



## SAN DIEGO POLICE DEPARTMENT PERMITS AND LICENSING UNIT



### SOLICITORS, PEDDLERS AND INTERVIEWERS

#### REGULATIONS

A solicitor is a person who goes from house to house, business to business, without an appointment, or to one house, street, sidewalk, alley, plaza, park, public place, by foot or vehicle, who sells or solicits for value of goods. They may work for themselves or for a business ([San Diego Municipal Code 33.1401](#)).

1. All persons working as interviewers, solicitors, peddlers or vendors of merchandise, services, magazines, etc. are required to obtain a Police Registration Card. When operating, the card **MUST** be displayed on the front of their person, and they **MUST** exhibit the card to any peace officer upon demand (San Diego Municipal Code 33.1402).
2. **All solicitors MUST have a City of San Diego Business Tax Certificate** or be employed by a licensed business. You may obtain a Business Tax Certificate at the City Treasurer's Office located at 1200 Third Avenue, Suite 100, San Diego, CA 92101.
3. All self employed solicitors selling taxable property **MUST** obtain a Sellers Permit from the State of California Board of Equalization (1-800-400-7115), and file a fictitious business name with the County Clerk (1600 Pacific Highway, 619-237-0502) if the business name is other than their own.
4. It is unlawful for **ANY** person to ring the doorbell of a residence, rap or knock on any door, or create any sound in a manner calculated to attract attention for the purpose of engaging in activity as a solicitor or interviewer if the occupants have posted on the premises "no solicitors", "no soliciting", "no solicitors or peddlers" or any similar language clearly denying invitation and entry to solicitors (San Diego Municipal Code 33.1409).
5. **NO PERSON** shall operate as a solicitor between the hours of 8:00 p.m. to 9:00 a.m., except by appointment (San Diego Municipal Code 33.1410).
6. **JUVENILES:** No person under 14 years of age will be issued a Registration Card (San Diego Municipal Code 33.1405). Persons under 18 years of age are required to have a work permit from the school district in which they attend.
7. California Civil Code, Section 1689 et. seq., requires solicitors to provide a contract to buyers allowing a "3-day cooling-off period" for sales of \$25.00 or more.
8. Business & Professions Code, Section 17500 et. seq., makes it illegal to misrepresent or falsely advertise **ANY** product or service.
9. California Penal Code, Section 532(d), makes it a misdemeanor to make false representation in solicitation of charitable contributions.
10. **Information for Non-Profit Organizations:** It is suggested that a solicitor, peddler or interviewer for a non-profit organization possess an identification card, and a letter on the organization letterhead authorizing the solicitor, peddler or interviewer as a representative of the organization. The letter should include a name and a telephone number of an employee of the organization. It is also suggested that the solicitor, peddler or interviewer carry a copy of the non-profit status letter from the State Franchise Tax Board and the IRS. For more information, please contact the State of California Attorney General Registry of Charitable Trust.

**Note:** Non-Profit Organizations and their representatives who only solicit for money donations are not required to apply for an SDPD Solicitor's permit.

## SOLICITOR APPLICATION PROCESS

All New/Renewal Applications must be submitted in person to the Office of the City Treasurer located at: 1200 Third Avenue, Suite 100, San Diego, CA 92101. For questions, contact the Business Tax Program at (619) 615-1500.

Note: Regulation and enforcement will continue to be performed by SDPD.

- [POLICE PERMIT APPLICATION](#) - Fill out the application completely. Only one of the owner/officers must complete the Police Permit Application. A criminal records check will be made on the applicant. A 30-day investigation period begins at the time the complete application is submitted.
- A copy of the [Business Tax Certificate](#) from the San Diego City Treasurer's office, 1200 Third Avenue (1st Floor), San Diego, CA 92101 - Phone (619) 615-1500. All solicitors **MUST** show a City of San Diego Business Tax Certificate, or **MUST** show proof of employer's City of San Diego Business Tax Certificate Number if W-2 employees.
- [FEES](#) – Cash, checks, and credit cards are accepted. Please make checks, money orders, and cashier's checks payable to **City Treasurer**.

In addition to the annual PD Regulatory fee, all permits are assessed a non-refundable \*Application Fee. The application fee consists of a \$15 investigative fee (background review) for one Owner/Officer and a \$41 application fee for new permits (\$37 at time of renewal).

