

*City of  
Encinitas*

**CITY OF ENCINITAS  
PLANNING & BUILDING DEPARTMENT  
SEASONAL SOLICITOR PERMIT APPLICATION**

**NEW**

**REQUIREMENTS**

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- \_\_\_\_\_ \$80 FEE
- \_\_\_\_\_ COMPLETED APPLICATION
- \_\_\_\_\_ ZONING STATUS OF PROPERTY WHERE ACTIVITY WILL OCCUR AND ASSESSORS PARCEL NUMBER
- \_\_\_\_\_ PLOT PLAN SHOWING LOCATION OF PROPERTY  
LOCATION OF ALL STREETS, ALLEYS, LOTS & PARCELS OF LAND  
LOCATION OF VEHICLE PARKING AREAS
- \_\_\_\_\_ DOCUMENT SHOWING THAT APPLICANT IS OWNER OF THE PREMISES OR AN AGREEMENT IN WRITING SIGNED BY THE OWNER PERMITTING SUCH USE OF THE PREMISES
- \_\_\_\_\_ HEALTH PERMIT (IF APPLICABLE)
- \_\_\_\_\_ BUSINESS REGISTRATION



*City of  
Encinitas*

**CITY OF ENCINITAS  
PLANNING & BUILDING DEPARTMENT  
SEASONAL SOLICITOR PERMIT APPLICATION**

**REQUIREMENTS**

**RENEWAL**

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- \_\_\_\_\_ \$70 FEE
- \_\_\_\_\_ COMPLETED APPLICATION
- \_\_\_\_\_ PLOT PLAN SHOWING LOCATION OF PROPERTY  
LOCATION OF ALL STREETS, ALLEYS, LOTS & PARCELS OF LAND  
LOCATION OF VEHICLE PARKING AREAS
- \_\_\_\_\_ COPY OF BUSINESS REGISTRATION
- \_\_\_\_\_ HEALTH PERMIT (IF APPLICABLE)



**CITY OF ENCINITAS  
SEASONAL SOLICITOR PERMIT APPLICATION**

**ADMINISTRATION**

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**DIRECTOR'S NAME:** \_\_\_\_\_

**ALL OTHER NAMES USED:** \_\_\_\_\_  
(THIS INCLUDES MAIDEN NAME, ALL MARRIED NAMES, NAME CHANGES & ALIASES)

**TITLE:** \_\_\_\_\_

**RESIDENCE:** \_\_\_\_\_  
(NUMBER) (STREET) (CITY) (STATE) (ZIP)

**BUSINESS TELEPHONE:** \_\_\_\_\_ **BUS. FAX #:** \_\_\_\_\_ **HOME:** \_\_\_\_\_

**BUSINESS EMAIL:** \_\_\_\_\_ **HOME EMAIL:** \_\_\_\_\_  
(OPTIONAL)

**DATE OF BIRTH:** \_\_\_\_\_ **CITY/STATE OF BIRTH:** \_\_\_\_\_ **SEX:** M F

**HEIGHT:** \_\_\_\_\_ **WEIGHT:** \_\_\_\_\_ **HAIR:** \_\_\_\_\_ **EYES:** \_\_\_\_\_

**DRIVER'S LICENSE:** \_\_\_\_\_ **SOCIAL SECURITY:** \_\_\_\_\_

**LIST OF ALL CHARGES (MISDEMEANORS & FELONIES) RESULTING IN CONVICTION OR PLEA OF NOLO CONTENDERE.**

(If none, please indicate by writing NONE or N/A).

