



COMMERCIAL SOLICITATION PERMIT PROCESS

The City of Claremont wishes to protect residents from fraud and crime and thereby promoting the safety and privacy of residences by reasonably limiting the hours of solicitation and requiring permits in a content neutral manner. As a result, solicitors within the City of Claremont are required to obtain special permits as well as business licenses.

This information sheet attempts to assist the solicitor to understand the permit process and is not intended to supersede any provisions in the Claremont Municipal Code.

SOLICITATION PERMIT

Who is required to obtain a solicitation permit?

If you are soliciting on behalf of, or are employed to solicit by, another person, both the person soliciting and the employer or other person upon whose behalf solicitation is being made must have valid solicitation permits and business tax certificates, even if you are exempt from payment of any license fee or business tax.

What are the requirements for a solicitation permit?

1. Proof of insurance as required by the city.
2. Obtainment of any other license, Claremont Business Tax Certificate, or permit that may be required.
3. Payment of application fees in the amount of the current fee schedule to the City of Claremont in the Police Department. (Fees are non-refundable.)
4. Submission of application, under penalty of perjury, to the police department at least thirty (30) calendar days prior to the time the solicitor requests to engage in solicitation. Applicants shall at all times maintain accurate application information with the city. If there is any change or modification in the information provided in the initial application, the applicant shall give written notification of such change to the chief of police within two (2) weeks of the change.

The application must be complete and the information within accurate and truthful. If not, it will be grounds for denial of the permit.

5. Completion of Live Scan fingerprints by the Claremont Police Department. The applicant must present a valid identification card issued by a state within the United States of America prior to being printed. (Fees are non-refundable.)
6. A photo taken by the police department.

When will I receive my permit?

Permit applications are reviewed by the Claremont Police Department. Generally, applications are approved and permits are issued within 30 days from the date received, unless delayed by fingerprint checking or other factors that require additional investigation to determine the qualification of the applicant.

Will I need a business license also?

As an independent solicitor, a business tax certificate is required. If you are an employee of a business, you are not subject to business license tax as an individual, however, the business must hold a valid Business Tax Certificate.

ADDITIONAL INFORMATION REGUARGING COMMERCIAL SOLICITATION PERMITS

How do I need to submit my application?

The applications can only be accepted at the front counter of the Claremont Police Department during normal business hours. Applications will not be accepted in the mail or through e-mail. Fees can be paid in cash (exact amount), personal check, Visa or Mastercard Credit or Debit card, or Cashier’s check. Live Scan appointments maybe made after application fees have been paid.

How often do I need to renew my permit?

The commercial solicitation permits are valid for up to ninety (90) days and may be renewed thereafter, unless sooner revoked. The Commercial Solicitation Permit Application must be submitted 30 days in advance of the expiration of the current permit, or a lapse in permit will occur. To avoid a lapse in permit, your application for renewal must be submitted at least 30 days prior to the expiration of the current permit.

Renewals are approved by the Claremont Police Department, based upon the applicant’s compliance with any conditions of approval and no violation of the Claremont Municipal Code regarding solicitation. Non–refundable renewal fees are required.

How do I receive additional information?

Additional information can be acquired by calling the appropriate numbers below:

Permit Applications Fees	Police Department	(909) 399-5411
Permit Process	Police Department	(909) 399-5409

Date: _____



COMMERCIAL SOLICITATION PERMIT
Application (New and Renewal)

City of Claremont, Police Department
570 W. Bonita Ave.
Claremont, CA 91711

PLACE OF EMPLOYMENT (Required in order to process application)

Business/Corporation Name: _____

Business/Corporation Address: _____

APPLICANT INFORMATION

Name: (print or type) _____
Last First Middle

List all other names you have used or been known as: _____

Permanent residence address
(P.O. Boxes are not acceptable): _____
Street (Include Apt. #)
City State Zip Code

Home and business phone number(s) and hours when you can be contacted:

Home Telephone () _____ From: _____ To: _____

Cell Telephone () _____

Business/ Work Telephone () _____ From: _____ To: _____

Birth Date: Mo. /Day /Yr. _____

Social Security #: _____ Driver's license #
and state issued in: _____
Number State

For the purpose of identification, please provide the following:

_____ Height _____ Weight _____ Hair Color _____ Eye Color

List any other distinguishing marks (scars, tattoos, etc.): _____

RESIDENCE HISTORY

List all the places you have lived at for the past ten years. Begin with your most current address (Attach additional sheet(s) if more space is needed). If applying for a renewal, complete only if changes occurred from initial application.

