20 minute rated or 1-3/8" solid wood, self-closing, self-latching and weather sealed
- Electrical outlets are GFCI protected.

Sewer/Septic System

- Cleanout lines are unobstructed and in good condition.

INTERIOR AREAS

General

- Floor coverings are free of trip hazards.
- Electrical outlets are functional and have cover plates.
- Light switches function and have cover plates.
- Windows are in good condition and are equipped with proper locking devices.

Kitchens

- GFCI's are properly installed and in working condition.
- Overhead lighting is operational and in good repair.
- (If provided) Stove and oven work safely with functioning door and knobs that turn completely off and on.
- (If provided) Gas stove is free of gaseous odors — Report gas leaks or gaseous odors to Southern California Gas Company.
- Stove hood/filter and fan are working properly.
- (If provided) Dishwasher functions properly.
- (If provided) Garbage disposal is in good working order.
- The kitchen sink and faucets drain properly and are free from leakage.
- (If provided) Refrigerator is in good working order.

Smoke Alarms

- Smoke alarms are installed in all bedrooms and hallways serving sleeping rooms, at the top of stairways, and basements.
- All smoke alarms are in working order and must be replaced if the date of manufacture is greater than 10 years old.
- Carbon monoxide detectors are installed in hallways serving sleeping rooms per its listing and must be replaced every 8 years.

Bedrooms

- Egress windows are operable and open completely.
- If bedroom window security bars are installed — they are installed correctly and have the required quick release mechanisms approved by the State Fire Marshall.

Bathrooms

- Ceiling exhaust fan is in good working condition
- Light fixtures are secure and in working order.
- Sinks, bathtubs/showers are in good condition, drain properly and are free of leaks.
- GFCIs are properly installed and in working condition.
- The toilet is secure.

Electrical System Requirements

- The unit has no exposed or bare live wires.
- Use of extension cords and electrical adapters are not overloading the circuit.
- Sub-panels are labeled and breakers are in proper working condition.

Plumbing and Mechanical Requirements

- Electrical or gas heaters are functioning properly.
- The water heater is in working order supplying water at a minimum 120 degrees F.
- The water heater has a working temperature/ pressure relief valve including a proper drain line to an approved location
- The water heater is properly strapped.
- Gas lines have shut off valves at the appliance connections
- The exhaust vent pipes that serve gas heating appliances are terminated above the roofline with approved vent caps.

Mold and Vector

- There is no visible mold in the unit.
- Property is free of infestations of insects, rodents or other pests.

Notes-Optional (include additional information that may be helpful for the City in determining compliance with the City's Residential Rental Enhancement Program):

Self-Certification (HMC Section 15.52.080): As the owner/owner representative of the property described above, I declare under penalty of perjury that I have examined and have verified to the best of my knowledge that said property described above complies with all the items listed and checked above. I further understand upon receipt of a completed Residential Rental Enhancement Program Application and this signed Self-Certification Form the City will view and photograph the property described above from the public right-of-way- In the event the City of Highland notes during their right-of-way inspection one or more violations of applicable City codes and ordinances and/or State law, I will correct said violation(s) within thirty (30) days from receipt of a notice of violation or otherwise required by the City's Community Development Director.

Property Owner/Owner Representative Signature: _____ Date: _____

Property Owner/Owner Representative Signature: _____ Date: _____