[PHOTOGRAPHS](#) – Photo ID will be taken at the time of application at the Office of the City Treasurer. The \*\*Photo ID Fee (\$15.00) is non-refundable.

**\$163.00** – Regulatory Fee / Solicitor/Peddler/Curb Painter  
**\$56.00** – \*Application Fee  
**\$15.00** – \*\*Photo ID Fee  
**\$234.00** – Total

- [LIVE SCAN FINGERPRINTS](#) - **Required** for all new applicants. The San Diego Municipal Code states Fingerprints must be taken by a Governmental Agency. See attached list of locations. Return your completed application to the Office of the City Treasurer so your application can be processed. **The completed "Request for Live Scan Service" form is valid for only thirty (30) days from the date your fingerprints were taken. After thirty (30) days you will be required to re-do your Live Scan fingerprints.**

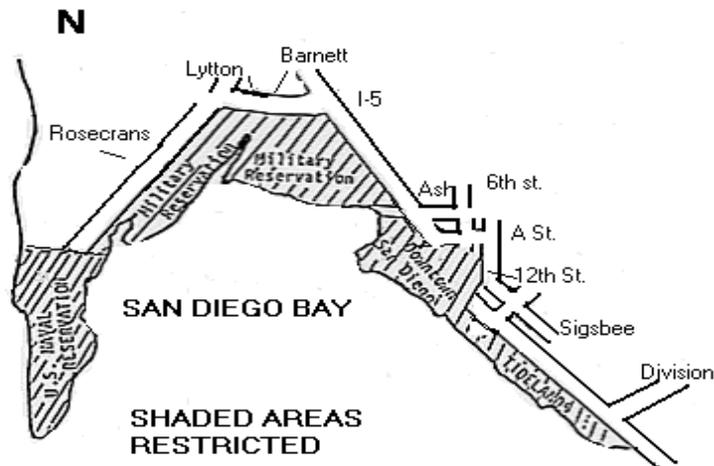
**Note:** Completed Live Scan fingerprints must be submitted with the application within **thirty (30) days** from the date the fingerprints were taken.

- **ID** - Valid government issued picture identification card (driver's license or military ID, etc.). Applicant must provide a valid State or Federal issued identification with their photo affixed, and showing their date of birth. Realtors and insurance salespersons must show State of California License/ID.
- **Ice Cream Vendors:** - Must provide a current Health permit and a current Sound permit. [Sound Permits](#) may be obtained by the City of San Diego, Information, Technology & Communications Department, located at 1220 Caminito Centro, San Diego on the corner of 20<sup>th</sup> & B Street. Please contact the [Citizen Line](#) - Phone (619) 525-8650, Fax (619) 525-8693.
- **Fruit and Vegetable Vendors** - Must possess a Health permit.

## RESTRICTED AREAS FOR SOLICITING

It is a misdemeanor for any person to solicit, peddle, hawk or sell any goods, wares or merchandise, services, magazines, periodicals or other publications or subscriptions for the same, except regularly published newspapers, upon any city of San Diego street, sidewalk, alley, plaza or in any park or public places within the following areas:

1. Public Parks, Beaches or Beach Areas (San Diego Municipal Code Section 63.02.13).
2. Tidelands of San Diego Bay except by permit issued by the Unified Port District (Unified Port District Code Section 8.05).
3. The areas listed in the San Diego Municipal Code, Section 33.1406. These areas are described below:
  - a. That territory lying between the San Diego Bay and streets designated as the Central Business District (See map below).
  - b. That territory lying westerly of the easterly line of Prospect Street, between the northerly line of Cave Street and the southerly line of Cuvier Street in the La Jolla Business District.
  - c. That territory lying westerly of the San Diego and Arizona Eastern Railroad right-of-way, northerly from the International Border and easterly from Virginia Avenue to a point where the prolongation of Virginia Avenue intersects with the San Diego and Arizona Eastern Railroad right of way in the San Ysidro Business District.



## INFORMATION SHEET

### **PEDDLERS, STREET VENDERS, ICE CREAM TRUCKS, SOLICITORS, YARD SALES**

San Diego Municipal Code, section 33.0101(c), states you must have a valid police permit to operate a business designated as "Police Regulated." You are responsible for being familiar with and complying with the rules and regulations related to Solicitors. Copies of the [Solicitor Regulations](#) and General Divisions for police regulated activities may be obtained from the City Clerk's office located at 202 C Street, 2<sup>nd</sup> Floor, telephone # (619) 533-4000 or via the City's website: [www.sandiego.gov](http://www.sandiego.gov) (Department, City Clerk, Documents, Municipal Code) [SDMC Chapter 3, Article 3, Division 14 and Divisions 1-5](#).