Street	City	State	Zip Code
Street	City	State	Zip Code
Street	City	State	Zip Code
Street	City	State	Zip Code

EMPLOYMENT HISTORY

List all employment for the past 10 years. Begin with the most current (Attach additional pages if necessary). If applying for a renewal, complete only if changes occurred from initial application.

Dates of Employment	Name and address of employer	Name of Supervisor
From Mo./Yr. /	To Mo./Yr. /	Name of Co-Worker(s)
Full-Time Part-Time	Title or Duties (for identification purposes)	Telephone #
Reason for Leaving:		
Dates of Employment	Name and address of employer	Name of Supervisor
From Mo./Yr. /	To Mo./Yr. /	Name of Co-Worker(s)
Full-Time Part-Time	Title or Duties (for identification purposes)	Telephone #
Reason for Leaving:		
Dates of Employment	Name and address of employer	Name of Supervisor
From Mo./Yr. /	To Mo./Yr. /	Name of Co-Worker(s)
Full-Time Part-Time	Title or Duties (for identification purposes)	Telephone #
Reason for Leaving:		

ADDITIONAL HISTORY

As an adult or juvenile, have you ever been arrested or convicted of a crime? Yes No

List all criminal arrests or convictions; infractions or misdemeanor citations received, including municipal or county code violation, pleas of no contest, and any criminal or civil cases pending in any court. You must include any cases dismissed or expunged pursuant to Penal Code Section 1203.4. **DO NOT** list traffic infraction violations (Attach additional sheet(s) if more space is needed). If applying for a renewal, complete only if changes occurred from initial application.

Approx. Date	Police Agency (City and State)	Circumstances

Have you ever been placed on court probation as an adult? Yes No
 "Yes", please give details (When, where, why):

Have you ever been arrested, charged with, convicted of, or currently under investigation for any crimes related to solicitation or other criminal offense including, but not limited to, violent crimes, sexual assault, possession of controlled substances, theft, fraud or burglary? Yes No If "yes" please give details:

Approx. Date	Police Agency (City and State)	Circumstances

BUSINESS INFORMATION

List names and addresses of all affiliated persons, who will be working on behalf of or with the applicant. This shall include any corporation, individual, firm, partnership, joint venture, association, social club, league, fraternal organization, joint stock company, estate, trust, business trust, receiver, trustee, syndicate or any other group acting as a unit. If applying for a renewal, complete only if changes occurred from initial application.

Name	Address (street)	City	State	Zip Code

Insurance company's name: _____ Certificate or Policy# _____

Claremont Business Tax Certification application completed? Yes No

TIME AND LOCATION

Requested times and places to solicit within the city:

Dates:		to		Times:		a.m.	to		a.m.	Area:
						p.m.			p.m.	
Dates:		to		Times:		a.m.	to		a.m.	Area:
						p.m.			p.m.	
Dates:		to		Times:		a.m.	to		a.m.	Area:
						p.m.			p.m.	
Dates:		to		Times:		a.m.	to		a.m.	Area:
						p.m.			p.m.	
Dates:		to		Times:		a.m.	to		a.m.	Area:
						p.m.			p.m.	

I certify, under penalty of perjury, the information contained in this application is true, accurate and complete.

I understand that failure to provide all information requested or failure to provide accurate, true and complete information is cause to revoke or deny approval of a solicitation permit, and forfeiture of fees paid to the City.

I hereby authorize the Claremont Police Department to investigate and confirm the information listed above. I understand that I will be given no feedback or results related to this investigation, other than approval or denial of this application.

Signature

Date

***PLEASE ATTACH ALL INFORMATION REQUIRED TO PROCESS THIS APPLICATION. DETAILS OF REQUIREMENTS CAN BE FOUND ON THE COVER PAGES. FOR FURTHER INFORMATION, CONTACT THE CLAREMONT POLICE DEPARTMENT AT (909) 399-5409.**

FOR CITY USE ONLY

Received By: _____

Date Received: _____

Fee: _____