



Community & Economic
Development Department
520 J Street
Los Banos, CA 93635
Phone: (209) 827-7000 ext. 2445
www.losbanos.org

Solicitation Permit Application Submittal Requirements

- ☐ Completed Application
- ☐ Application fee
 - Initial application - \$286.62
 - Renewal application - \$124.50
- ☐ Copy of valid California Driver's License or state-issued identification card
- ☐ Two (2) passport quality photographs of the applicant, which shall measure 2"x2" showing the head and shoulders of the applicant in a clear and distinguishing manner
- ☐ Proof of completed Livescan thru Los Banos Police Department
- ☐ Seller's Permit/Resale number, if applicable
- ☐ Merced County Environmental Health Permit number, if applicable
- ☐ Work Permit issued by the State Labor Commission, if applicant is a minor
- ☐ Other required individual licenses, permits, and/or information as requested by the City

Note: Staff may deem additional submittal information necessary. Incomplete or illegible applications will delay the processing and issuance of the permit. Issuance of the Solicitation Permit will be contingent upon clearance of the livescan. Once the permit application has been reviewed, processed, verified, cleared, and approved, the Solicitation Permit will be mailed to the address listed on the application.

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SP NO.

Contact us by EMAIL: businesslicenses@losbanos.org PHONE: (209) 827-7000 ext. 2445

SOLICITATION PERMIT APPLICATION
CONTINUED ON REVERSE

SOLICITATION PERMIT
STATEMENTS & RECITATIONS

Mark one for each of the following statements:

- ☐ I have ☐ I have not been convicted of any felony or misdemeanor involving injury to person(s) or property, theft, fraud, or misrepresentation within ten (10) years preceding the date of this application.
- ☐ I have ☐ I have not failed to pay any judgment arising from or connected with the activities authorized by the permit.
- ☐ I have ☐ I have not suffered revocation of any permit required to engage in commercial solicitation in any other jurisdiction within ten (10) years preceding the date of this application.

Initial each of the following recitations:

- _____ Applicant agrees that the Solicitation Permit Identification Card will not be used or represented in any way as an endorsement by the City of Los Banos or any department, officer, or employee thereof.
- _____ Applicant verifies that the information provided on this application and all supplemental information is true and correct and acknowledges that the application, including all supplemental information is signed under the penalty of perjury.
- _____ Applicant is aware that the City of Los Banos Municipal Code places time, place, and manner restrictions on solicitation with the City and that soliciting or delivering handbills to residences displaying "No Soliciting" or similar signs is a violation of the Los Banos Municipal Code and can be prosecuted as a misdemeanor.

I hereby certify that the information provided on this application and all supplemental information is true and correct to the best of my knowledge and belief and acknowledge that the application, including all supplemental information, is signed under the penalty of perjury.

Applicant's Signature

Date

Applicant's Name (Printed)

CITY USE ONLY



REQUEST FOR LIVE SCAN SERVICE

Applicant Submission

CA0240500

ORI (Code assigned by DOJ)

License, Certificate or Permit

Authorized Applicant Type

Type of License/Certification/Permit OR Working Title (Maximum 30 characters - if assigned by DOJ, use exact title assigned)

Contributing Agency Information:

City of Los Banos

Agency Authorized to Receive Criminal Record Information

00414

Mail Code (five-digit code assigned by DOJ)

1111 G St

Street Address or P.O. Box

Chetna Patel

Contact Name (mandatory for all school submissions)

Los Banos

City

CA ☐

State

93635

ZIP Code

2098277070

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 ☐

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: ☒ 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 ☐

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



REQUEST FOR LIVE SCAN SERVICE

Privacy Notice

As Required by Civil Code § 1798.17

Collection and Use of Personal Information. The California Justice Information Services (CJIS) Division in the Department of Justice (DOJ) collects the information requested on this form as authorized by Business and Professions Code sections 4600-4621, 7574-7574.16, 26050-26059, 11340-11346, and 22440-22449; Penal Code sections 11100-11112, and 11077.1; Health and Safety Code sections 1522, 1416.20-1416.50, 1569.10-1569.24, 1596.80-1596.879, 1725-1742, and 18050-18055; Family Code sections 8700-87200, 8800-8823, and 8900-8925; Financial Code sections 1300-1301, 22100-22112, 17200-17215, and 28122-28124; Education Code sections 44330-44355; Welfare and Institutions Code sections 9710-9719.5, 14043-14045, 4684-4689.8, and 16500-16523.1; and other various state statutes and regulations. The CJIS Division uses this information to process requests of authorized entities that want to obtain information as to the existence and content of a record of state or federal convictions to help determine suitability for employment, or volunteer work with children, elderly, or disabled; or for adoption or purposes of a license, certification, or permit. In addition, any personal information collected by state agencies is subject to the limitations in the Information Practices Act and state policy. The DOJ's general privacy policy is available at <http://oag.ca.gov/privacy-policy>.

