

# CITY OF SANTA BARBARA



## PERMIT APPLICATION PROCESS FORTUNETELLER

City of Santa Barbara Municipal Code, Chapter 5.40

**Name of Applicant:** \_\_\_\_\_

Complete application. Make certain you have all your support documentation below as part of your entire Application Packet. Email completed application to [AccountsReceivable@santabarbaraca.gov](mailto:AccountsReceivable@santabarbaraca.gov). City will contact you by email when you can come to City Hall to pay permit fee.

**Notice to Applicant: Follow the steps below to have your application processed.**

STEP 1. Email completed application to: <a href="mailto:accountsreceivable@santabarbaraca.gov">accountsreceivable@santabarbaraca.gov</a>	DATE COMPLETED	CITY AGENT SIGNING OFF ON COMPLETION
a. A permit application form.		
b. A photocopy of your driver's license.		
c. Two (2) passport size color photos.		
d. A printed statement, outlining the services to be provided.		
e. A printed list of locations (by address) where you have worked as a Fortuneteller.		
f. Complete Live Scan Form		
g. Payment of \$20.00 application fee.		

STEP 2. AT COMMUNITY DEVELOPMENT BUILDING, 630 GARDEN STREET:	DATE COMPLETED	CITY AGENT SIGNING OFF ON COMPLETION
a. Because you require a fixed business location, you must obtain clearance from Community Development Department, Planning and Zoning Division. <b>**Additional fees are assessed at Community Development**</b>		
b. Upload completed Proposed Permit Use Clearance forms along with your site plan and floor plan to Building & Safety. Visit the City's Apply for a Permit page for permit submittal guidance. Community Development (805)564-5485.		
c. The Proposed Permit Use Clearance forms will be routed to the variance departments for sign-off.		
d. This process can take anywhere from 2 to 4 weeks.		
f. <b>Once use is approved by all departments you can proceed to Step 3.</b>		

STEP 3. AT POLICE DEPARTMENT, RECORDS BUREAU, 215 E. FIGUEROA STREET	DATE COMPLETED	CITY AGENT SIGNING OFF ON COMPLETION
a. When you paid your application fee, you were given a "Request for Live Scan" form, which is used by the Police Department for fingerprinting. The form was filled out by staff at City Hall.		

b. Make sure you have this form and call (805) 897-2355 to set up an appointment to be fingerprinted. There is an additional rolling fee at the Police Department for this service. You must make an appointment within 30 days of submitting your application to City Hall.		
b. Go to the Police Department, Records Bureau, 215 E. Figueroa Street to be fingerprinted.		
c. After you are finished, go to the Investigative Division Office, and leave your application packet with the clerk. You may call their offices at (805) 897-2333, if you have any questions. Do not leave your application at the Records Bureau.		
<b>Completed application must be submitted to the Investigative Division before the first Thursday of the month in order to be considered at that month's Fire and Police Commission meeting.</b>		

**Police Department Use Only**

*To be completed by Police Permit Investigator:*

- City of Santa Barbara Police Department records check on applicant,  
Warrants  
B.U.S.T.E.D.  
D.M.V.
- Criminal history check on fingerprints and fingerprints returned from D.O.J.

*Police permit investigator's recommendations on the issuance of the permit to the applicant:*

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**CHIEF OF POLICE**      Approval of permit application: \_\_\_\_\_ Date: \_\_\_\_\_  
    Disapproval of permit application: \_\_\_\_\_ Date: \_\_\_\_\_



# CITY OF SANTA BARBARA

## APPLICATION FOR CITY PERMIT

TYPE: FORTUNETELLER

Permit/ID Number#

Santa Barbara Municipal Code,  
Chapter 5.40

**Please complete the following:**

Date of Application:

Name:

A.K.A. (list "also known as" names):

Residence Address (include street, city, and zip code):

Mailing Address, if different (include street, city, and zip code):

Phone Number:	Social Security No:
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California Driver's License No. (submit photocopy)	Are you a U.S. citizen?
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Date of Birth:	Place of Birth:
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Color of Hair:	Color of Eyes:	Height:	Weight:
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Length of time in Santa Barbara:	Length of time in California:
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**List the full address for your places of residence over the past five years, starting with the most recent. After the address, show the dates (month and year) at each residence.**

1. \_\_\_\_\_  
 \_\_\_\_\_ (from \_\_\_\_\_ to \_\_\_\_\_)
2. \_\_\_\_\_  
 \_\_\_\_\_ (from \_\_\_\_\_ to \_\_\_\_\_)
3. \_\_\_\_\_  
 \_\_\_\_\_ (from \_\_\_\_\_ to \_\_\_\_\_)
4. \_\_\_\_\_  
 \_\_\_\_\_ (from \_\_\_\_\_ to \_\_\_\_\_)
5. \_\_\_\_\_  
 \_\_\_\_\_ (from \_\_\_\_\_ to \_\_\_\_\_)

List your last five places of employment. Start with your current or most recent employer. List by business name, address, business phone number, and dates (month and year) of employment.

