



## **HANDBILL PERMIT APPLICATION**

COMMUNITY DEVELOPMENT DEPARTMENT • CODE ENFORCEMENT

10300 TORRE AVENUE • CUPERTINO, CA 95014-3202

(408) 777-3182 • [code@cupertino.org](mailto:code@cupertino.org)

### **Handbill Permit Application Instructions**

The following instructions explain the process of obtaining a handbill permit. Please read carefully.

1. Complete the handbill permit application.
2. Schedule an appointment with code enforcement staff to submit the completed permit application including a copy of the handbill being distributed.
3. After review of the permit application by the code enforcement staff, pay the permit application fee and business license fee (if applicable).
4. Processing time for the permit is usually 5 to 10 business days. Once the permit has been issued, handbill distribution may begin.

### **Handbill Permit Fee Schedule**

|                          |           |
|--------------------------|-----------|
| Handbill permit:         | \$ 158.68 |
| Handbill Permit Renewal: | \$79.34   |
| City Business License:   | \$173.00  |



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Handbill Permit - \$158.68     Annual Permit Renewal - \$79.34

### *Business Information*

Business Name \_\_\_\_\_ Business Phone \_\_\_\_\_

Business Address \_\_\_\_\_ City \_\_\_\_\_ Zip Code \_\_\_\_\_

Business Owner/Manager \_\_\_\_\_

Type of Business: For profit \_\_\_\_\_ Not for profit \_\_\_\_\_ (please attach a copy of your IRS statement)

Do you have a Cupertino business license? Yes NO Bus Lic. # \_\_\_\_\_ Exp. \_\_\_\_\_

### *Applicant Information*

Applicant Name \_\_\_\_\_

Home address \_\_\_\_\_ City \_\_\_\_\_ Zip Code \_\_\_\_\_

Mailing address \_\_\_\_\_ City \_\_\_\_\_ Zip Code \_\_\_\_\_

Cell Phone \_\_\_\_\_ Bus. Phone \_\_\_\_\_ Email \_\_\_\_\_

Social security number \_\_\_\_\_ Date of birth \_\_\_\_\_

Driver's license number \_\_\_\_\_ State \_\_\_\_\_ Expiration date \_\_\_\_\_

Sex \_\_\_\_\_ Weight \_\_\_\_\_ Height \_\_\_\_\_ Hair Color \_\_\_\_\_ Eye Color \_\_\_\_\_

1. Describe the exact nature of the business or program being advertised.

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2. Provide a description of the goods sold and or services provided.

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3. List any other cities where the applicant or business has held a valid handbill or solicitor permit. Please include the dates the permit was held.

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4. Please provide the dates and times of when the handbill distribution will be conducted.

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5. Will anyone else be distributing handbills under authorization of this permit. If so, how many?

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I declare under penalty of perjury that the foregoing information is correct to the best of my knowledge:

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

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

Office use only

Valid identification of applicant checked and verified

Copy of handbill included with application

Copy of ordinance provided to applicant

City Manager approval

Business license fees paid

Permit fees paid