



HANDBILL PERMIT APPLICATION

COMMUNITY DEVELOPMENT DEPARTMENT • CODE ENFORCEMENT DIVISION

10300 TORRE AVENUE • CUPERTINO, CA 95014-3202

(408) 777-3182 • code@cupertino.org

Handbill Permit Application Instructions

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. You will receive payment instructions when review is completed.
4. A Business License is required in most cases.
5. Processing time is usually 5 to 10 business days. Once the permit has been issued, handbill distribution may begin. Permits valid for one (1) year from date of issuance.

☐ Handbill Permit

☐ Permit Renewal

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 affirmation letter)

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

Applicant Information

Applicant Name _____ Email _____

Home address _____ City _____ Zip Code _____

Mailing address _____ City _____ Zip Code _____

Cell Phone _____ Bus. Phone _____ Social security number _____

Date of Birth _____ Driver's License Number _____ State _____ Exp. Date _____

Sex _____ Weight _____ Height _____ Hair Color _____ Eye Color _____ Relationship to business _____

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

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

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.

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

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

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 ☐