



## Community Development Department

### **CITY OF PETALUMA INSTRUCTIONS FOR SOLICITOR PERMIT NEW APPLICANTS**

Please review this notice and follow the instructions in order for your application to be processed. Failure to follow the instructions will delay your request for a permit. Solicitor permits are valid for 120 days.

*Applications will be accepted at **City Hall, 11 English Street**, during regular business hours:  
**Monday – Thursday**  
**9am - 4pm***

#### **What you need to do:**

1. Pay the \$32 fingerprint fee at the Finance Department at City Hall (East Wing).
2. Bring the Request for LiveScan Service form to a LiveScan location, pay their service fee, and be fingerprinted.
3. *Within 30 days of your fingerprinting*, bring the following to the Code Enforcement officer located at City Hall (West Wing):
  - a) The completed Petaluma Community Development Solicitors & Peddler Permit Application
  - b) Your valid driver license
  - c) Your Business Tax License
  - d) Your Health & Safety Certificate (if selling food products)
  - e) Your resident alien card, if you're not a U.S. citizen
  - f) The pink copy of the completed Request for LiveScan Service form
4. Pay the \$113 application processing fee at the Finance Department at City Hall

#### **Please note:**

- Completed applications must be returned to Code Enforcement within 30 days of being fingerprinted. If more than 30 days have passed, the applicant will have to pay the fees again and be re-fingerprinted.

**The Code Enforcement Officer will contact you at the number you provide when your application has been processed. Please email [codeenforcement@cityofpetaluma.org](mailto:codeenforcement@cityofpetaluma.org) or call (707)-778-4445 for any further questions.**