



CITY OF ENCINITAS
Development Services Department
505 S. Vulcan Ave
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CHARITABLE SOLICITOR FEES & INFORMATION

A Charitable Solicitor permit shall be required for any individual who makes either (a) an oral or written request for contribution to a charitable organization or (b) an offer to sell a service, an item, or the right to attend a function for a charitable purpose.

Approved permits are valid for one year and are not transferable to another location or to another person. A change in location or ownership requires a new application. This permit may be renewed if the renewal process is initiated prior to the expiration date of the current permit.

All fees associated with this permit are non-refundable.

Fees:

Application Fee:

No Fee

Business Registration*

* Application requires a current business registration. Additional fees may apply if business registration is not up to date

Documentation Required:

- **Annual Financial Report (CT-2CF)** – Copy of the Commercial Fundraiser for Charitable Purposes report filed annually with the State.
- **Authorization to Release Information** – Authorization allowing the San Diego County Sheriff's Department to initiate background check.
- **Application - Background** - Information required by San Diego County Sheriff's Department to initiate background check.
- **Application Supplemental** - Additional information required to complete the application process.
- **Business Registration** - If your business is not registered with the City, please complete a Business Registration application online using Customer Self Service (CSS). Business Registration is a separate process and can be applied for concurrently with this permit.
- **Contract - Commercial Fundraiser** – If using a professional service to facilitate the fundraiser.
- **Employee/Volunteer List** – List name, birthdate, address & phone number of all employees and/or volunteers participating in the event.
- **IRS Form 501(c)(3)**– Proof of non-profit status from IRS.
- **License - Driver's** – Copy of driver's license (will be deleted once application process is completed).
- **Permit - County Health** – Required if selling or delivering any food or beverage item; issued by County Department of Environmental Health.
- **Photo** – Required if conducting door to door sales; photo is used to create ID badge which must be worn while soliciting.
- **Proof of Ownership or Permission from Owner** – If **owner** applying, proof of ownership is a Grant Deed, Assessor Record or similar document. If **not the owner**, permission from owner is required - a letter, signed and dated by property owner, acknowledging use of the property for purpose of applied permit/activity.
- **Solicitation Text** - Copy of the oral or written request for a contribution to the charitable organization.
- **State Franchise Tax Board (FTB) Letter of Exemption** - Proof of tax exemption letter from State of CA.
- **Surety Bond Declaration** - Declaration in writing: guarantor will pay one donor a certain amount if the applicant fails to meet some obligation, such as fulfilling the terms of a contract.
- **Ticket Sample** - If using tickets to distribute prizes or awards, provide a copy of the ticket.

Please allow a minimum four weeks processing time due to background checks and departmental reviews associated with this permit.