**NO SELLER IS PERMITTED TO DISPLAY OR SELL MERCHANDISE ON ANY PUBLIC SIDEWALK (San Diego Municipal Code 54.0105).**

#### **ICE CREAM/CANDY VENDORS (PD PERMIT REQUIRED)**

In order to operate an ice cream truck in San Diego, you must first obtain a business tax certificate, health permit, sound permit, and lastly a solicitor's permit. **Employees must also have a solicitor's permit.** The health permit must be affixed to the windshield of the truck. You and your employees must wear the solicitor's permit while selling ice cream. The business license and sound permit must be in the truck.

You are not permitted to set up on a city street and must keep moving until stopped by a customer. No food, beverage, merchandise or services shall be sold or distributed or offered for sale or distributed from a vehicle on a street or highway unless the vehicle is first lawfully parked or stopped and then remains for no longer a period of time than is necessary to complete the "immediate sale." An operator is considered to be engaged in an "immediate sale" when there are patrons waiting in line for service. Operators of such vehicles shall maintain a minimum clear space of ten (10) feet both in front of and behind the vehicle to allow for pedestrian safety and safe sight distance for approaching motorists. No sales or distribution shall be made when the designated minimum clear space of ten (10) feet does not exist. You are not permitted to stop within 500 feet of a school between the hours of 7:00 a.m. and 4:00 p.m. on school days.

The only sounds permitted from your truck are music and human speech, which shall not be profane, lewd, indecent, or slanderous. Sound shall not be issued within 100 yards of hospitals, schools, churches, or courthouses. No truck with its amplifying device in operation shall be driven on the same street past the same point more than twice in a period of one hour. The volume of sound shall be controlled so the volume is not unreasonably loud, raucous, jarring, disturbing, or a nuisance to persons within the area of audibility. You can only operate between the hours of 9:00 a.m. and 8:00 p.m.

There are certain areas in the city of San Diego where soliciting is prohibited. See printout titled "Restricted Areas for Soliciting" in the Solicitors, Peddlers and Interviewers information packet.

#### **PUSHCARTS/MOBILE FOOD UNITS (FOR INFORMATIONAL PURPOSES)**

No person shall sell, offer for sale, or distribute perishable food from door to door or from place to place by hand-carrying such food on his person or in a container, transporting such food by means of a handcart, pushcart or bicycle cart, or by carrying or transporting such food in any other type of vehicle propelled by muscular power either human or animal (San Diego Municipal Code 42.0101.2).

The small pushcarts utilized by some ice cream peddlers/vendors fall in this category and are prohibited.

**Mobile food units (pushcarts) must sell from a fixed location** and cannot operate from a public right of way (San Diego Municipal Code 42.0166c) except pushcarts approved by the Development Services Business Center which are only allowed

on **public** property in the **Downtown Central Business District and Old Town**. In all other locations, they must be in an area, which allows commercial uses, on **private** property, subject to zoning review and approval. Pushcarts must also possess a current health permit and business tax certificate.

All mobile food units/pushcarts shall operate from a fixed location within 25 feet of a building in which are located toilets and washrooms. Written permission for the operators of the mobile food units to use the toilet facilities within the building shall be placed on file with the Department of Health Services, and the mobile food unit shall not be operated at any time that the mobile food unit operator does not have free access to the toilet facilities.

**FLOWERS, FRUIT, AND VEGETABLES SELLERS (FOR INFORMATIONAL PURPOSES)**

Sellers of flowers, fruits and vegetables must possess a "Cash Buyer's License" issued by the State of California Department of Food and Agriculture unless they grow and sell their own produce. Sellers who sell from a fixed location must be on private property and possess a business tax certificate for the fixed location. You must have the express consent of the owner or lessee of the property. All sales must be conducted on private property. Zoning review and approval is required for all private property locations to ensure that commercial use is permitted in the zone. If you are not operating from a fixed location, you must possess a business tax certificate noting "Mobile" and a solicitor's permit. You may obtain a solicitor's permit at the Office of the City Treasurer – 1200 Third Avenue, Suite 100, San Diego, CA 92101, (619) 615-1500.