Providing Personal Information. All the personal information requested in the form must be provided. Failure to provide all the necessary information will result in delays and/or the rejection of your request.

Access to Your Information. You may review the records maintained by the CJIS Division in the DOJ that contain your personal information, as permitted by the Information Practices Act. See below for contact information.

Possible Disclosure of Personal Information. In order to process applications pertaining to Live Scan service to help determine the suitability of a person applying for a license, employment, or a volunteer position working with children, the elderly, or the disabled, we may need to share the information you give us with authorized applicant agencies.

The information you provide may also be disclosed in the following circumstances:

- With other persons or agencies where necessary to perform their legal duties, and their use of your information is compatible and complies with state law, such as for investigations or for licensing, certification, or regulatory purposes.
- To another government agency as required by state or federal law.

Contact Information. For questions about this notice or access to your records, you may contact the Associate Governmental Program Analyst at the DOJ's Keeper of Records at (916) 210-3310, by email at keeperofrecords@doj.ca.gov, or by mail at:

Department of Justice
Bureau of Criminal Information & Analysis
Keeper of Records
P.O. Box 903417
Sacramento, CA 94203-4170



REQUEST FOR LIVE SCAN SERVICE

Privacy Act Statement

Authority. The FBI's acquisition, preservation, and exchange of fingerprints and associated information is generally authorized under 28 U.S.C. 534. Depending on the nature of your application, supplemental authorities include Federal statutes, State statutes pursuant to Pub. L. 92-544, Presidential Executive Orders, and federal regulations. Providing your fingerprints and associated information is voluntary; however, failure to do so may affect completion or approval of your application.

Principal Purpose. Certain determinations, such as employment, licensing, and security clearances, may be predicated on fingerprint-based background checks. Your fingerprints and associated information/biometrics may be provided to the employing, investigating, or otherwise responsible agency, and/or the FBI for the purpose of comparing your fingerprints to other fingerprints in the FBI's Next Generation Identification (NGI) system or its successor systems (including civil, criminal, and latent fingerprint repositories) or other available records of the employing, investigating, or otherwise responsible agency. The FBI may retain your fingerprints and associated information/biometrics in NGI after the completion of this application and, while retained, your fingerprints may continue to be compared against other fingerprints submitted to or retained by NGI.

Routine Uses. During the processing of this application and for as long thereafter as your fingerprints and associated information/biometrics are retained in NGI, your information may be disclosed pursuant to your consent, and may be disclosed without your consent as permitted by the Privacy Act of 1974 and all applicable Routine Uses as may be published at any time in the Federal Register, including the Routine Uses for the NGI system and the FBI's Blanket Routine Uses. Routine uses include, but are not limited to, disclosures to: employing, governmental, or authorized non-governmental agencies responsible for employment, contracting, licensing, security clearances, and other suitability determinations; local, state, tribal, or federal law enforcement agencies; criminal justice agencies; and agencies responsible for national security or public safety.



REQUEST FOR LIVE SCAN SERVICE

Noncriminal Justice Applicant's Privacy Rights

As an applicant who is the subject of a national fingerprint-based criminal history record check for a noncriminal justice purpose (such as an application for employment or a license, an immigration or naturalization matter, security clearance, or adoption), you have certain rights which are discussed below.

- You must be provided written notification¹ that your fingerprints will be used to check the criminal history records of the FBI.
- You must be provided, and acknowledge receipt of, an adequate Privacy Act Statement when you submit your fingerprints and associated personal information. This Privacy Act Statement should explain the authority for collecting your information and how your information will be used, retained, and shared.²
- If you have a criminal history record, the officials making a determination of your suitability for the employment, license, or other benefit must provide you the opportunity to complete or challenge the accuracy of the information in the record.
- The officials must advise you that the procedures for obtaining a change, correction, or update of your criminal history record are set forth at Title 28, Code of Federal Regulations (CFR), Section 16.34.
- If you have a criminal history record, you should be afforded a reasonable amount of time to correct or complete the record (or decline to do so) before the officials deny you the employment, license, or other benefit based on information in the criminal history record.³

You have the right to expect that officials receiving the results of the criminal history record check will use it only for authorized purposes and will not retain or disseminate it in violation of federal statute, regulation or executive order, or rule, procedure or standard established by the National Crime Prevention and Privacy Compact Council.⁴

If agency policy permits, the officials may provide you with a copy of your FBI criminal history record for review and possible challenge. If agency policy does not permit it to provide you a copy of the record, you may obtain a copy of the record by submitting fingerprints and a fee to the FBI. Information regarding this process may be obtained at <https://www.fbi.gov/services/cjis/identity-history-summary-checks>.

