

COUNTY OF NAPA
PLANNING, BUILDING, AND ENVIRONMENTAL SERVICES DEPARTMENT

PEDDLER'S OR SOLICITOR'S PERMIT

APPLICATION PACKET

1. Application Completeness Checklist
2. Application Form
3. Permit Procedures
4. Exhibit A – General Operating – Site Improvement and Maintenance Conditions
5. Exhibit B – Bond or Insurance Ordinance



**NAPA COUNTY
PLANNING, BUILDING, AND ENVIRONMENTAL SERVICES DEPARTMENT
1195 Third Street, Suite 210, Napa, California, 94559 • (707) 253-4417**

APPLICATION FOR PEDDLER'S OR SOLICITOR'S PERMIT

**TO BE COMPLETED BY APPLICANT
(Please type or print legibly)**

*Applicant's Name: _____ BIRTHDATE: _____
 Permanent Address: _____ DESCRIPTION OF APPLICANT: _____
 Local Address: _____ HEIGHT: _____ AGE _____
 Telephone #: (____) _____ - _____ Fax #: (____) _____ - _____ COLOR EYES: _____ SEX: _____
 E-Mail: _____ COLOR HAIR _____ WEIGHT: _____
 Property Owner's Name: _____
 Property Owner's Address: _____
 Telephone # () _____ - _____ Fax# () _____ - _____ Email: _____
 Name of Business: _____
 Business Address: _____

Applicant's Interest in Business (if employed by the business, provide name and address of employer, include credentials establishing relationship between applicant and employer)

Description of Business Activity: _____

Does the business involve the use of a temporary structure, vehicle or trailer? NO YES
 If Yes, describe _____

Does the business involve the selling, preparation or serving of food products or other substances for human consumption? NO YES, describe product or service: _____

For a Peddler's Permit on a fixed location, attach a vicinity map and plot plan. The plot plan shall show dimensions of property, location of existing and proposed property improvements, location of boundary lines and location and names of adjacent streets.

I DECLARE UNDER PENALTY OF PERJURY THAT TO THE BEST OF MY KNOWLEDGE THE FOREGOING STATEMENTS ARE TRUE AND CORRECT.

EXECUTED ON _____
Date Signature of Applicant

I, _____, as the property owner of ****699-999-999-000** hereby grant
Property Owner (When Applicable) Assessor's Parcel No.

permission to _____ to locate on the referenced parcel the business described in this application
Applicant

***IF MORE THAN ONE APPLICANT, A SUPPLEMENTAL APPLICATION SHEET MUST BE COMPLETED.**

****APN to be used when not associated with a specific parcel.**

TO BE COMPLETED BY CONSERVATION, DEVELOPMENT AND PLANNING DEPARTMENT

Total fee \$ (Call for current fee) Received by: _____ Receipt No: _____ Amount: _____ File No.: _____ Date Submitted: _____	<p>PBES</p> ACTION: <input type="checkbox"/> Approved <input type="checkbox"/> Denied <input type="checkbox"/> Approved with attached conditions Date: _____ By: _____	<p>ENVIRONMENTAL HEALTH</p> <input type="checkbox"/> Approved <input type="checkbox"/> Denied <input type="checkbox"/> Approved w/ Conditions <input type="checkbox"/> No Action Req'd Date: _____ By: _____
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**NAPA COUNTY
PLANNING, BUILDING, AND ENVIRONMENTAL SERVICES DEPARTMENT
1195 THIRD STREET, SUITE 210
NAPA, CALIFORNIA 94559**

APPLYING FOR A PEDDLER'S OR SOLICITOR'S PERMIT

A Peddler's Permit is required to engage in the business of selling food products goods, wares or merchandise on a limited, temporary or seasonal basis either from a temporary structure, vehicle, or trailer located on a fixed site or by traveling door to door.

A Solicitor's Permit is required to engage in the business of taking or attempting to take subscriptions, contracts of sale or orders for the sale of foods, goods, wares, merchandise or other personal property for future delivery or for services to be furnished or performed in the future.

Peddler's and solicitors permits are issued for a maximum of one year and shall expire on December 31, of the year in which the permit is issued. A permit may be revoked at anytime by the County if it is determined that the conditions set forth in the permit have been violated.

TO SECURE A PEDDLERS/SOLICITORS PERMIT, THE FOLLOWING PROCEDURE IS RECOMMENDED:

- 1) Once you have determined the exact nature of the activity to be conducted, contact the Planning, Building, and Environmental Services Department to determine if a permit is required. If you intend to conduct the activity from a temporary structure, vehicle or trailer at a fixed location, it will be necessary for you to select a parcel of land located in a CL, CN, or PD Zoning District approved for commercial uses.
- 2) In order to obtain a Peddlers/Solicitors permit, you will be required to complete the attached application and submit it to this office with the applicable filing fee. You will be asked to provide information concerning the nature of the proposed business, the relationship of the applicant to the business and a general description of the applicant's personal characteristics.
- 3) Following receipt of the completed application and filing fees, the Planning Division will review the application to determine consistency with applicable County Zoning regulations. The Director may impose conditions to the permit to insure compliance with the zoning regulations. Such conditions may include those listed in Exhibit A. If the business activity involves the preparation or selling of food products or any other product for human consumption, the applicant first must receive permit approval from the Environmental Services Division.
- 4) Prior to issuance of a Peddler's/Solicitors permit, the applicant will be required to obtain liability insurance or a bond in the sum of \$100,000 to protect the interest of the County and the public (See Sec. 5.40.060 Napa County Codes, Attached).
- 5) The permit must be carried by the Peddler/Solicitor and displayed when engaged in peddling/soliciting activity.