<b>DATE</b>	<b>CHARGE</b>	<b>INVESTIGATING AGENCY</b>	<b>OUTCOME</b>

**I HEREBY CERTIFY UNDER THE PENALTY OF PERJURY THAT THE INFORMATION GIVEN IS TRUE AND CORRECT. I UNDERSTAND THAT PROVIDING FALSE, OR WITHOLDING INFORMATION IS GROUNDS FOR DENIAL OR REVOCATION OF MY PERMIT, AND MAY SUBJECT ME TO CRIMINAL PROSECUTION. I DO HEREBY AUTHORIZE THE CITY/COUNTY, ITS AGENTS AND EMPLOYEES TO SEEK VERIFICATION OF THE INFORMATION CONTAINED ON THIS APPLICATION. I FURTHER UNDERSTAND THAT I MAY NOT CONDUCT THE ACTIVITY APPLIED FOR UNTIL A PERMIT HAS BEEN GRANTED, AND THAT A COPY OF THE CITY/COUNTY ORDINANCES REGULATING SOLICITATION ARE AVAILABLE TO ME UPON REQUEST. I UNDERSTAND THE INFORMATION SUPPLIED IN THIS APPLICATION MAY BE USED TO OBTAIN A CRIMINAL RECORDS CHECK, TO WHICH I CONSENT.**

**DATE:** \_\_\_\_\_ **DIRECTOR'S SIGNATURE** \_\_\_\_\_

**CITY OF ENCINITAS  
SEASONAL SOLICITOR PERMIT APPLICATION**

**PARTNER(S)**

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**NAME:** \_\_\_\_\_

**ALL OTHER NAMES USED:** \_\_\_\_\_  
(THIS INCLUDES MAIDEN NAME, ALL MARRIED NAMES, NAME CHANGES & ALIASES)

**RESIDENCE:** \_\_\_\_\_  
(NUMBER) (STREET) (CITY) (STATE) (ZIP)

**BUSINESS TELEPHONE:** \_\_\_\_\_ **BUS. FAX #:** \_\_\_\_\_ **HOME:** \_\_\_\_\_

**BUSINESS EMAIL:** \_\_\_\_\_ **HOME EMAIL:** \_\_\_\_\_  
(OPTIONAL)

**DATE OF BIRTH:** \_\_\_\_\_ **CITY/STATE OF BIRTH:** \_\_\_\_\_ **SEX:** M F

**HEIGHT:** \_\_\_\_\_ **WEIGHT:** \_\_\_\_\_ **HAIR:** \_\_\_\_\_ **EYES:** \_\_\_\_\_

**DRIVER'S LICENSE:** \_\_\_\_\_ **SOCIAL SECURITY:** \_\_\_\_\_

**PREVIOUS ADDRESSES:** \_\_\_\_\_  
(LAST 5 YEARS)

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**LIST OF ALL CHARGES (MISDEMEANORS & FELONIES) RESULTING IN CONVICTION OR PLEA OF NOLO CONTENDERE.**

(If none, please indicate by writing NONE or N/A).

<b>DATE</b>	<b>CHARGE</b>	<b>INVESTIGATING AGENCY</b>	<b>OUTCOME</b>

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**DATE:** \_\_\_\_\_ **DIRECTOR'S SIGNATURE** \_\_\_\_\_

**CITY OF ENCINITAS  
SEASONAL SOLICITOR PERMIT APPLICATION**

**VOLUNTEER/EMPLOYEE**

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**NAME:** \_\_\_\_\_

**ALL OTHER NAMES USED:** \_\_\_\_\_  
(THIS INCLUDES MAIDEN NAME, ALL MARRIED NAMES, NAME CHANGES & ALIASES)

**RESIDENCE:** \_\_\_\_\_  
(NUMBER) (STREET) (CITY) (STATE) (ZIP)

**TELEPHONE:** \_\_\_\_\_ **EMAIL:** \_\_\_\_\_  
(OPTIONAL)

**DATE OF BIRTH:** \_\_\_\_\_ **CITY/STATE OF BIRTH:** \_\_\_\_\_ **SEX:** M F

**HEIGHT:** \_\_\_\_\_ **WEIGHT:** \_\_\_\_\_ **HAIR:** \_\_\_\_\_ **EYES:** \_\_\_\_\_

**DRIVER'S LICENSE:** \_\_\_\_\_ **SOCIAL SECURITY:** \_\_\_\_\_

**PREVIOUS ADDRESSES:** \_\_\_\_\_  
(LAST 5 YEARS)

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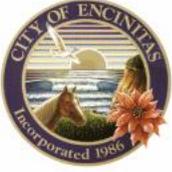
**LIST OF ALL CHARGES (MISDEMEANORS & FELONIES) RESULTING IN CONVICTION OR PLEA OF NOLO CONTENDERE.**

(If none, please indicate by writing NONE or N/A).

