ROSEVILLE POLICE DEPARTMENT
1051 Junction Boulevard, Roseville, CA 95678
(916) 746-1069

ICE CREAM VENDOR PERMIT APPLICATION (RENEWAL)

Permit Number Issued: _____

All information requested on this application is required. Completed applications can take up to 45 days to process. Incomplete applications will be rejected, thus delaying issuance of the permit. Any Ice Cream Vendor Permit Application should be submitted at least 45 days before the permit is required. Permits for Ice Cream Vendors shall be issued for a term of one year from the date of issuance without a qualified renewal. Unless exempt pursuant to Section 10.65.020, it is unlawful for any person to operate as an ice cream vendor in the City of Roseville without an Ice Cream Vendor Permit.

YOU ARE REQUIRED TO SUBMIT THE FOLLOWING DOCUMENTS WITH YOUR APPLICATION:

1.	Copy of applicant/owner and manager/supervisor (Responsible Persons) Driver's License or other valid government-issued photo ID with proof that applicant and manager are over the age of eighteen (18) years.
2.	Current photo of the applicant (Taken in front of a solid back drop by Permit Coordinator)
3.	**$55.00** Non-refundable application fee (Payable by check to "City of Roseville" or Credit/Debit card)
4.	LiveScan fingerprint service for any ***new*** applicant, or responsible persons, such as managers/supervisors **+ $32.00** Non-refundable DOJ fee **+ $20.00** Non-refundable LiveScan fingerprint fee **+ $17.00** Non-refundable FBI fee – Payable at the time of the LiveScan service. Please bring the LiveScan form to the service and when complete, provide a copy to the Permit Coordinator.
5.	Current City of Roseville Business License (HDL Companies https://roseville.hdlgov.com 916-727-6868)
6.	Fictitious name filing with Placer County, Refer to California Business and Professions Code beginning with Section 17900 for more information. (530-886-5600) or (https://www.placer.ca.gov/1764/Fictitious-Business-Name-Statements) If LLC or Corporation- proof of filing, standing, Statement of Information
7.	Valid Certificate of Public Liability Insurance (Auto liability and General liability) – Provide a copy to the City of Roseville via Ebix at roseville@ebix.com. Provide proof of submission to the permit coordinator.
8.	Medical Certification within past 45 calendar days that applicant has tested free for controlled substances and alcohol. (Part 40, Section 40 of Title 49 of the Code of Federal Regulations)
9.	Proof of business entity status (W-9 Forms are available on the main IRS webpage) • If a sole proprietor, please provide your current Form W-9. • If a corporation, please provide your current Form W-9, date of incorporation, evidence corporation is in good standing under laws of California, the names and capacities of all officers and directors and name and address of registered agent for service of process. • If a limited liability corporation, please provide your current Form W-9, date of formation, evidence limited liability company is in good standing under laws of California, the names and capacities of all members, and name and address of registered agent for service of process. • If a partnership, please provide a copy of the partnership agreement the names and contact information for all partners, and a current Form W-9 for all partners.
10.	A complete list of the names and birthdates of all proposed employees who will be employed or retained by the business.
11.	Proof of current DMV registration
12.	Placer County Department of Health Services- Health Permit
13.	Certificate of Training- California Food Handlers Course

Review City Municipal Code, Title 10, Div. VI., Chapter 10.65: Ice Cream Vendors

BUSINESS ESTABLISHMENT INFORMATION

☐ Sole Proprietor ☐ Independent Contractor ☐ Corporation ☐ Limited Liability Corporation

☐ Partnership ☐Other_____

Ice Cream Vendor business name: _____

Ice Cream Vendor business address: _____

Business phone (___)_____ Owner/Manager_____

Business/Trade Name that will be on the ice cream truck/vehicle: _____

Website Address _____

Hours of Operation _____

APPLICANT INFORMATION

☐ Owner ☐Other_____

Applicant Full Name _____

Other Names Used _____

Date of Birth _____ Age _____

Male / Female Height_____ Weight_____ Hair_____ Eyes_____

Scars, tattoos or other distinguishing marks_____

California Driver's License # _____ Social Security # _____

Residence Address _____City _____ State _____ Zip _____

Home Phone (___)_____Work Phone (__)_____Cell Phone (__)_____

E-mail address_____

Residential addresses for the past five (5) years (Begin with your current address):