6) FEES:

- a. A nonrefundable fee of \$159.62 for a new permit or renewal of a permit.
- b. The fee to be paid shall be reduced by one-quarter if the application is made after March 31, one-half if made after June 30.
- c. The fees are waived in the case of applicants whose peddling or soliciting consists exclusively of the solicitation of orders to be filled solely by interstate shipment on behalf of businesses who do not maintain a place of intrastate business. An exemption shall be claimed yearly by filing by the applicant with the Director, the following declaration, under penalty of perjury:

“I declare that my business activity under the Napa County Solicitors and Peddlers Law will consist exclusively of the solicitation of orders to be filled solely by interstate shipment from businesses who do not maintain a place of intrastate shipment in the State of California.”

Applicants who claim said exemption shall receive a permit restricted to the solicitation of orders to be filled solely by interstate shipment from businesses who do not maintain a place of intrastate business in the State of California.

FOR ADDITIONAL INFORMATION, WRITE OR CALL THE:

NAPA COUNTY
PLANNING, BUILDING, AND ENVIRONMENTAL SERVICES DEPARTMENT
1195 THIRD STREET, SUITE 210
NAPA, CA. 94559

(707) 253-4417 (Planning Division)

EXHIBIT A
PEDDLERS LICENSE
GENERAL OPERATING – SITE IMPROVEMENT
AND MAINTENANCE CONDITIONS

The following general operating and site conditions shall be required by the Planning, Building, and Environmental Services Department for a Peddlers Permit. Additional, more specific conditions may be added by the Department to fit a particular site or operation. The following list of all conditions shall be attached to each permit approved by the Department.

- I. Site Area and Location:
 - A. All roadside sales operations shall be located off the road right-of-way.
 - B. All structures* shall comply with the building setback requirements as indicated in Section 18.104.010. of the County Code.
 - C. All roadside operations shall be located in a CL, CN, or PD Zoned District approved for commercial uses.

 - II. Structural or Vehicle Appearance and Maintenance:
 - A. A complete description of the exterior appearance of all structures to be used in connection with sales shall be submitted to the Planning, Building, and Environmental Services Department for approval. Photographs of vehicles, including license plates, shall be submitted with any application.
 - B. All structures shall be kept in good repair at all times.
 - C. No accessory structures, build-ons, storage sheds, boxes, vehicles or on-site storage areas shall be allowed unless they are approved by the Planning, Building, and Environmental Services Department.

 - III. Signs:
 - A. One sign attached to the structure and not to exceed 50 square feet of total advertising shall be allowed. Both sides of the sign shall count toward the total allowable square footage.

No sign shall extend more than four feet above the roof line of the structure to which it is attached.
- * Structures as used in these standards shall include all types of temporary buildings, regardless of material, all types of vehicles or trailers and all structures moved onto or placed on a site for the purpose of on-site sales.
- B. No banner signs, pennants, flashing or moving signs shall be permitted.
 - C. No off-site signs of any kind, shape, character or size shall be allowed.
- IV. Parking:
 - A. Adequate dust free ingress and egress drives shall be provided.
 - B. Dust free, all weather surfaced parking areas shall be provided. Construction shall be approved by the Napa County Department of Public Works.

 - V. Maximum Hours of Operation
 - A. Peddling shall be limited to the hours between 7:00 A.M. and 7:00 P.M., or fewer hours if so provided in the Conditions of Approval.

EXHIBIT B

5.40.060 - Permit—Bond or insurance.

The director shall require of each applicant whose application has been approved, a liability insurance policy or bond, executed by the applicant as principal and surety company qualified and authorized to do business in California as surety, in the sum of one hundred thousand dollars, to protect adequately the interests of the county and the public. This policy or bond shall bind the obligees that the applicant shall:

- A. Fully comply with the provisions of this chapter and with the provisions of all other applicable regulations of the county and statutes of the state concerning the sale of any goods, wares, merchandise or services subject to this chapter;
- B. Pay all judgments rendered against the applicant for injuries to person and/or loss or damage to property resulting from the negligent operation of the business of the applicant within the county;
- C. Pay all judgments recovered by any person against the applicant arising out of any misrepresentation or deception practiced upon any person transacting business with the applicant as peddler or solicitor within the county;
- D. Pay all judgments recovered by any person against the applicant arising from or connected with the applicant's activities as a peddler or solicitor within the county. The policy or bond shall also provide that any person injured by negligent operation of the business or having a claim or cause of action arising from the licensed activity shall have a right of action directly on the policy or bond. Such policy or bond shall remain in full force and effect for a period of ninety days after the expiration of the permit and any renewal thereof.

(Ord. 717 § 2 (part), 1982: prior code § 6207)