Fruit and Vegetable sellers must possess a health permit. You are not required to have a business tax certificate or solicitor's permit if you are selling from the property where the product is grown.

**VENDING VEHICLES AND LUNCH WAGONS (FOR INFORMATIONAL PURPOSES)**

Vending vehicles and lunch wagons must have a current health certificate affixed to the windshield of the vehicle. Vending vehicles must also have a business tax certificate. If you operate as an independent contractor, you must have our own business tax certificate. A copy of the business tax certificate must be carried in the vehicle.

Food may be sold from food vending vehicles on developed private property pursuant to an established business thereon. Sales will be to the property owner or lessee's agents, customers or employees. Written permission shall be obtained from the property agent or lessee allowing use of property washrooms with flush toilets. Toilets shall be within 200 feet of vehicle. Food vending vehicles shall not be parked on vacant undeveloped, private property for the purposes of conducting sales or offering for sale, or giving away foods. Food vending vehicles will not be stopped on a public highway, thoroughfare, or street except for such time as to consummate an immediate sale. Immediate sale is when there are patrons waiting in line for service. The vehicle must not be used for any other purpose except food sales.

No food shall be stored, displayed, or sold except on or from the vehicle. The food storage and display compartment shall remain closed during period between sales and during times when the vehicle is in transit.

**GARAGE, ALLEY, AND YARD SALES (FOR INFORMATIONAL PURPOSES)**

Garage or yard sales in residentially zones areas shall be limited to three (3) per year not to exceed two (2) days each per premises. A Zoning Use Certificate is not required. Failure to comply could subject you to a Notice of Violation or arrested by Misdemeanor Citation. (San Diego Municipal Code 101.0406.C.13)



# POLICE PERMIT APPLICATION

SUBMIT FORM IN PERSON AT:  
OFFICE OF THE CITY TREASURER  
1200 THIRD AVE SUITE 100, SAN DIEGO, CA 92101  
(619) 615-1500



PERMIT TYPE: \_\_\_\_\_ BUSINESS TAX CERTIFICATE #: \_\_\_\_\_

Ownership Type

Sole Proprietor     Partnership     Corporation     LLC     Other \_\_\_\_\_

<i>Applicable to Entertainment Industry Only</i>		<b>LIVE ENTERTAINMENT:</b>
AGE GROUP	EXPECTED ATTENDANCE _____	<b>CIRCLE WHICHEVER APPLIES</b>
18 and UP <input type="checkbox"/>	0 - 49 persons <input type="checkbox"/>	DANCING KARAOKE LIVE BAND D.J. OTHER
21 and UP <input type="checkbox"/>	50 or more persons <input type="checkbox"/>	

Applicant's Full Name: \_\_\_\_\_  
Last First Middle

Date of Birth: \_\_\_\_\_ Driver's License/ID #: \_\_\_\_\_ State: \_\_\_\_\_

Other Names (Maiden, Alias, Etc.): \_\_\_\_\_ Stage Name (A/E): \_\_\_\_\_

Residence Address: \_\_\_\_\_ City, State, Zip: \_\_\_\_\_

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

Business Phone #: \_\_\_\_\_ Cell Phone #: \_\_\_\_\_

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

Social Security #: \_\_\_\_\_ Place of Birth: \_\_\_\_\_  
City/State/Country

Eyes: \_\_\_\_\_ Hair: \_\_\_\_\_ Height: \_\_\_\_\_ Weight: \_\_\_\_\_ Race: \_\_\_\_\_ Sex: \_\_\_\_\_

Business Where Applicant Expects to be Employed (Applicable to Adult Entertainers, Massage, HHP):

Business Name: \_\_\_\_\_

Business Address: \_\_\_\_\_ City, State, Zip Code: \_\_\_\_\_

LIST ALL FICTITIOUS NAMES THE BUSINESS WILL OPERATE OR ADVERTISE UNDER:

	FICTITIOUS NAME	PHONE #
1		
2		
3		

**FOR OFFICE USE ONLY**

App. Date: \_\_\_\_\_ Permit Number: \_\_\_\_\_ Received by: \_\_\_\_\_  Live Scan Rec: \_\_\_\_\_

Records Check: \_\_\_\_\_  RI01 ok or \_\_\_\_\_  
Initials/ID #

Approving Officer: \_\_\_\_\_ Date: \_\_\_\_\_

IF APPLICANT IS A CORPORATION:

