

*City of
Encinitas*

**CITY OF ENCINITAS
PLANNING & BUILDING DEPARTMENT
APPLICATION FOR CHARITABLE SOLICITOR REGISTRATION**

NEW

NO FEE

PLEASE SUBMIT THE FOLLOWING ITEMS WITH YOUR APPLICATION:

- _____ CALIFORNIA STATE FRANCHISE TAX BOARD EXEMPTION LETTER
- _____ COPY OF CHARITABLE ORGANIZATION IRS FORM 501C-3 (FORM 990)
- _____ ANNUAL FINANCIAL REPORT ON A FORM PROVIDED BY THE ATTORNEY GENERAL (CT-2CF)
- _____ COPIES OF COMMERCIAL FUND-RAISER'S ANNUAL STATE REGISTRATION (FORM CF-1)
- _____ ANNUAL FINANCIAL REPORT (CF-2)
- _____ SURETY BOND DECLARATION FILES WITH THE CALIFORNIA REGISTRY OF CHARITABLE TRUSTS
- _____ COPY OF CONTRACT WITH COMMERCIAL FUND-RAISER (PROMOTER)
- _____ SAMPLE OF TICKET (IF TICKETS ARE TO BE SOLD)
- _____ COPY OF TEXT IF THE INITIAL SOLICITATION WILL BE MADE BY LETTER, TELEPHONE, RADIO OR TELEVISION AND ITS PURPOSE
- _____ VALID HEALTH PERMIT (IF APPLICABLE)
- _____ COMPLETED APPLICATION CONTAINING A VOLUNTEER PAGE COMPLETED BY EACH VOLUNTEER/EMPLOYEE
- _____ COPY OF DRIVER'S LICENSES FOR EACH VOLUNTEER/EMPLOYEE
- _____ ONE 1x1 PHOTO FOR EACH VOLUNTEER/EMPLOYEE FOR PERMIT BADGE (IF GOING DOOR TO DOOR)
- _____ LETTER FROM PROPERTY OWNER GIVING PERMISSION TO SOLICIT
- _____ BUSINESS REGISTRATION



*City of
Encinitas*

**CITY OF ENCINITAS
PLANNING & BUILDING DEPARTMENT
APPLICATION FOR CHARITABLE SOLICITOR REGISTRATION**

RENEWAL

NO FEE

PLEASE SUBMIT THE FOLLOWING ITEMS WITH YOUR APPLICATION:

_____ COPY OF TEXT IF THE INITIAL SOLICITATION WILL BE MADE BY LETTER, TELEPHONE, RADIO OR TELEVISION AND ITS PURPOSE

_____ VALID HEALTH PERMIT (IF APPLICABLE)

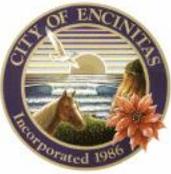
_____ COMPLETED APPLICATION CONTAINING A VOLUNTEER PAGE COMPLETED BY EACH VOLUNTEER/EMPLOYEE

_____ COPY OF DRIVER'S LICENSES FOR EACH VOLUNTEER/EMPLOYEE

_____ ONE 1X1 PASSPORT PHOTO FOR EACH VOLUNTEER/EMPLOYEE FOR PERMIT BADGE IF GOING DOOR TO DOOR

_____ LETTER FROM PROPERTY OWNER GIVING PERMISSION TO SOLICIT

_____ BUSINESS REGISTRATION



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? _____

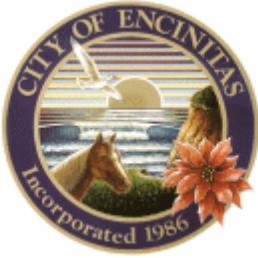
List all charges (misdemeanors & felonies) resulting in conviction or plea of nolo contendere:

<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
505 SOUTH VULCAN AVENUE
ENCINITAS, CA 92024
(760) 633-2708
permits@encinitasca.gov

CHARITABLE SOLICITOR REGISTRATION APPLICATION

FAILURE TO COMPLETE ALL SECTIONS WILL RESULT IN DENIAL OF THIS PERMIT. IF A PORTION OF THIS APPLICATION DOES NOT APPLY YOU MUST INDICATE N/A ON THE APPROPRIATE LINE. IT IS UNLAWFUL FOR ANY NEW APPLICANT TO BEGIN BUSINESS WITHOUT FIRST PROCURING A PERMIT FOR THE ASSOCIATION AND ALL VOLUNTEERS.

