



## **SOLICITOR'S PERMIT APPLICATION PROCESS**

Note: The Solicitors Permit has no connection to the Seller's Permit issued by the Board of Equalization.

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Presented Jointly by

### **BUSINESS TAX OFFICE**

501 Poli Street, Room 107 • Ventura CA 93001  
Phone: 805/658-4715 • Fax: 805/653-0634  
Mon., Tues., Wed., Fri. 8:00 am – 5:00 pm  
Thurs. 9:00 am – 5:00 pm

### **POLICE DEPARTMENT**

1425 Dowell Drive • Ventura CA 93003  
Phone: 805/339-4400 Ext. 1114

## **Door-to-Door Solicitors conducting business in The City of Ventura**

*Welcome to the City of Ventura.*

*As a business selling door-to-door in our city, it is important to understand and adhere to certain regulations as set forth in the San Buenaventura Municipal Code (SBMC,). These rules were developed to protect our citizens and help to ensure they are treated professionally and with respect.*

*We wish you success in your business venture and hope you find our city as enjoyable a place to work as we do.*

### **GENERAL PROVISIONS**

All persons conducting door-to-door soliciting in the City of Ventura -whether you are new to our city or returning; located inside or outside the City- are required to first obtain a City of Ventura Business License and second, to register in person with the Police Department.

A Solicitor's Permit Application/Registration form can be filled out on line, downloaded, and submitted with payment to the Business Tax Office at the same time the business license is obtained. Additional copies of this form, Municipal Code, or any other information pertaining to door-to-door soliciting, can be obtained from the Business Tax Office (805) 658-4715 or Police Department (805) 339-4419.

## **Solicitor Conduct**

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IMPORTANT! For the most part, door-to-door solicitors are legitimate businesspeople that understand the difficulty of selling door-to-door and take “no” for an answer if their product is not wanted.

There are, however, solicitors who attempt to intimidate by yelling or coercing residents into buying their product, preying mostly on elderly and non-confrontational customers. This conduct is unacceptable and unlawful.

We encourage our residents to ask for the original city license and police-issued photo identification. Please have them readily available when soliciting.

We also encourage our citizens to call the police if they are made to feel uncomfortable or the solicitor cannot show that they have complied with Ventura’s laws regarding solicitors. A Police Officer will respond promptly to complaints and ensure solicitors are adhering to the City’s regulations.

## **Instructions For New Solicitors**

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Each door-to-door solicitor must go through a two-step process; first, they must obtain a business license and, second register with the Police Department.

Both the Business License Tax and Police Permit Fees must be paid at the time of application for the Business License and may be paid by cash or check payable to the City of Ventura.

Do not begin soliciting door-to-door without completing these requirements.

1. First, apply for a business license and Solicitor’s Permit at the Business Tax Office.

**IMPORTANT NOTE:** A business license is required for each solicitor UNLESS that solicitor is an employee of a business holding a valid business license with the City of Ventura. (Employees receive a W-2, independent contractors receive a 1099 for purposes of reporting to the IRS. Independent contractors are subject to the business license requirements.)

2. Second, call the Ventura Police Department at 805/339-4400 Ext. 1114 for information regarding office hours and available appointment times to complete the required background check.

Costs to register are:

*SOLICITOR’S PERMIT FEE (\$44.00)*  
*DEPARTMENT OF JUSTICE (\$32.00)*  
*FINGERPRINTING (\$32.00)*

The Police Department will conduct a background check within 4 days of application, and issue a Solicitor's Permit upon receipt of positive background information. The business license will be issued and mailed upon notification from the Police Department that the background check is completed and clear.

The Solicitor's Permit and the Business License expire each June 30 and must be renewed in order to continue working in the city.

## **Instructions For Renewing Solicitors**

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The Solicitor's Permit and the Business License expire each June 30 and must be renewed in order to continue working in the city.

Each door-to-door solicitor located in and/or returning to the conduct business in the City of Ventura must go through a two-step process; first, they must renew their business license and, second register with the Ventura Police Department.

Both the Business License Tax and Police Permit Fees must be paid at the time of application for the Business License renewal and may be paid by cash or check payable to the City of Ventura.

Do not begin soliciting door-to-door without completing these requirements.

1. First, apply for a business license and Solicitor's Permit at the Business Tax Office.

**IMPORTANT NOTE:** A business license is required for each solicitor UNLESS that solicitor is an employee of a business holding a valid business license with the City of Ventura. (Employees receive a W-2, independent contractors receive a 1099 for purposes of reporting to the IRS.)

2. Second, call the Ventura Police Department at 805/339-4400 Ext. 1114 for information regarding office hours and available appointment times to complete the required background check.

Costs to register are:

*SOLICITOR'S PERMIT FEE (\$44.00)*  
*DEPARTMENT OF JUSTICE (\$32.00)*  
*FINGERPRINTING (\$32.00)*

3. The Police Department will conduct a background check within 4 days of application, and issue a Solicitor's Permit upon receipt of positive background information. The business license will be renewed and mailed upon notification from the Police Department that the background check is completed and clear.