



# CITY OF THOUSAND OAKS

## SIDEWALK 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 approval. No sidewalk 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
- Signed Vending Location Regulations
- Certificate of Liability Insurance & Additional Endorsement Page
- Completed Business Tax Certificate Application
- Payment for Business License Tax/Fees and Other Permit Fees

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



## REQUEST FOR LIVE SCAN SERVICE

### Applicant Submission

CA 0560700

ORI (Code assigned by DOJ)

LICENSE CERTIFICATION OR PERMIT

Authorized Applicant Type

SIDEWALK VENDOR - RES 2015-030

Type of License/Certification/Permit OR 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

MATTHEW OGONOWSKI

Contact Name (mandatory for all school submissions)

THOUSAND OAKS

City

CA

State

91360

ZIP Code

(805) 494-8271

Contact Telephone Number

### Applicant Information:

Last Name

First Name

Middle Initial

Suffix

Other Name: (AKA or Alias)

Last Name

First Name

Suffix

Sex  Male  Female

Date of Birth

Driver's License Number

Height

Weight

Eye Color

Hair Color

Billing Number

(Agency Billing Number)

Place of Birth (State or Country)

Social Security 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: THOUSAND OAKS POLICE DEPARTMENT

OCA Number (Agency Identifying Number)

Level of Service:  DOJ  FBI

(If the Level of Service indicates FBI, the fingerprints will be used to check the criminal history record information of the FBI.)

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

All the information listed below 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 / Checks Money Order Cashier's Check Company Checks Debit Cards/Credit Cards Billing Accounts Corporate Accounts
<b>Camarillo Police Department</b> 3701 E Las Posas Rd Camarillo, CA 93010 (805) 388-5100	Mon-Thu: 8:00am - 5:00pm Fri: 8:00am-4:00pm Appointment Only	\$21.00	Cash Credit Cards Checks
<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	\$90.00	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>	Mon, Tue, Thu, Fri 9:00am - 3:00pm Walk-ins *Mobile Services available	\$22.00	Cash/Money Order Cashier's Check Checks Company Checks Corporate Accounts Debit Cards/Credit Cards Billing Accounts
<b>Office Locale 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>	Mon-Sun: 9:00am - 5:00pm Appointment Only *Mobile Services available	\$39.00	Cash/Money Order Billing Accounts Checks Company Checks Corporate Accounts Debit Cards/Credit Cards PayPal
<b>WellnessMart</b> 141 Duesenberg Dr, Suite 3 Thousand Oaks, CA 91362 805-496-7148 <a href="mailto:to@wellnessmart.com">to@wellnessmart.com</a>	Mon-Fri: 9:00am- 5:00pm Sat: 10:00am - 4:00pm Walk-ins & Appt Closed for lunch 12:30-1:00	\$23.00	Cash Corporate Accounts Debit Cards/Credit Cards Billing Accounts
<b>PostalAnnex</b> 501 S Reino Road Suite I Newbury Park, CA 91320 (805) 214-9600	Mon-Fri: 8:30am - 6:00pm Sat: 9:00am - 4:00pm Walk-ins	\$27.00	Cash Checks Debit Cards/Credit Cards
<b>PostalAnnex</b> 860 E Thousand Oaks Blvd Thousand Oaks, CA 91360 (805) 371-0462	Mon-Fri: 9:00am-5:00pm Sat: 9:00am-4:00pm Walk-ins	\$30.00	Cash Credit/Debit Cards ApplePay

Additional fees are required for the State (DOJ), Federal (FBI) and/or license or certification



# CITY OF THOUSAND OAKS BACKGROUND CHECK APPLICATION

ATTACH  
PHOTO  
HERE  
PASSPORT PHOTO  
2" X 2"

<b>PERMIT TYPE</b>	<input type="checkbox"/> NEW	<input type="checkbox"/> SOLICITOR - DOOR TO DOOR	<input type="checkbox"/> PAWNBROKER
	<input type="checkbox"/> RENEWAL	<input type="checkbox"/> MASSAGE ESTABLISHMENT	<input type="checkbox"/> SECONDHAND DEALER
	<input type="checkbox"/> UPDATE	<input type="checkbox"/> STREET VENDOR	<input type="checkbox"/> COMM'L CANNABIS OWNER
		<input type="checkbox"/> SIDEWALK VENDOR	<input type="checkbox"/> COMM'L CANNABIS EMPLOYEE
		<input type="checkbox"/> TAXI <input type="radio"/> OWNER <input type="radio"/> DRIVER	<input type="checkbox"/> OTHER _____

**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?       YES     NO

Have you ever been arrested for a misdemeanor or felony? (Including citations in lieu of booking)       YES     NO

Have you ever been convicted of a crime?       YES     NO

Have you ever had a license of any kind suspended or revoked?       YES     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	ACCOUNT #	LICENSE #	Amt Paid	Receipt - HDL#
Notes			Decal #:	Lic Tax Paid? <input type="checkbox"/> Yes	Date Permit Issued

## 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

**VENTURA COUNTY SHERIFF OFFICE**

Date Fingerprint Received

Date Permit Approved

Date Permit Denied

**Reason(s) For Denial**


**VENDING LOCATION REGULATIONS FOR SIDEWALK 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 to occupy space on any sidewalk or path of travel in such a way that would impede upon the required sidewalk width or path of travel requirement pursuant to ADA standards
7. 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
8. Vending display or device shall not exceed 15 square feet, in addition it shall not exceed a linear distance greater than 5 feet on any one side
9. 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

In addition to the above requirements, **Stationary Sidewalk Vending** is not permitted in a park unless authorized by the Conejo Recreation and Park District.

My signature below indicates that I have read understood and agree to comply with the Vending Location Regulations for Sidewalk Vendors.

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

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



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### INSURANCE

Thousand Oaks Municipal Code 1656-NS, Section 5-23.09(a)(2) *“Obtain general liability insurance 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 or 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. Then insurance policy shall insure the Sidewalk Vendor and shall name the City as an additional insured against loss by reason or injury or damage that may result to persons or property from the negligent operation or defective construction of the Sidewalk Vending device, 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**

- 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) - \$143.00
  - Home Occupation Permit Fee (if applicable) - \$54.00
  - Processing Fee – (New Application - \$70.00 / Renewal - \$24.00)
- **Business Address Outside City**
  - Business Tax - \$ 150 per year
  - Processing Fee – (New Application - \$70.00 / Renewal - \$24.00)

### Payment Options

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