



## Solicitation Permits

There are four basic situations where a permit to solicit or sell is required in the City of Oakland:

### 1. **Special Activity Permits:**

The Special Activity Unit of the Office of the City Administrator issues permits for special activities in the City of Oakland. Special activities include carnivals, bingo games, cabarets, charitable solicitations, electronic/mechanical games, massage establishments, massage therapists, sound amplification equipment for events not held in City parks, and certain secondhand dealers. A permit application and additional information may be obtained in person, by telephone, via facsimile or e-mail as follows:

Office of the City Administrator  
1 Frank H. Ogawa Plaza  
11th Floor  
Oakland, CA 94612  
(510) 238-6914 (Office)  
(510) 238-7084 (Fax)  
[jchan@oaklandnet.com](mailto:jchan@oaklandnet.com) (e-mail)  
[bkilley@oaklandnet.com](mailto:bkilley@oaklandnet.com) (e-mail)

### 2. **Special Events Permits:**

Special event permits are issued by the Special Event Unit of the Oakland Police Department. Special events include dances, parades, concerts, or any events open to the public where 50 or more persons are in attendance. Special events include profit and non-profit events, and events that require street closures. Applications for special event permits should be filed at least 30 days in advance of such events.

The Special Events Unit will review applications and assess the impact on public safety, including traffic and surrounding commercial or residential tenants. If public safety or traffic impacts are found, off-duty police officers are assigned to monitor such events and the applicant is assessed the cost of such officers. Additionally, the applicant must provide proof of liability insurance for the proposed event.

Special Events Unit  
Oakland Police Department  
Eastmont Precinct

2651 73rd Avenue  
Oakland, CA 94605  
(510) 777-8525 (Office)  
(510) 777-8979 (Fax)

Sergeant Pete Espinoza [pespinoza@oaklandnet.com](mailto:pespinoza@oaklandnet.com)  
Officer Mike Morse [mmorse@oaklandnet.com](mailto:mmorse@oaklandnet.com)

### 3. **Events in City of Oakland Parks:**

Events that are held inside of City parks and facilities must also be approved by the Parks Recreation. This agency will issue a park use permit and approve the use of sound amplification equipment for any event held in a City of Oakland park. You may contact the Director at the City park where you would like to hold your event for an application and availability information. For additional information, please contact the following unit of the Parks Recreation and Cultural Arts Agency at:

Central Reservations  
Parks Recreation  
1520 Lakeshore Drive  
Oakland, CA 94612  
(510) 238-3867 (Office)  
(510) 238-2224 (Fax)  
[gmcmillon@oaklandnet.com](mailto:gmcmillon@oaklandnet.com) (e-mail)

(From Roger Brett's notes):

- If the number of expected attendees is 49 or more, an OPD Special Event Permit is required and application for that must be completed at least 30 days ahead.
- If there is to be fundraising, sales, donations, or any fees, a request to Parks and Rec must be submitted 3 months ahead.
- If approved for any such exchange of funds (as above) or if any goods, foods, or refreshments are to be sold, the event charges are increased to 200% of the normal fees.
- Inflatable Jumpers require special permits.
- A Park Use Application must be submitted 60 days ahead and it must include the OPD Special Event App cited above.
- Certification of Insurance is required.
- If we sold the bags, it looks like a Seller's Permit from the State Board of Equalization would be required. This may be the same thing we ran into with the steering wheel security devices.
- If we were to deal with food, it looks like a temporary Food Handler's Permit from Alameda County Health Services is required.

### 4. **Door-to-Door/City Sidewalk Solicitations:**

All persons conducting business within the City of Oakland, including commercial/industrial and residential rental property owners, retailers, wholesalers, manufacturers, service companies, self-employed persons, independent contractors and businesses conducted within one's home, and non-profit organizations are

required to obtain a business tax certificate and file business taxes annually. If you an individual, intend to sell or solicit door-to-door or along city streets, you must obtain a peddlers and/or solicitors application from our office. Complete the application and take it to the Oakland Police Department located at 455-7th St., Room 306 for processing. When Peddler/Solicitor ID card is issued, return to our office to apply for your Business Tax Certificate. Contact:

City of Oakland Financial Services Agency  
Phone #(510) 238-3704  
Fax # (510) 238-7128

Office Hours:	Location
Monday – Friday 8:30 AM - 5:00 PM	250 Frank H. Ogawa Plaza, Suite 1320 Oakland, CA 94612 - 2011

(From MVA Meeting Minutes) Illegal Sidewalk Solicitation – Tom Brodehl distributed an example of the Solicitation Permit issued by the City of Oakland.

- There is a permit number in the upper left hand corner along with a void date.
- The name of the group is specified, along with exactly what they can sell and often the specific location where they are authorized to solicit.
- When asked to produce a valid permit they should do so. Some solicitors have become quite belligerent when asked to see their permit. Should call non-ER police number to have solicitors removed if they cannot produce a valid permit.

(From Barbara Killey, City of Oakland)

Door-to-door requires that they go first to business licensing (at 250 FOP). Business Licensing decides if a business license is needed and provides the solicitor's application, which must be taken to the records division at the PAB (Debbie Fallahy's dept). Fingerprinting & background check are done, and they need to provide 5 local references. The permit is good for only one year. My office issues permits for charitable solicitations, but not if it is door to door. ([See attached Permit sample](#))

(From Deborah Fallehy, OPD?)

The only ID I know of is the Peddler-Solicitor permit. The process is explained in Barbara's email. I don't know of any other type of ID.

CITY OF OAKLAND  
OFFICE OF THE CITY ADMINISTRATOR  
ONE FRANK OGAWA PLAZA  
PHONE: (510) 238-6914  
APRIL 26, 2007

PERMIT NO. **C07-00**  
VOID AFTER: **MAY 30, 2007**  
(Non-transferable, Please return  
after expiration date)

**NAME OF ORGANIZATION** of **ADDRESS OF ORG.,**  
*(Name)* **Oakland, CA 94600**  
*(Address)*

is hereby permitted to solicit for charitable purposes under the provisions of  
Chapter  
5.18 of the Oakland Municipal Code, from **April 1, 2007 to May 30, 2007.**

(This permit does not constitute an endorsement by the City of Oakland , or by any of  
its departments, officers or employees, of the purpose or persons conducting this  
solicitation; nor does it authorize the conduct of any event or activity prohibited by law.)

Events/Activities used for solicitation: **Walk-a-thon**  
Location: **Lake Merritt, Oakland**  
Date: **May 19, 2007**

**Condition of Approval:**

All other permits that might be needed shall be obtained by applicant prior to the  
start of the solicitation.

By \_\_\_\_\_ **Hearing Officer**

**Agents and solicitors complete information below double line**

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Name \_\_\_\_\_ Address \_\_\_\_\_  
Age \_\_\_\_\_ Sex \_\_\_\_\_ Authorized to solicit for  
\_\_\_\_\_ from \_\_\_\_\_, 2007 to \_\_\_\_\_, 2007.

Signature \_\_\_\_\_

(Rev. 2/07)