<b>DATE</b>	<b>CHARGE</b>	<b>INVESTIGATING AGENCY</b>	<b>OUTCOME</b>

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**DATE:** \_\_\_\_\_ **SIGNATURE** \_\_\_\_\_



**CITY OF ENCINITAS**  
**PLANNING & BUILDING DEPARTMENT**  
**505 SOUTH VULCAN AVE**  
**ENCINITAS, CA 92024**

**AUTHORIZATION TO RELEASE INFORMATION**

TO WHOM IT MAY CONCERN:

Subject Name: \_\_\_\_\_

Date of Birth: \_\_\_\_\_ SSN: \_\_\_\_\_

As an applicant for a business permit/license from the San Diego Sheriff's Department, I am required to furnish information for use in determining my qualifications. In this connection, I authorize the disclosure and release of any and all truthful information that you may have concerning me, including, but not limited to, employment records, personnel files, background investigation files, disciplinary records, complaints or grievances filed by or against me, training files, arrest, criminal, probation and driving records, military, academic or other records.

I direct you to release this information upon request of the bearer. This release is executed with full knowledge and understanding that the information is for the official use of the San Diego County Sheriff's Department.

I understand I will not receive and am not entitled to know the contents of confidential reports received and I further understand that these reports are privileged.

I hereby release you, your organization, their agents and representatives, and any person furnishing information, from any and all liability and/or damage that may result from furnishing the above information. A photocopy of this release is to be considered as valid as an original. This release will expire one (1) year after the date signed.

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

Full Name (Printed): \_\_\_\_\_

**SHERIFF'S USE:**     APPROVED  DISAPPROVAL    Date \_\_\_\_\_    Signature \_\_\_\_\_

**COMMENTS** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_



**CITY OF ENCINITAS**  
**PLANNING & BUILDING DEPARTMENT**  
**505 SOUTH VULCAN AVE**  
**ENCINITAS, CA 92024**

**BACKGROUND APPLICATION FOR SHERIFF REGULATED ACTIVITIES**

Type of business or activity for which you are applying: \_\_\_\_\_

Affiliation with business or title (check one):     Owner     Officer     Partner     Other

Name: \_\_\_\_\_ (\_\_\_\_) \_\_\_\_\_  
(Last)                      (First)                      (Middle)                      Telephone

All other names used (Past and present. Include maiden name): \_\_\_\_\_

Date of Birth: \_\_\_\_\_ Place of Birth: \_\_\_\_\_ Sex  [M]  [F]

Height: \_\_\_\_\_ Weight: \_\_\_\_\_ Hair: \_\_\_\_\_ Eyes: \_\_\_\_\_

Driver's License No: \_\_\_\_\_ Soc. Sec. No: \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

Residence: \_\_\_\_\_  
(Number)                      (Street)                      (City)                      (State)                      (Zip)

Previous Residences (Last 5 Years): \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Email Address: \_\_\_\_\_

Have you applied for a similar regulatory license in any other jurisdiction in the past (5) five years?  YES  NO

If yes, where? \_\_\_\_\_

List all charges (misdemeanors & felonies) resulting in conviction or plea of nolo contendere:

<u>Date</u>	<u>Charge</u>	<u>Investigating Agency</u>	<u>Disposition</u>
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

*I hereby certify under penalty of perjury that the statements made in this application are true and correct to the best of my knowledge and belief. I understand that any false statements or information are grounds for denial of this application. I agree to have all the required notices, unless otherwise specified, sent by U.S. mail to the address given on the application. The right of reasonable inspection shall be a condition for issuance of this license.*

Applicant Signature \_\_\_\_\_

Date \_\_\_\_\_



# CITY OF ENCINITAS

City Clerk's Department

505 S. Vulcan Ave, Encinitas, CA 92024

Contact: 760-633-2606 or [clerkstaff@encinitasca.gov](mailto:clerkstaff@encinitasca.gov)

Instructions & Information: [www.encinitasca.gov/clerk](http://www.encinitasca.gov/clerk)

## BUSINESS REGISTRATION APPLICATION

**\$36 Processing Fee** (\$35 Business Registration Fee + \$1 SB1186 State Mandated Fee)

The City of Encinitas does not have a business "license" program. The Business Registration is used in lieu of a licensing program.

