



# CITY OF THOUSAND OAKS

## STREET VENDOR PERMIT APPLICATION PACKET – NEW

2100 E Thousand Oaks Blvd, Thousand Oaks, CA 91362-2996  
Phone (805) 449-2201 · Fax (805) 449-2289 · Email [businesslicenses@toaks.org](mailto:businesslicenses@toaks.org)

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### 1. Request for Live Scan Service

- Complete the Request for Live Scan Service form. Take the completed form to an approved live scan facility (Local Live Scan Facility listing attached). Fingerprinting fee plus the applicable rolling fee will be charged by the Live Scan Facility.

### 2. After fingerprinting is completed, please call the Finance Public Services at (805) 449-2201 for an appointment to submit the following requirements in person to the address listed above.

- Completed Background Check Application and Applicant Attachment forms
- Request for Live Scan Service form signed by the Live Scan Operator
- One recent facial front photo (2" x 2") taken within the last four (4) months
- Copy of a valid government-issued Driver's License or Identification card
- Regulatory Permit Processing Fee (non-refundable) - \$120.00

### 3. The background check application will be sent to the Thousand Oaks Police Department for background check approval. No street vending may take place in the City during the waiting period (2-6 weeks). An incomplete application will be placed on hold until missing items or information are received. No Business Tax Certificate or Permit will be issued until the background check is approved by the Thousand Oaks Police Department.

### 4. Upon receipt of the approval from the Thousand Oaks Police Department, the applicant will be notified by telephone or email to submit the following remaining requirements to Finance Public Services.

- Valid Ventura County Health Permit (food related businesses)
- California Department of Tax & Fee Administration's Seller's Permit
- Vehicle DMV Registration for each vehicle
- Signed Parking and Traffic Requirements Page
- Certificate of Liability & Automobile Insurance and Additional Endorsement Page
- Completed Business Tax Certificate Application
- Payment for Business License Tax/Fees and Permit Fees

### 5. Business Tax Certificate and Street Vendor Permit are issued by the City.



## REQUEST FOR LIVE SCAN SERVICE

### Applicant Submission

CA 0560700 ORI (Code assigned by DOJ)	LICENSE CERTIFICATE OR PERMIT Authorized Applicant Type
STREET VENDOR - TOMC 1656-NS Type of License/Certification/Permit <u>OR</u> Working Title (Maximum 30 characters - if assigned by DOJ, use exact title assigned)	

### Contributing Agency Information:

THOUSAND OAKS POLICE DEPARTMENT Agency Authorized to Receive Criminal Record Information	19806 Mail Code (five-digit code assigned by DOJ)
2101 E OLSEN RD Street Address or P.O. Box	DENNIS SLIVA Contact Name (mandatory for all school submissions)
THOUSAND OAKS City	(805) 494-8271 Contact Telephone Number
CA State	91360 ZIP Code

### Applicant Information:

Last Name	First Name	Middle Initial	Suffix
Other Name: (AKA or Alias)			
Last Name	First Name	Suffix	
Date of Birth	Sex <input type="checkbox"/> Male <input type="checkbox"/> Female	Driver's License Number	
Height	Weight	Eye Color	Hair Color
Place of Birth (State or Country)	Social Security Number		
Billing Number	(Agency Billing Number)		
Misc. Number	(Other Identification Number)		
Home Address Street Address or P.O. Box	City	State	ZIP Code

I have received and read the included Privacy Notice, Privacy Act Statement, and Applicant's Privacy Rights.

\_\_\_\_\_ Applicant Signature \_\_\_\_\_ Date

Your Number: _____ OCA Number (Agency Identifying Number)	Level of Service: <input type="checkbox"/> DOJ <input type="checkbox"/> FBI (If the Level of Service indicates FBI, the fingerprints will be used to check the criminal history record information of the FBI.)
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If re-submission, list original ATI number: \_\_\_\_\_  
(Must provide proof of rejection) Original ATI Number

### Employer (Additional response for agencies specified by statute):

Employer Name \_\_\_\_\_

Street Address or P.O. Box \_\_\_\_\_ Telephone Number (optional) \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ ZIP Code \_\_\_\_\_ Mail Code (five digit code assigned by DOJ) \_\_\_\_\_

### Live Scan Transaction Completed By:

Name of Operator	Date
Transmitting Agency	LSID
ATI Number	Amount Collected/Billed

# Local Live Scan Facilities

The information in this page is subject to change without notice.