If you decide to challenge the accuracy or completeness of your FBI criminal history record, you should send your challenge to the agency that contributed the questioned information to the FBI. Alternatively, you may send your challenge directly to the FBI. The FBI will then forward your challenge to the agency that contributed the questioned information and request the agency to verify or correct the challenged entry. Upon receipt of an official communication from that agency, the FBI will make any necessary changes/corrections to your record in accordance with the information supplied by that agency. (See 28 CFR 16.30 through 16.34.) *You can find additional information on the FBI website at <https://www.fbi.gov/about-us/cjis/background-checks>.*

¹ Written notification includes electronic notification, but excludes oral notification

² <https://www.fbi.gov/services/cjis/compact-council/privacy-act-statement>

³ See 28 CFR 50.12(b)

⁴ See U.S.C. 552a(b); 28 U.S.C. 534(b); 34 U.S.C. § 40316 (formerly cited as 42 U.S.C. § 14616), Article IV(c)

City of Los Banos
Community and Economic Development
Complete Fee Schedule

License/Permit/Entitlement Type	Basic Fees	State Fees	Additional Fees	Notes	Total Fee
Business Licenses					
<i>Commercial</i>					
Commercial Business License Annual Initial Year (less than 20,000 sqft)	\$ 162.52	\$ 4.00		Additional fees may apply	\$ 166.52
Commercial Business License Annual Initial Year Big Box Store (20,000+ sqft)	\$ 1,218.28	\$ 4.00		Additional fees may apply	\$ 1,222.28
Commercial Business License Short Term/6 Months	\$ 124.50	\$ 4.00		Additional fees may apply	\$ 128.50
Commercial Business License Short Term/3 Months	\$ 97.80	\$ 4.00		Additional fees may apply	\$ 101.80
Commercial Business License Temporary (up to 3 days)	\$ 71.09	\$ 4.00		Additional fees may apply	\$ 75.09
Commercial Business License Tenant Improvement			\$ 26.71	One time fee	\$ 26.71
Commercial Business License New Construction			\$ 115.12	One time fee	\$ 115.12
Commercial Business License Renewal	\$ 130.00	\$ 4.00		Additional fees may apply	\$ 134.00
Commercial Business License Delinquent Fee	\$ 65.00		\$ 81.26	Not to exceed 50% of license fees (all fees excluding state fee)	\$ 146.26
Commercial Business License Reprint/Duplicate Fee	\$ 10.00				\$ 10.00
Commercial Business License Fire/Building Reinspection			\$ 144.22	Per occurrence - 3rd+ inspection	\$ 144.22
Commercial Business License ABC (not a bar/tavern)	\$ 162.52	\$ 4.00	\$ 26.71	Annual	\$ 193.23
Commercial Business License ABC (bar/tavern)	\$ 162.52	\$ 4.00	\$ 26.71	Annual	\$ 193.23
Commercial Business License Massage Therapist	\$ 162.52	\$ 4.00	\$ 150.56	Annual	\$ 166.52
Commercial Business License Massage Establishment	\$ 162.52	\$ 4.00	\$ 182.18	Annual	\$ 166.52
Commercial Business License Taxi/Limo Service	\$ 162.52	\$ 4.00	\$ 232.49	Annual	\$ 166.52
Commercial Business License Card Room	\$ 162.52	\$ 4.00	\$ 141.82	Annual	\$ 308.34
Commercial Business License Psychic	\$ 162.52	\$ 4.00	\$ 44.39	Annual	\$ 210.91
Commercial Business License Vehicle Tow	\$ 162.52	\$ 4.00	\$ 44.39	Annual	\$ 210.91