Annual renewals are \$21 (\$20 business registration fee + \$1 SB1186 State Mandated Fee)

**\*If using a DBA, a Fictitious Name Statement must be filed with the County Clerk, PRIOR to applying for a Business Registration.**

<b>Company Name:</b>			
<b>Company Type (choose one):</b>	Corporation <input type="checkbox"/> Partnership <input type="checkbox"/> Sole Proprietorship <input type="checkbox"/> Trust <input type="checkbox"/>		
<b>Street Address:</b>			
<b>City:</b>			
<b>State:</b>		<b>County (if outside San Diego):</b>	
<b>Zip Code:</b>			
<b>Business Email Address:</b>			
<b>Business Phone:</b>			
<b>Business Description:</b>			
<b>Contact Preference (choose one):</b>	Email <input type="checkbox"/> Mail <input type="checkbox"/>		
<b>*DBA (Fictitious Name):</b>			
<b>Is this a Home Based Business?</b>	Y / N		
<b>Is this Business a Rental Booth?</b>	Y / N		
<b>EIN # (If Applicable):</b>	_____ - _____		
<b>Date Business Opened (Mo/Yr):</b>			
<b>Web Page Address:</b>			
<b>Is Business a Non-Profit 501(c)(3)?</b>	Y / N	<b># of Employees working in Encinitas:</b>	
<b>Mailing address, if different from business location:</b>			
<b>Street Address:</b>			
<b>City:</b>			
<b>State:</b>		<b>County (if outside San Diego):</b>	
<b>Zip Code:</b>			
<b>Business Owner Contact Info</b>			
<b>First Name:</b>			
<b>Middle Name:</b>			
<b>Last Name:</b>			
<b>Title:</b>			
<b>Email Address:</b>			
<b>Business Phone:</b>			
<b>Home Phone:</b>			
<b>Mobile Phone:</b>			
<b>Contact Preference (choose one):</b>	Email <input type="checkbox"/> Mail <input type="checkbox"/>		
<b>Street Address:</b>			
<b>City:</b>			
<b>State:</b>		<b>County (if outside San Diego):</b>	
<b>Zip Code:</b>			
<b>Additional Owner/Agent Contact Info</b>			
<b>First Name:</b>			
<b>Middle Name:</b>			
<b>Last Name:</b>			
<b>Title:</b>			
<b>Email Address:</b>			
<b>Mobile Phone:</b>			
<b>Business Phone:</b>			
<b>Home Phone:</b>			

<b>Contact Preference (choose one):</b>	Email <input type="checkbox"/> Mail <input type="checkbox"/>
<b>Street Address:</b>	
<b>City:</b>	
<b>State:</b>	<b>County (if outside San Diego):</b>
<b>Zip Code:</b>	
<b>Choose one:</b>	Business Owner <input type="checkbox"/> Authorized Agent <input type="checkbox"/>
<b>24 Hour Emergency Contact Info (for businesses located in Encinitas)</b>	
Same as Business Owner <input type="checkbox"/> Same as Additional Owner/Agent <input type="checkbox"/>	
<b>First Name:</b>	
<b>Middle Name:</b>	
<b>Last Name:</b>	
<b>Title:</b>	
<b>Email Address:</b>	
<b>Business Phone:</b>	
<b>Home Phone:</b>	
<b>Mobile Phone:</b>	
<b>Contact Preference (choose one):</b>	Email <input type="checkbox"/> Mail <input type="checkbox"/>
<b>Street Address:</b>	
<b>City:</b>	
<b>State:</b>	<b>County (if outside San Diego):</b>
<b>Zip Code:</b>	

