SOLICITOR AND PEDDLER APPLICATION PROCEDURE

For an appointment, contact the Los Altos Police Department Office at (650) 947-2770 between the hours of 8:00 am – 5:00 pm Monday – Friday.

No permit will be issued until all requirements are met in full.

- Complete the Solicitor Permit Application
- Read and Sign the Soliciting and Peddling Ordinance Rules and Regulations
- After review of the permit application by City staff, make an appointment with a Live Scan Vendor listed below. Fingerprint results may vary and are dependent upon the Department of Justice.
- After the background investigation has been successfully completed and approved, and all fees have been paid, the permit identification card will be issued to the applicant.

SOLICITOR PERMIT FEE SCHEDULE

Solicitor Permit Fee …….. $100.00

Business License Fee …… Varies
Note: Los Altos City Hall issues Business Licenses (650) 947-2700

FINGERPRINTING SERVICES

By Appointment Only

Foothill-De Anza Police
12345 El Monte Road
Los Altos Hills, CA 94022
(650) 949-7925

Stanford DPS
711 Serra Street
Stanford, CA 94305
(650) 725-2499

MVLA Adult School
333 Moffett Boulevard
Mountain View, CA 94043
(650) 940-6037

Santa Clara County Sheriff
55 W. Younger Avenue
San Jose, CA 95110
(408) 808-4760

SOLICITOR AND PEDDLER RULES AND REGULATIONS

1) Definitions:
    a. "Peddler" means any person going house to house or place to place selling or taking orders for immediate delivery of anything of value in the possession of the peddler.
    b. "Solicitor" means any person going house to house or place to place selling or taking orders for goods and/or services for future delivery. (LAMC 4.24.010)

2) Hours:
    8am – 5:30 pm, Monday thru Saturday. Unlawful for any solicitor/peddler (permitted or not) to enter upon a residential premises between 5:30 pm to 8am. (LAMC 4.24.070)

3) Posted Premises:
    If a sign is posted (No Soliciting, Soliciting Prohibited, no Soliciting Allowed or No Solicitors Allowed) on residential premises….it is unlawful to make contact at that premises. (LAMC 4.24.080)

4) Permit Display:
    You must carry, and make visible, your permit, at all times during your course of soliciting/peddling. (LAMC 4.24.090)

5) Term:
    Permit is valid for 60 days only, unless revoked. (LAMC 4.24.120)

6) Other conditions and regulations:
    a. Permit is not assignable or transferable…only valid for the person who purchased it.
    b. If requested by any public safety officer or city official, solicitor/peddler is required to sign their name for comparison with signature upon permit.
    c. If requested, solicitor/peddler is required to provide their name, business or organizations name, business address and telephone number.
    d. If requested by customer, a receipt must be provided that plainly states the commodity or service being provided, price, total amount ordered and total amount paid or to be paid. (LAMC 4.24.130)

7) Permit requirements and exemptions:
    a. Permits are required to engage in business as a solicitor or peddler and must be in compliance with the city's business license requirements.
        i. City business license required for services.
        ii. License is obtained through City Hall.

    b. Permits are not required if solicitor or peddler offers for sale only goods or services with an asking price of less than ten dollars ($10.00) per item.

Such solicitors or peddlers are subject to Section 4.24.070 (Hours of Soliciting and Peddling) and Section 4.24.080 (Posted Premises). (LAMC 4.24.020)

I, _____ have read, understand, and agree to abide by the Rules and Regulation contained in the Soliciting and Peddling Ordinance. I understand that any violation of these rules and regulations can result in the suspension or revocation of the permit and may be prosecuted as a misdemeanor.

Signature: _____ Date: _____

CITY OF LOS ALTOS, CALIFORNIA
SOLICITOR AND PEDDLER PERMIT APPLICATION
(Pursuant to Chapter 4.24 of the Los Altos Municipal Code)

Business Information

Business Name _____ Phone ( ) _____

Business Address _____ City _____ Zip _____

Business Owner/Manager _____

Los Altos Business License Number _____

Applicant's Job Title _____

Applicant Information

Applicant Name _____
Last First Middle

Mailing Address _____ City _____ Zip _____

Home/Cell Phone ( ) _____ Business Phone ( ) _____

Date of Birth _____

Driver License Number _____ State _____ Exp. Date _____
(attach a copy)

Note: If you do not have a driver's license, a government issued photo id will need to be provided.

Vehicle Information

Vehicle Year _____ Make _____ Model _____ Color _____

Plate Number _____ State _____ Exp _____
Month Year

Registered Owner of Vehicle _____
Last First Middle

Address _____ State _____ Zip _____

Home/Cell Phone ( ) _____ Business Phone ( ) _____

1. What is the nature of the business or program being solicited?
_____
_____
_____

2. Describe the goods sold and/or services you are providing.
_____
_____
_____

3. What other cities has this applicant or business had a valid permit? Include dates of those permits.
_____
_____
_____
_____

4. When do you intend to begin soliciting in the city of Los Altos? (dates and times)
_____
_____

5. As the applicant, have you ever been convicted of a misdemeanor or felony?_____

   If yes, please provide the following:

   - The nature of the offense/s _____
   - The location (city & state) of the conviction/s _____

Statement of Truth

I declare under penalty of perjury that the foregoing information is correct to the best of my knowledge:

Print Name _____

Signature _____Date_____

Office use only

Valid identification of applicant checked _____
Fingerprint clearance received _____
Soliciting Rules and Regulations signed by applicant _____
Business license fee paid _____
Receipt/License #_____
Permit fee paid _____
Receipt# _____

Date issued:_____ Dates in use: _____

Solicitor Permit Number _____Expiration Date: _____

Issuing Employee_____ Date: _____