LOCATION	HOURS	ROLLING FEES	FORMS OF PAYMENT
<b>Ventura County Sheriff - East Valley Station</b> 2101 E Olsen Road Thousand Oaks, CA 91360 (805) 494-8208	Weekdays Appointment Only	\$10.00	Cash/Money Order Cashier's Check Checks Company Checks Debit Cards/Credit Cards Billing Accounts Corporate Accounts IIS Escrow Accounts
<b>Camarillo Police Department</b> 3701 E Las Posas Rd Camarillo, CA 93010 (805) 388-5100	Weekdays: 9:00am - 4:00pm Appointment Only	\$30.00	Cash Credit Cards Checks
<b>Bentley-Forbes Security Inc</b> 2625 Townsgate Rd, Suite 330 Thousand Oaks CA 91361 800-455-7850 <a href="mailto:protectionpa@gmail.com">protectionpa@gmail.com</a>	Weekdays: 10:00am-4:00pm Appointment Only  *Mobile Services available	\$20.00	Cash Cashier's Check Corporate Accounts Debit Cards/Credit Cards Billing Accounts
<b>Certifix Live Scan dbw The UPS Store #1055</b> 2060 Ave De Los Arboles, Suite D Thousand Oaks, CA 91362 (805) 492-2279 <a href="mailto:info@certifixlivescan.com">info@certifixlivescan.com</a>	Weekdays: 9:00am- 5:00pm Walk-ins  *Mobile Services available	\$30.00	Cash Debit Cards/Credit Cards
<b>ID Live Scan</b> 2277 Townsgate Rd, Suite 208 Thousand Oaks, CA 91361 (805) 777-8171 <a href="mailto:idlivescan@gmail.com">idlivescan@gmail.com</a>	Weekdays: 8:30am - 4:30pm Walk-ins  Sat & Sun: 8:30am – 4:30pm Appointment only  *Mobile Services available	\$22.00	Cash/Money Order Cashier's Check Checks Company Checks Corporate Accounts Debit Cards/Credit Cards Billing Accounts
<b>OfficeLOCALE Inc</b> 275 E Hillcrest Dr, Suite 160 Thousand Oaks, CA 91360 (805) 777-8866 <a href="mailto:customerservice@officelocale.com">customerservice@officelocale.com</a>	Weekdays: 9:00am- 5:00pm Walk-ins & Appt  Sat & Sun: 8:00am - 5:00pm Appointment Only  *Mobile Services available	\$35.00	Cash/Money Order Billing Accounts Cashier's Check Checks Company Checks Corporate Accounts Debit Cards/Credit Cards IIS Escrow Accounts
<b>Wellness Mart, MD</b> 141 Duesenberg Dr, Suite 3 Thousand Oaks, CA 91362 805-496-7148 <a href="mailto:to@wellnessmart.com">to@wellnessmart.com</a>	Weekdays: 9:00am- 6:30pm Sat: 10:00am - 4:00pm Sun: 11:00am - 4:00pm  Walk-ins & Appt	\$22.00	Cash Corporate Accounts Debit Cards/Credit Cards Billing Accounts
<b>The UPS Store #4114</b> 501 S Reino Road, Suite I Newbury Park, CA 91320 (805) 214-9600 <a href="mailto:store4114@theupsstore.com">store4114@theupsstore.com</a>	Weekdays: 8:30am - 5:30pm  Sat: 9:30am - 3:00pm Walk-ins & Appt	\$25.00	Cash Cashier's Check Checks Company Checks Debit Cards/Credit Cards



# CITY OF THOUSAND OAKS

## BACKGROUND CHECK APPLICATION

ATTACH  
PHOTO  
HERE  
PASSPORT PHOTO  
2" X 2"

<input type="checkbox"/> NEW  <input type="checkbox"/> RENEWAL  <input type="checkbox"/> UPDATE	PERMIT TYPE	<input type="checkbox"/> SOLICITOR - DOOR TO DOOR <input type="checkbox"/> MESSAGE ESTABLISHMENT <input type="checkbox"/> STREET VENDOR <input type="checkbox"/> SIDEWALK VENDOR <input type="checkbox"/> TAXI <input type="radio"/> OWNER <input type="radio"/> DRIVER	<input type="checkbox"/> PAWNBROKER <input type="checkbox"/> SECONDHAND DEALER <input type="checkbox"/> COMM'L CANNABIS OWNER <input type="checkbox"/> COMM'L CANNABIS EMPLOYEE <input type="checkbox"/> OTHER _____
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**PLEASE FILL OUT FORM COMPLETELY AND PRINT CLEARLY**