### HOME OCCUPATIONS

**If your business is located in a residential area in the City of Encinitas, it is considered to be a Home Based Business and shall be permitted in compliance with the following conditions:**

1. There shall be no exterior evidence of the conduct of a home occupation out of character with the normally appropriate appearance of the dwelling.
2. A home occupation shall be conducted entirely within a dwelling or a garage.
3. Electrical or mechanical equipment which creates visible or audible interference in radio or television receivers or causes fluctuations in line voltage outside the dwelling shall be prohibited.
4. Only the residents of the dwelling unit may be engaged in the home occupation except by temporary minor use permits.
5. There shall be no on-premise sale of goods not produced on the premises.
6. The establishment and conduct of the home occupation shall not change the principal character or use of the dwelling unit involved.
7. There shall be no signs other than those permitted by the sign ordinance (Municipal Code 30.60).
8. The required residential off street parking shall be maintained.
9. A home occupation shall not create vehicular or pedestrian traffic in excess of that which is normal for the zone in which it is located.

SB1186 Mandated Fee: On September 19, 2012 Governor Brown signed into law SB-1186 which adds a state fee of \$1 on any applicant for a local business license or similar instrument or permit, or renewal thereof. The purpose is to increase disability access and compliance with construction-related accessibility requirements and to develop educational resources for businesses in order to facilitate compliance with federal and state disability laws, as specified.

Under federal and state law, compliance with disability access laws is a serious and significant responsibility that applies to all California building owners and tenants with buildings open to the public. You may obtain information about your legal obligations and how to comply with disability access laws at the following agencies:

- The Division of the State Architect at [www.dgs.ca.gov/dsa/Home.aspx](http://www.dgs.ca.gov/dsa/Home.aspx)
- The California Department of Rehabilitation at [www.rehab.cahwnet.gov](http://www.rehab.cahwnet.gov)
- The California Commission on Disability Access at [www.cdda.ca.gov](http://www.cdda.ca.gov)

**I DECLARE, UNDER PENALTY OF PERJURY, THAT THE INFORMATION CONTAINED IN THIS APPLICATION IS TRUE AND CORRECT, AND THAT ALL REQUIRED LICENSES ARE IN FULL FORCE AND EFFECT.**

The issuance of a certificate does not serve as verification that all regulatory provisions of the City of Encinitas have been met, nor does it allow the right to operate a business which is not in conformance with the regulatory provisions of the City, County, State or other applicable agency.

Signature of Owner or Agent: \_\_\_\_\_

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

**Chapter 6.52****NON-CHARITABLE SOLICITATIONS****6.52.010 Purpose.**

A. It is the purpose of this Chapter to subject non-charitable solicitation activity to reasonable regulations designed to protect the public health, safety and welfare. (Ord. 90-31)

B. It is unlawful for any person to commence, conduct, manage, participate in, advertise or sponsor a non-charitable solicitation activity regulated by this Chapter without first having obtained an Operations Permit: Non-Charitable Solicitations.

C. Notwithstanding the provisions of this Chapter, proposed activities shall be subject to Zoning Regulations and Coastal Development requirements, pursuant to Title 30 of this Code. (Ord. 94-06)

**6.52.020 Definitions**

A. "Solicitor" includes a peddler, hawker, transient dealer, sales person or other itinerate vendor, or an interviewer as defined in this Chapter; or any person who sets up a temporary stand or goes to a house or dwelling or upon any public place for the purpose of selling services, or offers to sell, or selling by sample or take orders for, giveaway or otherwise dispose of any goods or anything of value, or who offers to distribute or delivers any coupons, certificate, handbill, ticket, token card, papers, circulars, chance coupon, magazine or other item which in turn is redeemable for goods.

B. "House or dwelling" means any structure or building which has walls on all sides and is covered by a roof and which is intended for transient or permanent residential use.

