



## PLANNING DEPARTMENT

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68-700 Avenida Lalo Guerrero - Cathedral City, CA 92234

(Staff Use Only)

Case No.:

Related Case(s):

# HANDBILL PERMIT APPLICATION

It is advisable to submit applications for review 60 days prior to commencement of the use or event to ensure adequate review of the application. If you have any questions while completing this application, please ask a member of the Planning Department for assistance. The application fee must be submitted with the completed application. For recurring events, a schedule must be submitted every 3 months. **(PLEASE PRINT OR TYPE)**

### GENERAL INFORMATION:

Applicant Name:	Phone Number:
Applicant Address:	Fax Number:
Applicant City/State/ Zip:	Email Address:
Business Name:	Phone Number:
Business Owner's Name:	Fax Number:
Business Address:	Email Address:
Business City/State/ Zip:	

### DESCRIPTION OF BUSINESS AND HANDBILL DISTRIBUTION TECHNIQUES:

Brief Description of Business and Handbill Distribution Techniques

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Number of Agents or Employees: \_\_\_\_\_

Last two occupations of applicant:

Employer Name	Address	Employment Dates
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Employer Name	Address	Employment Dates
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Any Convictions of Crime other than Vehicle Code Violations: ☐ Yes ☐ No

Cathedral City Business License Number: \_\_\_\_\_

I certify that all information on this application is true and correct and approve the City of Cathedral City to conduct background checks on the applicant and all employees.

Applicant Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Date/Time Received:

Received By:

Amount Received:

Receipt No(s):

## SUBMITTAL REQUIREMENT

- |  |  |
|--|--|
| <input type="checkbox"/> Live Scan   | <input type="checkbox"/> Application Fee of <b>\$361</b> |
| <input type="checkbox"/> Business License                                      | <input type="checkbox"/> Sample Handbill                 |
| <input type="checkbox"/> Copy of Handbills                                     | <input type="checkbox"/> Completed Application           |
| <input type="checkbox"/> 2" x 2" Photo of Applicant taken within the past year |  |

## LIVE SCAN INSTRUCTIONS

In order to complete your application, you are required to be fingerprinted. Even if you have been fingerprinted before, this is the process for required background investigations. The Live Scan process is painless and involves no ink. Your fingerprints are scanned into a computer and then sent directly to the Department of Justice (DOJ) via a secured network. This process speeds up permit approval time.

Live Scans may be obtained at the following locations:

Riverside Sheriff Department  
73705 Gerald Ford  
Palm Desert  
(760) 836-1600

UPS Store  
67782 East Palm Canyon (Hwy 111)  
Cathedral City in the Target Shopping Center  
(760) 321-0703

What is required: You will need a live scan form with a valid ORI and Mail Code Number (which is included in your application packet).

Fee: Please contact the locations directly for Live Scan fee.

## DETERMINATION OF APPLICATION (Staff Use Only):

ACTION TAKEN: ☐ APPROVED ☐ DENIED

If denied, provide reasons:

If approved, the following are Conditions of Approval:

The applicant shall return 48 hours after delivery and pick up any remaining fliers.  
Handbills shall not be delivered before 8:00 AM or after 5:00 PM or on Sundays or Holidays.

APPROVED BY: \_\_\_\_\_

DATE: \_\_\_\_\_

STAFF COMMENTS: \_\_\_\_\_