

Roseville Police Department

1051 Junction Blvd. Roseville, CA 95678 Roseville, Ca. 95678

Daniel Hahn, Chief of Police

ICE CREAM VENDOR PERMIT REQUIREMENTS

- 1. City of Roseville Business License.
- 2. Completed Ice Cream Vendor Permit application. (available on-line or at Roseville P.D.)
- 3. Valid California Driver's License.
- 4. \$25.00 Ice Cream Vendor Permit fee. (cash or check only, payable to the City of Roseville)
- 5. \$32.00 DOJ fee. (exact cash or check only, payable to the City of Roseville)
- 6. \$15.00 Livescan fingerprinting fee. (payable to Sunset Notary Services at Roseville P.D.)
- 7. \$19.00 FBI fingerprint fee if applicant resided outside the State within past 5 years.
- 8. Medical Certification: tested for controlled substances and alcohol. (Obtained within the past 45 calendar days)
- 9. Certificate of public liability insurance policy on file with the City's Risk Management Division. (311 Vernon Street) and copy to Roseville Police Department.

Applications submitted by appointment only. Contact Roseville Police Dept. CSO Nina Shaull at (916) 746-1069 to schedule an appointment to turn in the completed application.

ICE CREAM VENDOR PERMIT PROCEDURE

- 1. Obtain City of Roseville Business License from City License Division at 311 Vernon Street.
- 2. Obtain medical certification (within past 45 calendar days) showing clear of any alcohol or drugs. Roseville Police Dept. form to be faxed from doctor's office to police department.
- 3. Complete Ice Cream Vendor Permit application (do not sign Police Department employee must witness signature).
- 4. Submit permit application, fees, proof of insurance and California Drivers License to Roseville Police Department. Fingerprints and photo will be taken at time of application appointment.
- 5. Background investigation will be completed once all documents are received. When the background check is complete and the Livescan results come back from the Department of Justice (DOJ), you will be contacted regarding the status of your permit. Permits are renewed every year.

You are not permitted to operate as an ice cream vendor in the City of Roseville until you receive your approved permit.