



SOLICITOR PERMIT APPLICATION COMMUNITY
DEVELOPMENT DEPARTMENT • CODE ENFORCEMENT DIVISION
10300 TORRE AVENUE • CUPERTINO, CA 95014-3202
(408) 777-3182 • code@cupertino.org

Solicitor Permit Application Instructions

The following instructions explain the process of obtaining a solicitor permit. Please read carefully.

1. Complete the solicitor permit application.
2. Schedule an appointment with code enforcement staff to submit the completed permit application. A digital photograph of the applicant will be taken during the appointment and used for the permit identification card.
3. After review of the permit application by the Code Enforcement staff, payment of the permit application fee is due. The business license fee (if applicable) is due upon approval of the permit.
4. Schedule an appointment to be fingerprinted with an approved Livescan vendor. Upon completion of fingerprinting, the application may take up to thirty days to be processed.
5. After a successful background investigation has been completed and all fees have been paid, the permit will be issued to the applicant. Once the permit has been issued, solicitation may begin.

Fee schedule

Solicitor Permit Fee:	\$317.37
Basic Business License:	\$173.00
Annual permit renewal:	\$79.62

Not for profit solicitors

No fee will be assessed if current documentation from the IRS or State Franchise Tax Board supports the claim of not-for-profit status. All applicants should obtain a tax-exempt Cupertino business license.



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Solicitor Permit Application

Business Information

Business Name _____ Telephone () _____

Business Address _____ City _____ Zip Code _____

Business Owner/Manager _____

Type of Business:

For profit _____

Do you have a Cupertino business license? _____

If yes, please provide license number _____ Expiration date _____

Not for profit _____ (please attach a copy of your IRS statement)

Relationship of permit applicant to business _____

Applicant Information

Applicant Name _____

Home address _____
Last, First Middle City Zip Code

Mailing address _____ City Zip Code

Home telephone () _____ Business telephone () _____

Social security number _____ Date of birth _____

Drivers license number _____ State _____ Expiration date _____

Sex _____ Height _____ Weight _____ Hair color _____ Eye color _____

Vehicle Information

Registered owner of vehicle _____
Last, First Middle

License number _____ State _____ Registration expiration _____

Address _____ City _____ Zip Code _____

Vehicle year _____ Make _____ Model _____ Color _____

1. Describe the exact nature of the business or program being solicited.

2. Provide a description of the goods sold and or services provided.

3. List any other cities where the applicant or business has held a valid solicitor or peddler permit. Please include the dates the permit was held.

4. Please provide the dates and times of when the soliciting will be conducted.

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

If you answered yes, please provide the following:

- The nature of the offense/s _____
- The location (city and state) of the conviction/s _____
- Any fine/s and/or any time served _____
- Any other comments _____

Statement of Truth

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

Print Name _____ Title _____

Signature _____ Date _____

Office use only

Valid identification of applicant checked	yes _____
Two photos of applicant received	yes _____
Fingerprint clearance received	yes _____
Copy of ordinance provided to applicant	yes _____
Business license fees paid	yes _____
receipt number _____	
Permit fees paid	yes _____
receipt number _____	

Solicitor Permit Number _____ Expiration Date _____

Issuing Officer _____ Date _____

City Manager Approval _____ Date _____