Commercial Business License Special Event	\$ 162.52	\$ 4.00	\$ 53.87	Annual	\$ 220.39
Commercial Business License Mobile Vendor Private Property	\$ 162.52	\$ 4.00	\$ 70.91	Annual	\$ 237.43
Commercial Business License Mobile Vendor Public ROW	\$ 162.52	\$ 4.00	\$ 70.91	Annual	\$ 237.43
Commercial Business License Pawn Broker	\$ 162.52	\$ 4.00	\$ 167.35	Annual	\$ 333.87
Commercial Business License Adult Entertainment (dancing venue, etc.)	\$ 162.52	\$ 4.00	\$ 740.88	Annual	\$ 907.40
Commercial Business License Adult Entertainment Performer	\$ 162.52	\$ 4.00	\$ 316.75	Annual	\$ 483.27
Commercial Business License Adult Entertainment (videos, dvds, etc.)	\$ 162.52	\$ 4.00	\$ 353.88	Annual	\$ 520.40
<i>Home Occupation</i>		\$ 4.00			
Home Occupation Business License Annual Initial Year	\$ 97.80	\$ 4.00		Additional fees may apply	\$ 101.80
Home Occupation Business License Short Term/6 Months	\$ 97.80	\$ 4.00		Additional fees may apply	\$ 101.80
Home Occupation Business License Short Term/3 Months	\$ 71.09	\$ 4.00		Additional fees may apply	\$ 75.09
Home Occupation Business License Temporary (up to 3 days)	\$ 44.39	\$ 4.00		Additional fees may apply	\$ 48.39
Home Occupation Business License Renewal	\$ 26.71	\$ 4.00		Additional fees may apply	\$ 30.71
Home Occupation Business License Delinquent Fee	\$ 13.36		\$ 48.90	Not to exceed 50% of license fee (excluding state fee)	\$ 62.26
Home Occupation Business License Reprint/Duplicate Fee	\$ 10.00				\$ 10.00
<i>Out of Town</i>					
Out of Town Business License Annual Initial Year	\$ 71.09	\$ 4.00		Additional fees may apply	\$ 75.09
Out of Town Business License Short Term/6 Months	\$ 97.80	\$ 4.00		Additional fees may apply	\$ 101.80
Out of Town Business License Short Term/3 Months	\$ 71.09	\$ 4.00		Additional fees may apply	\$ 75.09
Out of Town Business License Temporary (up to 3 days)	\$ 44.39	\$ 4.00		Additional fees may apply	\$ 48.39
Out of Town Business License Renewal	\$ 26.71	\$ 4.00		Additional fees may apply	\$ 30.71
Out of Town Business License Delinquent Fee	\$ 13.36		\$ 48.90	Not to exceed 50% of license fee (excluding state fee)	\$ 62.26
Out of Town Business License Reprint/Duplicate Fee	\$ 10.00				\$ 10.00
Solicitation Permit					
Solicitation Permit Initial	\$ 286.62				\$ 286.62
Solicitation Permit Renewal	\$ 124.50				\$ 124.50
Massage Permits/Registrations					
Massage Establishment Permit Initial	\$ 232.04				\$ 232.04
Massage Establishment Permit Renewal	\$ 232.04				\$ 232.04
Massage Therapist Registration Initial	\$ 79.93				\$ 79.93
Massage Therapist Registration Renewal	\$ 79.93				\$ 79.93
Exempt Massage Therapist Permit Initial	\$ 232.04				\$ 232.04
Exempt Massage Therapist Permit Renewal	\$ 232.04				\$ 232.04
Bingo License					
Bingo License Initial	\$ 124.50				\$ 124.50
Bingo License Renewal	\$ 71.09				\$ 71.09
Taxicab Permits					
Taxicab Business Permit Initial	\$ 596.48				\$ 596.48
Taxicab Business Permit Renewal	\$ 596.48				\$ 596.48
Taxicab Driver Permit/IDs Initial	\$ 207.10				\$ 207.10
Taxicab Driver Permit/IDs Renewal	\$ 207.10				\$ 207.10