_____

_____

_____

Employment history for the past five (5) years (Begin with the current or most recent; include the business name, address, and phone number):

_____

_____

_____

Do you now hold, or have you ever previously held, a permit for an ice cream vendor or similar business?
☐ Yes ☐ No

If "Yes", provide an explanation:

_____

_____

Have you ever had a permit/license suspended or revoked for any reason? ☐ Yes ☐ No

If "Yes", provide an explanation:

_____

_____

Have you ever been convicted of any Misdemeanor or Felony crime? ☐ Yes ☐ No

If yes, state the nature of the offense(s), jurisdiction where offense occurred, and sentence.

_____

_____

_____

Are you presently or have you **EVER** been on informal/formal probation or parole in California or elsewhere?

☐ Yes ☐ No If yes, provide all details, including probation/parole officer's name, office address and phone.

_____

_____

_____

Have you ever been convicted of a misdemeanor involving moral turpitude? ☐ Yes ☐ No

What is "Moral Turpitude"? *Moral turpitude is a legal concept in the United States that refers to the gross violation of standards of moral conduct. Conviction of crimes of moral turpitude may disqualify someone from an employment opportunity.*

Some examples of crimes involving "moral turpitude" include: grand theft, perjury, vice crimes, bigamy, rape, arson, blackmail, embezzlement, fraud, robbery, prostitution, murder, voluntary manslaughter, narcotic sales and falsifying a crime report. Liquor law violations and disorderly conduct do not fall under this classification.

If yes to the above concerning moral turpitude, provide details and jurisdiction where offense occurred.

_____

_____

_____

I give permission to allow a background investigation to verify the information provided.

☐ YES Initial:_____

Please initial if a copy of a valid Certificate of Insurance has been provided and is on file with the City of Roseville Risk Management Department

_____ Initials

ON-SITE RESPONSIBLE PERSONS
(Managers/Supervisors)

Manager/Supervisor Name _____

Other Names Used _____

Date of Birth_____ Age_____ Driver's License Number _____State _____

Residence Address_____

Residence Phone_____ Alternate Contact Phone_____

Primary E-mail address_____

Please advise the On-Site Manager/Supervisor (responsible persons) there will be a background check and have them sign below acknowledging and providing permission for the background check. **This individual(s) will be required to complete a LiveScan fingerprint service.**

X_____

Are there additional On-Site Responsible Persons (Managers/Supervisors) ☐ Yes ☐ No

Note: If you have more than one manager/supervisor please list their information on a separate page that includes the items mentioned in the "On-Site Responsible Persons" section along with their signature acknowledging there will be a background check. Please provide the separate page(s) along with the rest of the application.

CHANGES OF ANY KIND TO THE ABOVE INFORMATION MUST BE REPORTED TO THE ROSEVILLE POLICE DEPARTMENT IN WRITING WITHIN 10 BUSINESS DAYS.

ROSEVILLE POLICE DEPARTMENT

I, the undersigned applicant, hereby certify under penalty of perjury that the answers and statements I have made on all pages of this application and in all supporting documents are true, correct and complete to the best of my knowledge and belief. I understand that any information misrepresented or intentionally omitted will result in automatic denial of this application, and/or revocation of the permit, and may subject me to criminal prosecution. I have read and understand the applicable sections of the Roseville Municipal Code as it applies to ice cream vendors and agree to abide by such ordinances.

APPLICANT: Signature	Print name	Date
CITY REPRESENTATIVE: Signature	Print name	Date

∇ FOR POLICE DEPARTMENT USE ONLY ∇

Notes: