



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

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 2101 E OLSEN RD Street Address or P.O. Box THOUSAND OAKS CA 91360 City State ZIP Code	19806 Mail Code (five-digit code assigned by DOJ) MATTHEW OGONOWSKI Contact Name (mandatory for all school submissions) (805) 494-8271 Contact Telephone Number
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Applicant Information:

Last Name _____ Other Name: (AKA or Alias) _____ Last Name _____ Sex <input type="checkbox"/> Male <input type="checkbox"/> Female Date of Birth _____ Height _____ Weight _____ Eye Color _____ Hair Color _____ Place of Birth (State or Country) _____ Social Security Number _____ Home Address Street Address or P.O. Box _____	First Name _____ Middle Initial _____ Suffix _____ First Name _____ Suffix _____ Driver's License Number _____ Billing Number _____ <small>(Agency Billing Number)</small> Misc. Number _____ <small>(Other Identification Number)</small> City _____ State _____ ZIP Code _____
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I have received and read the included Privacy Notice, Privacy Act Statement, and Applicant's Privacy Rights.

_____	_____
Applicant Signature	Date

Your Number: _____ <small>OCA Number (Agency Identifying Number)</small>	Level of Service: <input checked="" type="checkbox"/> DOJ <input checked="" type="checkbox"/> FBI <small>(If the Level of Service indicates FBI, the fingerprints will be used to check the criminal history record information of the FBI.)</small>
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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

All the information listed below is subject to change without notice.

LOCATION	HOURS	ROLLING FEES	FORMS OF PAYMENT
Ventura County Sheriff East Valley Station 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
Camarillo Police Department 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
Certifix Live Scan dbw The UPS Store #1055 2060 Ave De Los Arboles, Suite D Thousand Oaks, CA 91362 (805) 492-2279 info@certifixlivescan.com	Weekdays: 9:00am- 5:00pm Walk-ins *Mobile Services available	\$90.00	Cash Debit Cards/Credit Cards
ID Live Scan 2277 Townsgate Rd, Suite 208 Thousand Oaks, CA 91361 (805) 777-8171 idlivescan@gmail.com	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
Office Locale Inc 275 E Hillcrest Dr, Suite 160 Thousand Oaks, CA 91360 (805) 777-8866 customerservice@officelocale.com	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
WellnessMart 141 Duesenberg Dr, Suite 3 Thousand Oaks, CA 91362 805-496-7148 to@wellnessmart.com	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
PostalAnnex 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
PostalAnnex 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

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
The City, its officers, officials, employees and volunteers.	
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)