**City of Los Banos
Community and Economic Development
Complete Fee Schedule**

License/Permit/Entitlement Type	Basic Fees	State Fees	Additional Fees	Notes	Total Fee
Auction Licenses					
Auctioneer's License (up to 3 months)	\$ 305.82			1x time/per quarter	\$ 305.82
Itinerant Merchant Auctioneer's License (daily)	\$ 360.49			1x time/daily	\$ 360.49
Auction Sales License (daily)	\$ 251.16			1x time/daily	\$ 251.16
Mobile/Sidewalk Vendor Permits					
Mobile Vendor Permit Initial	\$ 625.83				\$ 625.83
Mobile Vendor Permit Renewal	\$ 97.62				\$ 97.62
Sidewalk Vendor Permit Initial	\$ 450.00				\$ 450.00
Sidewalk Vendor Permit Renewal	\$ 450.00				\$ 450.00
Cottage Food Operator Permit					
Cottage Food Operator Permit (one time)	\$ 455.43				\$ 455.43
Planning Permits					
Administrative Permit - other	\$ 720.98			Deposit / Cost Recovery Contract	\$ 720.98
Special Events Permit - minor event	\$ 109.33				\$ 109.33
Special Events Permit - major event	\$ 311.14				\$ 311.14
Special Events Permit - minor event: Street Closures (3 blocks or less)	\$ 109.33		\$ 229.60		\$ 338.93
Special Events Permit - major event: Religious Processions (1.25 miles one way max)	\$ 311.14		\$ 444.22		\$ 755.36
Special Events Permit - major event: Street Closures (3 blocks or less)	\$ 311.14		\$ 229.60		\$ 540.74
Special Events Permit - major event: Parades (standard May Day Parade route)	\$ 311.14		\$ 1,517.64		\$ 1,828.78
Residential Neighborhood Block Party Permit	\$ 203.90				\$ 203.90
Farmers' Market Permit	\$ 230.42				\$ 230.42
Temporary Use Permit - minor use	\$ 230.42				\$ 230.42
Temporary Use Permit - major use	\$ 311.14				\$ 311.14
Miscellaneous					
Digital Sign at W. I St./Pacheco Blvd.	\$ 119.52			Per month	\$ 119.52
Sixth Street Banner - installation & removal	\$ 446.40			Per banner per occurrence	\$ 446.40
Donation Collection Bin Initial	\$ 432.81			Non-refundable	\$ 432.81
Donation Collection Bin Renewal	\$ 163.24			Non-refundable	\$ 163.24
Signage					
Master Sign Plan	\$ 1,681.41				\$ 1,681.41
Sign Review	\$ 82.00				\$ 82.00
Temporary Sign Review	\$ 82.00			Per occurrence	\$ 82.00
Planning Project Entitlements					
Annexation	\$ 23,731.72			Deposit / Cost Recovery Contract	\$ 23,731.72
General Plan Amendment	\$ 8,034.82			Deposit / Cost Recovery Contract	\$ 8,034.82
Zone Change/Pre-Zone	\$ 7,489.10			Deposit / Cost Recovery Contract	\$ 7,489.10
Conditional Use Permit	\$ 1,940.24			Deposit / Cost Recovery Contract	\$ 1,940.24
Site Plan Review	\$ 3,133.79			Deposit / Cost Recovery Contract	\$ 3,133.79
Variance	\$ 1,594.30			Deposit / Cost Recovery Contract	\$ 1,594.30
Tentative Subdivision Map - up to 100 lots	\$ 9,259.06			Deposit / Cost Recovery Contract	\$ 9,259.06
Tentative Subdivision Map - 101+ lots	\$ 12,101.86			Deposit / Cost Recovery Contract	\$ 12,101.86
Revised Tentative Map	\$ 4,575.05			Deposit / Cost Recovery Contract	\$ 4,575.05
Planned Development	\$ 4,554.77			Deposit / Cost Recovery Contract	\$ 4,554.77
Development Agreement	\$ 3,500.00			Deposit / Cost Recovery Contract	\$ 3,500.00
Final Development Plan	\$ 2,000.00			Deposit / Cost Recovery Contract	\$ 2,000.00
Environmental Review/Categorical Exemption	\$ 197.75			Deposit / Cost Recovery Contract	\$ 197.75
Negative Declaration/Initial Study	See Notes			Actual Cost + 20% / Deposit / Cost Recovery Contract Required	\$ -
Environmental Impact Report	See Notes			Actual Cost	\$ -
Minor Subdivision/Parcel Map	\$ 1,024.15			Deposit / Cost Recovery Contract	\$ 1,024.15
Lot Line Adjustment/Parcel Merger	\$ 415.16				\$ 415.16
Reimbursement Agreement	\$ 3,500.00			Deposit / Cost Recovery Contract	\$ 3,500.00
Appeal	\$ 2,587.84				\$ 2,587.84
Time Extension	\$ 2,404.91				\$ 2,404.91

Notes:
State established \$1.00 fee for Business Licenses as mandated by Senate Bill 1186 effective January 1, 2013. State Fee increased to \$4.00 as mandated by Assembly Bill 2164 effective January 1, 2024 indefinitely.

Fees adopted by City Council Resolution No. 6131 on 9/18/19; fees effective 12/1/19
Commercial Business License renewal basic fee subsidized/reduced by City Council Resolution No. 6158; adopted 11/20/19; fee effective 12/1/19