(PLEASE PRINT IN BLACK INK)

ORGANIZATION NAME: _____

HEADQUARTERS ADDRESS: _____
(NUMBER) (STREET) (CITY) (ZIP)

HEADQUARTERS PHONE: _____ EMAIL ADDRESS: _____

SOLICITATION LOCATION: _____ ON-SITE TELEPHONE: _____

TYPE OF ACTIVITY: _____
(DESCRIBE MERCHANDISE IF SELLING)

DATES: BEGINNING _____ ENDING _____

DAYS OF THE WEEK: SAT SUN MON TUES WED THURS FRI

DAILY HOURS: START _____ END _____

SECURITY ON PREMISES? YES NO

IF SELLING BEVERAGES/FOOD, ATTACH COPY OF HEALTH DEPARTMENT PERMIT

SOLICITATION METHODS: (CHECK ALL THAT APPLY)

DOOR TO DOOR ____ TEMPORARY STAND ____ MAIL ____ PAMPHLETS ____
(Restricted to 9:00 AM to 6:00 PM ONLY)

PERSONAL APPROACH ____ DOOR HANGERS ____ VOLUNTEERS ____ PHONE ____

SOLICITATION TEXT: _____

**CITY OF ENCINITAS
APPLICATION FOR CHARITABLE SOLICITOR REGISTRATION**



Is this contribution is tax deductible? Yes No

Percentage of total gift or price that may be deducted as charitable contribution as allowed by IRS

_____ %

Total amount of funds proposed to be raised \$ _____

Estimated cost of solicitation \$ _____

Estimated amount remaining for charitable purposes \$ _____

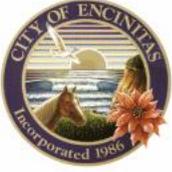
Name & address of organizations that will receive funds (If no organization, manner in which money collected will be utilized).

Attach additional sheet if necessary.

I CERTIFY UNDER PENALTY OF PERJURY THAT THE INFORMATION I HAVE GIVEN IS TRUE AND CORRECT TO THE BEST OF MY KNOWLEDGE AND BELIEF. I UNDERSTAND AND AGREE TO HAVING ALL REQUIRED NOTICES UNLESS OTHERWISE SPECIFIED, SENT BY U.S. MAIL TO THE ADDRESS GIVEN ON THE APPLICATION. I HAVE RECEIVED, AND UNDERSTAND THE SECTIONS OF THE ENCINITAS CITY CODE OF REGUALTORY ORDINANCES PERTAINING TO CHARITABLE SOLICITATIONS.

DATED: _____ DIRECTOR'S SIGNATURE: _____

ACCEPTED BY: _____ DATE: _____



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

City Clerk's Department

505 S. Vulcan Ave, Encinitas, CA 92024

Contact: 760-633-2606 or clerkstaff@encinitasca.gov

Instructions & Information: 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.**

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

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

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
- The California Department of Rehabilitation at www.rehab.cahwnet.gov
- The California Commission on Disability Access at 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: _____

Encinitas Municipal Code						
Up	Previous	Next	Main	Collapse	Search	Print

[Title 6 OPERATIONS PERMITS](#)

Chapter 6.56 CHARITABLE SOLICITATIONS

6.56.010 Purpose.

- A. The purpose of this chapter is to promote both legitimate solicitations for charitable purposes and sales solicitation for charitable purposes in accordance with the laws of California.
- B. It is unlawful for any person to commerce, conduct, manage, participate in, advertise or sponsor solicitations for charitable purposes or sales solicitations for charitable purposes activity regulated by this chapter without first having obtained an Operations Permit: Charitable Solicitation.
- C. This chapter shall take precedence over and supersede any other provisions of this title which appear to regulate charitable solicitations.
- D. 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. 90-31; Ord. 94-06)

6.56.020 Definitions.

As used in this chapter, terms shall be defined in accordance with the provisions of Article 1.3 of Chapter 1 of Part 3, Division 6 of the [Business and Professions Code](#). (See Section 17510, et seq.)

“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.

“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.

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

“Solicitor” includes a peddler, hawker, transient dealer, sales person or other itinerant 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, give away 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. (Ord. 2007-03)

6.56.030 Issuing Authority.

The City Clerk is authorized to issue the Operations Permit: Charitable Solicitation.

6.56.040 Application.

The application shall be filed with the City's issuing authority not less than 15 working days prior to commencement of the solicitation activity and the City shall render a final determination on the application within 15 working days of receipt of a complete application.

6.56.050 Regulations.

- A. The Operations Permit: Charitable Solicitation shall be issued, without the payment of a fee, upon delivery to the issuing authority of an example of the card or printed material the applicant intends to utilize in complying with Section 17510.3 of the [Business and Professions Code](#).
- B. The permittee shall comply with the provisions of Section 17510, et seq. of the [Business and Professions Code](#) regulating charitable solicitations.
- C. 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.
- D. 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.
- E. 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.
- 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. (Ord. 2007-03)

6.56.060 Exemptions from Permit Requirement.

The provisions of this chapter shall not apply to:

- A. Solicitations within the membership of a charitable or religious organization;
- B. Solicitations made upon the regularly occupied premises of a charitable or religious organization;
or
- C. Bingo games conducted in accordance with [Penal Code](#) Section 326.5 and this Code. (Ord. 2007-03)

View the [mobile version](#).