

APPLICATION FOR MOBILE FOOD VENDOR PERMIT INSTRUCTIONS

1. **Bring the following items in to the police department when applying for the permit:**
 - **Completed Mobile Food Vendor permit application form**
 - **Valid California driver's license**
 - **Social Security card**
 - **Permit application fee of \$163.82 payable to the City of San Luis Obispo (non-profit organizations are exempt)**
 - **Business and vehicle insurance documentation per Municipal Code SLMC 5.16.030**
 - **SLO County Health Department Inspection Form (showing the vehicle has passed inspection)**

2. The police department will conduct a preliminary investigation to determine whether to issue the permit. This preliminary investigation shall include:
 - A local criminal history profile
 - Contact with law enforcement agencies in other locations where the applicant has solicited orders
 - Contact with the listed references
 - Contact with the Better Business Bureau
 - Compliance with all applicable state laws (minor work permits, telephone solicitors)

3. The provisions of SLMC Section 5.08.030 (criminal conduct ineligibility for City permits) shall apply in determining whether prior criminal convictions shall render an applicant ineligible for a solicitor's permit.
 - A. Except as noted, conviction (including a guilty or no contest plea) of a felony, or a misdemeanor involving a crime of moral turpitude or conduct related to the nature of the permit requested, shall be sufficient to disqualify the applicant.
 - B. San Luis Obispo Police Department (SLOPD) may disregard such conviction if it is found and determined that mitigating circumstances exist. Factors are: type of business permit for which the person is applying, circumstances surrounding the conviction, length of time elapsed since the conviction, age of the person at the time of the conviction, presence/absence of rehabilitation, and contribution social or environmental conditions.
 - C. SLOPD shall give note of disqualification to the applicant disqualified under this section in writing via mail or in person to the applicant at the address shown on the application.
 - D. Any disqualified applicant may appeal in writing and filed with the City Clerk within ten days of the date of the notice of disqualification. The Council shall hear and determine the appeal within ninety (90) days after it is filed. The determination of the Council on the appeal shall be final.

4. After conducting the preliminary investigation (as noted in Item #3), SLOPD shall do one of the following:
 - A. Issue a mobile food vendor's permit
 - B. Request the applicant to submit to a full set of fingerprints to be forwarded to the Department of Justice if one of the following is discovered during the preliminary investigation:
 - A negative reference from the Better Business Bureau
 - Use of an AKA not noted on the application

- Inability to provide references
- False information on the application
- A prior law enforcement arrest for a felony or a misdemeanor involving a crime of moral turpitude

5. Once the full criminal history is received from the Department of Justice, SLOPD shall decide whether to grant or deny the application. The criteria in SLMC Section 5.08.030 shall be used to evaluate the criminal history information.

A. Denial of the application shall be based on one of the following:

- SLMC Section 5.08.030
- Providing false information on the application
- Serious allegations of fraud, supported by objectively verifiable facts, from another law enforcement agency where the applicant has previous solicited orders