



# CITY OF SAN LEANDRO

## Finance Department

835 East 14th Street, San Leandro, CA 94577  
(510) 577-3381 www.sanleandro.org

**Business License & Permit Fee: \$258.10**

Business License Fee:	\$177.10
Peddler/Solicitor Permit Fee:	\$25.00
Fingerprint/Background:	\$32.00
PD Admin. Fee:	\$20.00
State CASp Fee:	\$4.00

### PEDDLER / SOLICITOR PERMIT APPLICATION

#### INSTRUCTIONS:

- Fill out application completely.
- Business Owner application must include originals of the following:
  - Proof of Insurance (Certificate of Insurance).
  - Current Vehicle and/or trailer DMV registration.
  - Food Peddler Only - Current Alameda County Health Permit.
  - Two (2) identical and current passport size color photographs showing full face view.
- Each additional employee must complete a separate application.
- All fees to be paid at the San Leandro's Cashier's Office, City Hall, 835 E. 14<sup>th</sup> Street, San Leandro, CA
- Provide fingerprints. Fingerprinting is located at the Police Department. Call (510) 577-3217.
  - ◆ After initial application, fingerprints shall be provided at renewal, every even numbered year.

A new application shall be completed annually at renewal time.

#### Please complete the following required information:

Business Name \_\_\_\_\_ State Resale # \_\_\_\_\_

**Ownership**    Corporation    Partnership    Sole Ownership    Ltd Liability Corp.    Trust

**Please check appropriate box:**    **Business Owner**    **Employee**

Last Name \_\_\_\_\_ First \_\_\_\_\_ Middle \_\_\_\_\_

Home Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Home Phone \_\_\_\_\_ Cell Phone \_\_\_\_\_ Email \_\_\_\_\_

Date of Birth \_\_\_\_\_ Age \_\_\_\_\_ Social Security # \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ CA Driver's Lic. # \_\_\_\_\_

State ID (EDD) # \_\_\_\_\_ Federal ID # \_\_\_\_\_ Expiration Date \_\_\_\_\_

Description of Type of Goods to be sold \_\_\_\_\_

#### LEGAL. If you have ever been arrested or convicted of any crime, misdemeanor or violation of any state or federal law or municipal ordinance (other than minor traffic and parking offenses), please give the following information:

Approximate Date	Police Agency	Nature of Offense - Punishment or Penalty Assessed

#### DRIVING. If, within the past ten years, you have been involved in a traffic accident or received a citation for a moving violation, please provide the following information:

Approximate Date	Police Agency	Circumstances

#### OFFICIAL USE ONLY

#### Finance Department Approval:

**Business License #:** \_\_\_\_\_ **Fees Paid:** \_\_\_\_\_

General Liability Expiration \_\_\_\_\_

Auto Insurance Expiration \_\_\_\_\_

Health Certificate Expiration \_\_\_\_\_

#### Police Approval:

Date Fingerprinted: \_\_\_\_\_

By: \_\_\_\_\_

• PLEASE COMPLETE REVERSE SIDE OF THIS APPLICATION AND SIGN •

**PEDDLER / SOLICITOR PERMIT APPLICATION - PAGE 2**

**• VEHICLE INFORMATION •**

Year \_\_\_\_\_ Make \_\_\_\_\_ Model \_\_\_\_\_ Color \_\_\_\_\_

Vehicle ID # \_\_\_\_\_ License # \_\_\_\_\_ Expire Date \_\_\_\_\_

Trailer ID # \_\_\_\_\_ License # \_\_\_\_\_ Expire Date \_\_\_\_\_

Please provide the address of where you will store the vehicle when not in use:

Place of Storage \_\_\_\_\_ Address \_\_\_\_\_ City, State, Zip \_\_\_\_\_

**• TO BE COMPLETED BY EMPLOYER •**

Name of Employer \_\_\_\_\_ Business License # \_\_\_\_\_ Phone # \_\_\_\_\_

Street Address \_\_\_\_\_ City, State, Zip \_\_\_\_\_

***I hereby certify that the employee on this application is covered under my insurance policy and the Alameda County Health Permit.***

Employer's Signature \_\_\_\_\_ Date \_\_\_\_\_

**GENERAL OPERATIONAL REQUIREMENTS**

- ◆ Pushcarts are not allowed in the City of San Leandro.
- ◆ Peddlers are permitted to sell items from vehicles and carts on the City streets (public right-of-way only) and do not have exclusive rights to any one location.
- ◆ No person engaged in the business of peddler or itinerant merchant shall conduct business on public or private property within the Shoreline Recreation Area.
- ◆ No peddler shall stand or park any motorized vehicle or trailer for more than five (5) hours in any particular location.
- ◆ If peddling is behind conducted from a vehicle, the vehicle shall be legally parked and capable of being self-propelled at all times.
- ◆ Vehicles and carts shall be a minimum of 15 feet from any curb return, driveway or fire hydrant. They shall not be located within "No Stopping Anytime" or "No Parking" zones, and may not occupy any portion of the public right-of-way so as to impeded or hamper movement of pedestrians or vehicles.
- ◆ Each person who peddles, including individuals who share a vehicle or cart, must have a separate Business License and Peddler/Solicitor Permit.
- ◆ Advertising is limited to that which may be permanently affixed to the cart itself. Posted menus cannot exceed 2 square-feet in size.
- ◆ No loudspeakers, amplifiers or noise-generating equipment will be permitted in connection with the business operation.
- ◆ Food peddlers shall be in compliance with all regulations of the Health Office of the County of Alameda.
- ◆ Valid Peddler/Solicitor Permit and Business License shall be prominently displayed at all times. Identification badges must be worn at all times.
- ◆ Liability insurance shall be maintained in the name of the permittee and the City of San Leandro during the life of the Peddler/Solicitor Permit and Business License, as outlined in the insurance requirements attached.
- ◆ It is unlawful for any peddler, solicitor or itinerant merchant to engage in business in a residential area, except during the hours of 7:00 a.m. to 10:00 p.m., daily.
- ◆ Refuse collection prior to leaving any location is the sole responsibility of the peddler/vendor conducting business and must be properly disposed of. It is unlawful to use City trash cans for business waste.

A copy of Title IV, Chapter 5 Peddlers, Solicitors and Itinerant Merchants of the San Leandro Municipal Code may be obtained from the City of San Leandro Finance Department or on-line at [www.qcode.us/codes/sanleandro](http://www.qcode.us/codes/sanleandro).

**CERTIFICATION AND ACKNOWLEDGEMENT**

I hereby apply for a City of San Leandro Business License and Peddler/Solicitor Permit. I declare under penalty of perjury that the statements made in this application are true. I further agree that the business shall be conducted in accordance with the provisions of Title IV, Chapter 5 Peddlers, Solicitors and Itinerant Merchants of the San Leandro Municipal Code, as it may be amended from time to time. I understand that any false statement in this application will be sufficient grounds to refuse or revoke this Business License.

Signature \_\_\_\_\_ Date \_\_\_\_\_