NAME OF APPLICANT LAST		FIRST		MIDDLE	
HOME ADDRESS: STREET NUMBER	STREET NAME		CITY	STATE	ZIP
CONTACT PHONE NUMBER	BUSINESS PHONE NUMBER		EMAIL ADDRESS		
OTHER NAMES USED (ALSO KNOWN AS)		DRIVER'S LICENSE OR ID #	DATE OF BIRTH: MO/DAY/YEAR	GENDER <input type="checkbox"/> Male <input type="checkbox"/> Female <input type="checkbox"/> Non-Specified	
VEHICLE(S) OWNED – MAKE		MODEL	YEAR	LICENSE PLATE #	
BUSINESS NAME			BUSINESS PHONE NUMBER		
BUSINESS ADDRESS STREET NUMBER	STREET NAME		CITY	STATE	ZIP
DESCRIBE SERVICE PROVIDED AND/OR MERCHANDISE BEING SOLD					

**CONFIDENTIAL INFORMATION**  
ANY OF THE QUESTIONS BELOW FALSELY ANSWERED MAY RESULT IN THE DENIAL OF THIS APPLICATION

Have you ever been detained or investigated by any law enforcement agency?	<input type="checkbox"/> YES	<input type="checkbox"/> NO
Have you ever been arrested for a misdemeanor or felony? (Including citations in lieu of booking)	<input type="checkbox"/> YES	<input type="checkbox"/> NO
Have you ever been convicted of a crime?	<input type="checkbox"/> YES	<input type="checkbox"/> NO
Have you ever had a license of any kind suspended or revoked?	<input type="checkbox"/> YES	<input type="checkbox"/> NO

Explain any **YES** answers to the above questions. List all. Additional information may be listed on a separate page.

DATE	PLACE	CHARGE	DISPOSITION

I hereby certify that I have read and understand the foregoing and, under penalty of perjury, certify that the information provided on this application is true and correct. I understand that any information I have submitted that is found to be inaccurate or untruthful is grounds for denial of the application. I further certify that I have been provided a copy of the Thousand Oaks Municipal Code section applicable to my application, and that understand that any application fees paid to the City of Thousand Oaks are NOT REFUNDABLE.

Signature \_\_\_\_\_ Date \_\_\_\_\_

FOR OFFICE USE ONLY						
Date Rec'd	Initial	CONTROL #	Permit # Background	<input type="checkbox"/> OL <input type="checkbox"/> OR	Amt Pd	Receipt #
Date To TOPD	Initial	Date Approved	Permit # Add'l Fees	<input type="checkbox"/> OL <input type="checkbox"/> OR	Amt Pd	Receipt #
Notes			Decal #:	Lic Paid	<input type="checkbox"/> Yes	Date Permit Issued

**VENTURA COUNTY SHERIFF OFFICE**

Fingerprint Received Date \_\_\_\_\_

Permit Approved Date \_\_\_\_\_

Permit Denied Date \_\_\_\_\_

Reason(s) for Denial:

\_\_\_\_\_

\_\_\_\_\_

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\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Authorized Signature \_\_\_\_\_ Date: \_\_\_\_\_

## APPLICANT ATTACHMENT

NAME OF APPLICANT LAST	FIRST	MIDDLE
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### LIST EACH RESIDENCE FOR THE FIVE (5) YEARS IMMEDIATELY PRECEDING APPLICATION DATE BEGIN WITH MOST RECENT ADDRESS

#### 1) HOME ADDRESS

STREET NO	STREET NAME	CITY	STATE	ZIP
DATE MOVED IN		DATE MOVED OUT		

#### 2) HOME ADDRESS

STREET NO	STREET NAME	CITY	STATE	ZIP
DATE MOVED IN		DATE MOVED OUT		

#### 3) HOME ADDRESS

STREET NO	STREET NAME	CITY	STATE	ZIP
DATE MOVED IN		DATE MOVED OUT		

#### 4) HOME ADDRESS

STREET NO	STREET NAME	CITY	STATE	ZIP
DATE MOVED IN		DATE MOVED OUT		

### LIST EMPLOYMENT HISTORY FOR THE FIVE (5) YEARS IMMEDIATELY PRECEDING APPLICATION DATE BEGIN CURRENT EMPLOYER INFORMATION

#### 1) EMPLOYER INFORMATION

BUSINESS NAME			BUSINESS PHONE NUMBER	
STREET NO	STREET NAME	CITY	STATE	ZIP
OCCUPATION		START DATE	END DATE	REASON FOR LEAVING

#### 2) EMPLOYER INFORMATION

BUSINESS NAME			BUSINESS PHONE NUMBER	
STREET NO	STREET NAME	CITY	STATE	ZIP
OCCUPATION		START DATE	END DATE	REASON FOR LEAVING

#### 3) EMPLOYER INFORMATION

BUSINESS NAME			BUSINESS PHONE NUMBER	
STREET NO	STREET NAME	CITY	STATE	ZIP
OCCUPATION		START DATE	END DATE	REASON FOR LEAVING