C. "Public place" means any place to which a member of the public may have access without trespassing.

D. "Interviewer" means any person who goes to a house or upon any public place for interviewing persons or soliciting answers to questions for marketing research, opinion, research, attitude surveys or any other pool of information gathering services for compensation or other business enterprise. Interviewer does not include persons representing governmental entities, political parties, newspapers, radio or television stations, or persons circulating petitions for an initiative, referendum or other political purpose.

6.52.030 Issuing Authority. The City Clerk is the issuing authority for Operations Permit: Non-Charitable Solicitations.

6.52.040 Application.

A. An application shall be filed with the City's issuing authority not less than 30 working days prior to the proposed date for the commencement of the solicitation activity.

B. Upon the filing of the complete application, the Issuing Authority shall refer the application to the Sheriff's Department for the conduct of a background investigation.

6.52.050 Regulations.

A. A permit may be requested and issued for a maximum term of one year.

B. No solicitor shall contact or attempt to contact any occupant of any house or dwelling whereat the owner or occupant of the house or dwelling has posted at the front of the house or dwelling, printed with letters not less than one inch in height, and at a location which is unobstructed and clearly visible from the normal entrance way to such house or dwelling, a sign or placard prohibiting such soliciting.

C. No solicitor shall contact or attempt to contact any member of the public on any private, commercial property which is normally open to the general public whereat the owner or legal occupant thereof has posted at all entrances thereto, and printed with letters not less than one inch in height, and at a location which is unobstructed and clearly visible by all persons entering such property, a sign or placard prohibiting such soliciting.

D. No solicitor shall contact or attempt to contact any occupant of any house or dwelling except between the hours of 9:00 A.M. and 6:00 P.M. (Ord. 2007-03)

E. No solicitor shall contact or attempt to contact any member of the public on the public right-of-way in non-residential zones, or on any public park or beach. (Ord. 2007-11)

F. Failure to adhere to the above regulations is cause for revocation of solicitor permit of the individual and/or organization, company, etc., which is represented by the solicitor.

G. EXEMPTION TO TIME LIMIT OF 9:00 A.M. TO 6:00 P.M.: "Seasonal" solicitors who have an established temporary seasonal business, i.e., pumpkin sales, Christmas Tree sales, would be exempt from the time limits of operation, provided all conditions imposed by the Planning and Fire Departments have been met.

6.52.060 Exemption from Permit Requirement. This Chapter shall not apply to:

A. Students from an elementary school or a junior high school, or a high school, or public junior or community college, or public college or public university or any private educational institution listed in Education Code Section 29003 but only while such students are engaged in activity associated with academic or scholastic functions sponsored by and authorized by such schools;

B. Wholesalers, their representatives, agents or employees calling upon retail businesses, nor to retail business when such sales are made in the regular course of business and at the established place of business;

C. Sales by a farmer or rancher for products produced within San Diego County by such farmer or rancher at the established place of business of such farmer or rancher;

D. An organization which is receiving governmental grant funds to be used for public or community purposes when holding an event less than four days in duration for the purpose of raising funds to supplement the governmental grant funds and to support the public or community purpose for which the grant funds were received;

E. A newspaper or its employees; or

F. A persons who sells only goods which he/she has personally handcrafted, provided:

1. That such goods are offered for sale only at an event of less than four days in duration which is held for the purpose of raising funds to support public, or community purposes, and

2. That person has not participated in such an event more than 2 times within that calendar year.

6.52.070 Exemptions from Fees. The following applicants for a permit required by this Chapter as described in this Section shall be exempt from fees imposed pursuant to this Chapter:

A. Veterans of the Army, Navy, Marines or Air Force as defined in Section 16102 of the Business and Professions Code of the State of California. Before any such veteran shall be issued a permit hereunder, such veteran shall submit to the Issuing Authority proof of release from active duty under honorable conditions or an honorable discharge, or a certified copy thereof.

B. Solicitors who are engaged exclusively in soliciting orders as an agent or representative of any person or persons engaged in Interstate Commerce which have their place or places of business outside of the State of California. Before any such agent or representative shall be issued a permit, he/she shall submit to the Issuing Authority satisfactory identification and Interstate Commerce credentials from the person represented.