NAME OF CORPORATION AS SHOWN IN ARTICLES OF INCORPORATION OR CHARTER	DATE OF INCORPORATION	STATE OF INCORPORATION

NAMES AND RESIDENCE ADDRESSES OF EACH CURRENT CORPORATE OFFICER, DIRECTOR, OR PARTNER (INCLUDING LIMITED PARTNERS):  
(ADDITIONAL OWNERS/OFFICERS MUST COMPLETE OWNER/OFFICER ADDENDUM)

NAME	TITLE

LIST FULL TRUE NAME AND ANY OTHER NAMES USED BY THE OWNERS AND ANY PERSONS WHO EXERCISE CONTROL OVER THE OPERATION, MANAGEMENT, DIRECTION OR POLICY OF THE BUSINESS, OR WHO ARE RESPONSIBLE FOR THE DAILY OPERATION OF THE BUSINESS:

	FULL NAME	TITLE
1		
2		
3		
4		
5		

APPLICANT'S PREMISES ARE "" ""OWNED "" ""LEASED/RENTED

IF RENTED OR LEASED, PLEASE PROVIDE THE NAME AND ADDRESS OF THE PROPERTY OWNER(S):

PROPERTY OWNER'S NAME	PROPERTY OWNER'S ADDRESS	PHONE #

1. List similar permits or licenses issued by any agency or board, or any city, county, state or federal agency in the past five (5) years.  
***IF NONE, INITIAL HERE:*** \_\_\_\_\_

1.	TYPE OF LICENSE	LICENSE NUMBER	DATES HELD		CITY AND STATE
			From	To	
2.			From	To	
3.			From	To	
4.			From	To	
5.			From	To	

2. Have you ever had any permit or license issued by any agency or board, or any city, county, state or federal agency suspended or revoked? ""Yes "" No

If yes, please complete below:

CITY/STATE	DATE OF SUSPENSION OR REVOCATION	REASON
1.		
2.		
3.		

3. List all criminal convictions, excluding infractions. Include pleadings of guilty to a lesser charge in satisfaction of, or as a substitute for, an original charge, and pleadings of *nolo contendere*. Expunged convictions must be listed per California Penal Code section 1203.4(a).

**IF NONE, INITIAL HERE:** \_\_\_\_\_

	CHARGE	DATE CONVICTED	LOCATION OF COURT
1			
2			
3			
4			
5			

\*For additional info in any section, please use separate sheet(s).

**APPLICANTS:** It is the responsibility of the permit holder to renew the permit no later than fifteen (15) calendar days after the expiration date on the permit. Failure to renew on time will result in a penalty fee of \$25.00 plus 10% of the regulatory fee. If a renewal is not completed with all fees and penalties paid within the following calendar month after the due date, the permit expires and business operations, occupations, or activities allowed by the permit must cease. Any outstanding balance (PD or Business Tax fees) may be referred to our Delinquent Accounts Program.

A police permit is required for any person or entity engaged in any occupation or business deemed to be police regulated, as set forth in Chapter 3, Article 3 of the San Diego Municipal Code, <http://www.sandiego.gov/city-clerk/officialdocs/legisdocs/muni.shtml>. Under penalty of perjury, applicant understands and agrees: To abide by all federal, state, and local laws; Applicant consents to inspection by the Chief of Police per SDMC § 33.0103; Applicant is aware the investigation fee is non-refundable per SDMC § 33.0307; Applications must be complete and truthful; Applicant will not willfully make a false statement or fail to report any material fact in the application per SDMC § 11.0401(b); Any changed circumstance which would have been grounds for denial of the application is grounds for denying a renewal application; Failure to disclose any material circumstance, whether or not such circumstance would have been grounds for denial, is grounds for denying a renewal permit.

To review Grounds for Denial, please refer to SDMC §33.0305 of the San Diego Municipal Code or specific industry code sections which may be accessed at the web address referenced above.

