



CITY OF ENCINITAS
Development Services Department
505 S. Vulcan Ave
Encinitas, CA 92024
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Phone: 760-633-2708
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SEASONAL SOLICITOR FEES & INFORMATION

A Seasonal Solicitor permit shall be required for any individual conducting temporary seasonal business, such as pumpkin sales or Christmas tree lots.

Approved permits are not transferable to another location or to another person. A change in location or ownership requires a new application.

All fees associated with this application are non-refundable.

Fees:

Application Fee	\$80 (new)	\$70 (renewal)
Background Check	\$86 per person	
Business Registration*		

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

Note: Additional permits may be required as a result of City inspections. These may include, but are not limited to: Tent Canopy Permit, Electrical Permit and/or Sign Permit.

Documentation Required:

- **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.
- **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).
- **Permit – County Health** – Required if selling or delivering any food or beverage item; issued by County Department of Environmental Health.
- **Plans – Site Plan – Regulatory** – Identify address, APN, zoning, property boundaries and location of adjacent road(s) including ingress/egress to the site, proposed location of sales inventory, existing and proposed locations of structures/improvements (such as tents, power, vehicular parking and drive isles, and restroom locations), dimensions of structures/improvements, and whether structures/improvements are temporary or permanent in nature. Restroom and parking improvements must be ADA compliant.
- **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 of four weeks processing time due to background checks and departmental reviews associated with this permit.