

CITY OF SAN RAFAEL PROCESSING STEPS FOR MOBILE VENDOR PERMITS

1. Pick up application packet for business license and permit from the San Rafael Police Department
2. Complete both application and attach all required materials for the ordinance. (**see Attached list on next page**)
3. Take complete packet to the planning department. (Located on the third floor of City hall) They will approve your application if the location you have chosen is zoned for the business you wish to conduct. (**Only applicable to in town and home-based businesses**)
4. Contact the Regulatory Services Officer at (415) 485-3196 to schedule an appointment.
5. The permit officer will review the application. If complete, the officer will process application and collect the permit fee. The permit fee is separate from the business license tax and fees.
6. **Live Scan Process:** Contact the Regulatory Services Officer for a live scan Appointment. (415) 485-3196.
7. The permit officer will contact you for a site inspection if deemed necessary By the city ordinance.
8. Business license with permit notation is then generated by the business license Division and mailed to the applicant's address of record.

Completed Mobile Vendor Packets Include the Following:

- Driver's license (original to be viewed by staff receiving packet)
- Certificate from Marin County Health Department (if Applicable, Original to be viewed by staff receiving packet)
- Completed business license and permit applications (original to be viewed by staff receiving packet)
- Previous license or Permit from other cities (original to be viewed by staff receiving packet)
- Statement that no criminal convictions have occurred.
- Sign perjury statement below in the in the presence of Permit Officer.
- Two color passport photographs 2"x 2".
- If business, incorporation or form to show all owner's names.
- If business, all employee names.
- You will also need something to verify your address (A utility bill will suffice)

Completed Mobile Vendor Packets Include the Following, Continued:

- You must also submit to being fingerprinted (Live Scan) at the San Rafael Police Department.
- If business located within San Rafael, zoning affidavit from planning (On the third floor of city hall)
- Proof that your vehicle and merchandise is stored and cleaned in manner that complies with all federal, state and local laws.
- A list of all vehicles including color scheme, logos, vehicle numbers, and the license plate number. (The Permit Officer will make copies of all documents for the San Rafael Police Department Records)

Upon completion of the above list, call the Regulatory Services Officer to make a Live Scan appointment. (415) 485-3196.

Please do not an appointment with the Regulatory Services Officer if you do not have all of the above items and all of the forms in the packet complete.

I have never been convicted of any felony or misdemeanor charge anywhere in the United States.

Applicants Signature

I have been convicted of the following felony or misdemeanor charges:

Charge Date Location City & State

Charge Date Location City & State

(Use reverse if necessary to note addition convictions)

I swear under penalty of perjury that the above statements and submitted materials are true. I understand that failing to fully disclose or proving false information will result in the denial of the application and may result in criminal prosecution.

Applicants Signature

Date Signed.