\_\_\_\_\_  
APPLICANT'S SIGNATURE

\_\_\_\_\_  
DATE OF APPLICATION

PLEASE BE ADVISED THE INFORMATION YOU PROVIDE ON YOUR APPLICATION MAY BE SUBJECT TO PUBLIC DISCLOSURE PER THE CALIFORNIA PUBLIC RECORDS ACT

**REQUEST FOR LIVE SCAN SERVICE**

BCII 8016 (3/07)

***Applicant Submission***

ORI: CA0371100 Type of Application: Permits and Licensing  
Code assigned by DOJ

Job Title or Type of License, Certification or Permit: \_\_\_\_\_

Agency Address Set Contributing Agency:

San Diego Police Department 08228  
Agency authorized to receive criminal history information Mail Code (five-digit code assigned by DOJ)

P.O. Box 121431- MS 735 \_\_\_\_\_  
Street No. Street or PO Box Contact Name (Mandatory for all school submissions)

San Diego California 92112-1431 ( 619 ) 531-2250  
City State Zip Code Contact Telephone No.

Name of Applicant: \_\_\_\_\_  
(Please print) Last First MI

Alias: \_\_\_\_\_ Driver's License No: \_\_\_\_\_  
Last First

Date of Birth: \_\_\_\_\_ Sex:  Male  Female Misc. No. BIL - APPLICANT TO PAY  
Agency Billing Number

Height: \_\_\_\_\_ Weight: \_\_\_\_\_ Misc. Number: \_\_\_\_\_

Home Address: \_\_\_\_\_  
Street No. Street or PO Box

Eye Color: \_\_\_\_\_ Hair Color: \_\_\_\_\_  
City, State and Zip Code

Place of Birth: \_\_\_\_\_

Social Security Number: \_\_\_\_\_

Your Number: \_\_\_\_\_  
OCA No. (Agency Identifying No.)

Level of Service:  DOJ  FBI

If resubmission, list Original ATI Number: \_\_\_\_\_

Employer: (Additional response for agencies specified by statute)

Not Applicable  
Employer Name

Street No. \_\_\_\_\_ Street or PO Box \_\_\_\_\_ Mail Code (five digit code assigned by DOJ) \_\_\_\_\_  
City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_ ( ) \_\_\_\_\_  
Agency Telephone No. (optional)

Live Scan Transaction Completed By: \_\_\_\_\_  
Name of Operator Date

Transmitting Agency \_\_\_\_\_ ATI No. \_\_\_\_\_ Amount Collected/Billed \_\_\_\_\_

# Live Scan Fingerprint Information

## Municipal Code §33.0304 - Applicant and Employees to Furnish Fingerprints and Photographs

For the purpose of investigation and for regulation of the occupation or business during the time it is licensed, applicants, *responsible persons*, managers, or *employees* may be required to furnish their fingerprints and photographs. ***Fingerprints must be taken by a governmental agency.*** The *Chief of Police* shall forward the fingerprints to the Identification Division of the State of California, Department of Justice, or the Federal Bureau of Investigation, for identity confirmation and criminal histories.

### The following are acceptable US Governmental Agencies located in San Diego County:

#### CHULA VISTA

Chula Vista Police Department  
315 Fourth Street  
Chula Vista, CA 92010  
(619) 409-5954  
M - F (8am-12pm) **Appointments Only**  
M - F (1pm-4pm) **Appointments Only**  
[www.chulavistapd.org](http://www.chulavistapd.org)

#### ESCONDIDO

Escondido Police Department  
700 W Grand Ave  
Escondido, CA 92025  
Contact: (760) 839-4431  
M - Th (9am-11:30am) & (2:30pm – 3:30pm)  
**Appointments Only**

#### SAN DIEGO

San Diego City Schools Police Services/EOC Bldg  
4100 Normal St  
San Diego, CA 92103-2682  
(619) 725-7015 **Appointments**  
(619) 725-7014 (Information)  
M – F (8am-12pm) **Walk-In**  
M – Th (2:00-3:30pm) **Appointments Only**  
Closed School Holidays

#### LA MESA

La Mesa Police Department  
8085 University Avenue  
La Mesa, CA 91942  
(619) 677-7592  
M-F (9am-4:30 pm) **Appointments/Walk-In**  
**\*Hours may vary. Call to confirm.**

#### SAN DIEGO - LSID X54/ML1

San Diego Community College Police  
1536 Frazee Road, 1st Floor  
San Diego, CA 92108  
Contact: (619) 388-6416  
M-Th (7:30am-5pm) **Walk-In**  
F (8am-12pm) **Walk-In**  
E-mail address: [dpicou@sdcc.edu](mailto:dpicou@sdcc.edu)

#### LA JOLLA

UCSD Police Department  
9500 Gilman Dr #0017  
La Jolla, CA 92093  
(858) 534-4361 **Appointments Only**  
M - F 9am-3pm