ADDITIONAL INFORMATION MAY BE PROVIDED ON A SEPARATE PAGE

**PARKING AND TRAFFIC REQUIREMENTS FOR STREET VENDORS**

1. Vending not permitted within 500 feet of any freeway on ramp or off ramp
2. Vending not permitted within 500 feet of a city-permitted Special Event
3. Vending not permitted within 500 feet of the property line of any public school between 7:00 a.m. and 4:00 p.m. on the days school is in session
4. Vending not permitted within 100 feet of the nearest curb on the cross roadways. When there is no curb, vending is not permitted within 100 feet of the edge of the pavement of the cross roadway
5. Vending not permitted upon a street median
6. Vending not permitted during peak traffic hours
7. Vending not permitted in a park owned or operated by the City if the operator of the park has an agreement for concessions that exclusively permits sales by the concessionaire
8. Vendors cannot reserve any public parking area for customer parking
9. Vending cannot occupy more than 30 feet of parallel parking area on a street
10. Vendors must maintain a clean selling area and properly dispose of trash generated by the vending operation. Each vending area must be cleared of all merchandise, vehicles, or other items when not in use by the vendor
11. Vending is only permitted in residential zones between 9:00 a.m. and 5:00 p.m. Pacific Standard Time and between 9:00 a.m. and 7:00 p.m. Pacific Daylight Savings Time
12. No vendor can remain in any one location for more than four hours

My signature below indicates that I have read understood and agree to comply with the Parking and Traffic Requirements for Street Vendors.

Print Name \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_



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### INSURANCE

Thousand Oaks Municipal Code 1656-NS, Section 5-23.08(b) *“Obtain general liability insurance and automobile insurance for each vehicle and keep in force during the term of the permit, public liability and bodily injury insurance, issued by a California admitted insurance carrier or an insurance carrier with an A.M. Best rating of A-VII of better. The insurance policy shall be endorsed to state that coverage may not be suspended, voided, canceled or reduced in coverage or limits without fifteen (15) days’ prior written notice to the Finance Director. The insurance policy shall insure the Street Vendor and shall name the City as an additional insured against loss by reason of injury or damage that may result to persons or property from the negligent operation or defective construction of such vehicle, or from violation of this chapter or of any other law of the State or the United States.”*

- Certificate of Liability Insurance minimum limits (in Acord Form)

**\$250,000 Bodily Injury each person**  
**\$500,000 Bodily Injury aggregate**

**\$250,000 Property Damage each occurrence**  
**\$500,000 Property Damage aggregate**

- Certificate of Automobile Insurance minimum limits (in Acord Form)

**\$100,000 Bodily Injury each person**  
**\$300,000 Bodily Injury aggregate**

**\$100,000 Property Damage each occurrence**  
**\$300,000 Property Damage aggregate**

- Additional Insured Endorsement page. The following wording must be on the Additional Insured Endorsement page

*The City of Thousand Oaks, its officials, employees and volunteers shall be named as additional insured with respect to liability arising out of the operations of the named insured.*

POLICY NUMBER: **Policy number** COMMERCIAL GENERAL LIABILITY  
CG 20 10 07 04

**THIS ENDORSEMENT CHANGES THE POLICY. PLEASE READ IT CAREFULLY.**

### ADDITIONAL INSURED

This endorsement modifies insurance provided under the following:

COMMERCIAL GENERAL LIABILITY COVERAGE PART  
SCHEDULE

Name Of Additional Insured Person(s) Or Organization(s):	Location(s) Of Covered Operations
<b>The City, its officers, officials, employees and volunteers.</b>	
Information required to complete this Schedule, if not shown above, will be shown in the Declarations.	





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### TAXES/FEES SCHEDULE

BUSINESS OWNERS	EMPLOYEES
Pay Permit Fees and Business Taxes/Fees	Pay Permit Fees Only

#### PERMIT FEES

- **Background Check Fees – (Non-Refundable)**
  - New application - \$120.00
  - Renewal application - \$60.00
- **Live Scan/Fingerprinting Fees**
  - See attached Live Scan Facility Listing – fee varies and subject to change
- **Regulatory Permit Fees**
  - Permit Issuance Fee - \$15.00
  - Photo Permit ID Badge Fee - \$6.00
  - Decal - \$5.00 per vehicle

#### BUSINESS TAXES/FEES

- **Business Address Inside City**
  - Business Tax - \$15 per year
  - Certificate of Occupancy Fee (if applicable) - \$128.00
  - Home Occupation Permit Fee (if applicable) - \$48.00
  - Processing Fee – (New Application - \$64.00 / Renewal - \$20.00)
- **Business Address Outside City**
  - Business Tax - \$ 150 per year
  - Processing Fee – (New Application - \$64.00 / Renewal - \$20.00)

#### Payment Options

- Cash
- Credit card (Visa® or Mastercard® only)
- Check (payable to the City of Thousand Oaks)