



CITY OF ENCINITAS
Development Services Department
505 S. Vulcan Ave
Encinitas, CA 92024
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NON-CHARITABLE SOLICITOR FEES & INFORMATION

A Solicitor permit is required for anyone selling goods or services or offering coupons, handbills or any type of item which in turn is redeemable for goods. Each solicitor going door-to-door to a home or dwelling must wear a City issued identification card, and is limited to soliciting between the hours of 9AM-6PM.

Solicitation is prohibited on public right-of-way in non-residential zones

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	\$165 (New) \$106 (Renewal)
Photo ID Card (door-to-door sales)	\$86 per person
Background Check	\$86 per person
Live Scan	\$49 per person (new applicant, owner, manager, affiliate)
Business Registration*	

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

Documentation Required:

- **Application Supplemental** - Additional information required to complete the application process.
- **Application - Background** - Information required by San Diego County Sheriff's Department to initiate background check.
- **Authorization to Release Information** – Authorization allowing the San Diego County Sheriff's Department to initiate background check.
- **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.
- **License - Driver's** – Copy of driver's license (will be deleted once application process is completed).
- **Live Scan** – Complete & print form, then take to any live scan operator for fingerprinting. New applicants only. Renewal applicants will upload a copy of current permit in lieu of Live Scan in CSS.
- **Permit - County Health** – Required if selling or delivering any food or beverage item; issued by County Department of Environmental Health.
- **Photo** - 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.

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