1. \_\_\_\_\_  
\_\_\_\_\_ (from \_\_\_\_\_ to \_\_\_\_\_)
2. \_\_\_\_\_  
\_\_\_\_\_ (from \_\_\_\_\_ to \_\_\_\_\_)
3. \_\_\_\_\_  
\_\_\_\_\_ (from \_\_\_\_\_ to \_\_\_\_\_)
4. \_\_\_\_\_  
\_\_\_\_\_ (from \_\_\_\_\_ to \_\_\_\_\_)
5. \_\_\_\_\_  
\_\_\_\_\_ (from \_\_\_\_\_ to \_\_\_\_\_)

Proposed Business Name: \_\_\_\_\_

List similar permits presently or previously issued in another city or state. List by permit title, city and state of issuance.

\_\_\_\_\_  
\_\_\_\_\_

**Arrest History: If you have had any arrests, list all of them. Use an additional sheet if necessary. Give the date (approximate), place (city and state), and the reason for the arrest.**

Date:	Place (city and state):	Reason:
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

Signature below indicates the applicant understands that if any information requested on this form is misrepresented, it may be grounds for denial of this permit application.

\_\_\_\_\_  
Applicant's Signature Date



# CITY OF SANTA BARBARA

**AUTHORIZATION TO RELEASE INFORMATION  
TO THE  
CITY OF SANTA BARBARA, POLICE DEPARTMENT**

**(Pursuant to Santa Barbara Municipal Code, Chapter 5.29)**

As an applicant for a City permit within the City of Santa Barbara, I hereby authorize the release of any and all information that you may have concerning my work records education records, medical records, and information of a confidential or privileged nature to the City of Santa Barbara Police Department and its agents.

*I hereby release you, your organization, or others, from any liability or damage, which may result from furnishing the information requested.*

\_\_\_\_\_  
**Printed (*Permit Applicant's Name*)**

\_\_\_\_\_  
**Signature (*Permit Applicant*)**

\_\_\_\_\_  
**Date**



# CITY OF SANTA BARBARA

## INSTRUCTIONS FOR DRAWINGS

for submission to

**COMMUNITY DEVELOPMENT DEPARTMENT**  
**Building and Safety Division**  
630 Garden Street

**1. Site Plan with the following information and drawn in 1/8 or 1/4 inch scale:**

- a. Lot size.
- b. All structures with building dimensions.
- c. Show exits from subject structure and path of travel to the public way.
- d. Number of existing parking spaces.
- e. Indicate location and height of all walls and fences.
- f. Any bicycle parking locations that serve the proposed site.

**2. Floor Plan with the following information and drawn in 1/8 or 1/4 inch scale: (You may also use an existing architectural floor plan of the building.)**

- a. Identify size in square feet and use of all rooms/areas.
- b. Calculate the occupant loads (using California Building Code) for egress and minimum plumbing fixture requirements.
- c. Provide location and type of existing and proposed exit signs and illumination.

***Any establishments with occupant loads in excess of 50 persons shall be equipped with internal or external illumination or self-luminous type exit signs.***



# CITY OF SANTA BARBARA

## PROPOSED PERMIT USE CLEARANCE FORM

Community Development Department  
630 Garden Street

Building and Safety Division  
Business hours 8:30 a.m. to 12:00 noon and 1:00 p.m. to 4:30 p.m.  
Monday through Friday, except holidays  
Phone: 564-5485

Please present this completed form at the above address:

Date of Application: \_\_\_\_\_

Type of Permit applied for: \_\_\_\_\_

Applicant's Name: \_\_\_\_\_

The person named above is applying to the City for a permit to conduct a business that requires Building and Safety Division approval. Please review to determine the proposed or current site meets requirements for this type of business.

Business Address: \_\_\_\_\_

Name of Business: \_\_\_\_\_

Type of Business: \_\_\_\_\_

Contact phone number: Residential \_\_\_\_\_  
Business \_\_\_\_\_  
Other \_\_\_\_\_

( ) New permit ( ) Renewal of permit ( ) New address for business ( ) Existing address for business

Building Type: \_\_\_\_\_ Building Permit Required: \_\_\_\_\_

Certificate of Occupancy Required: \_\_\_\_\_ Occupancy Group: \_\_\_\_\_

To be completed by Community Development Department:

**BUILDING OFFICIAL**

PERMIT USE APPROVED

PERMIT USE NOT APPROVED

Signature \_\_\_\_\_

Date \_\_\_\_\_

COMMENTS:



# CITY OF SANTA BARBARA

## PROPOSED PERMIT USE CLEARANCE FORM

**Community Development Department  
630 Garden Street**

**Planning Division  
Business hours 8:30 a.m. to 12:00 noon and 1:00 p.m. to 4:30 p.m.  
Monday through Friday, except holidays  
Phone: 564-5470**

**Please present this completed form at the above address:**

*Date of Application:* \_\_\_\_\_

*Type of Permit applied for:* \_\_\_\_\_

*Applicant's Name:* \_\_\_\_\_

*The person named above is applying to the City for a permit to conduct a business that requires Planning/Zoning Division approval. Please review to determine the proposed or current site meets requirements for this type of business.*

*Business Address:* \_\_\_\_\_

*Name of Business:* \_\_\_\_\_

*Type of Business:* \_\_\_\_\_

*Contact phone number:*     *Residential* \_\_\_\_\_

*Business* \_\_\_\_\_

*Other* \_\_\_\_\_

( ) *New permit*   ( ) *Renewal of permit*   ( ) *New address for business*   ( ) *Existing address for business*

**Land Use Zone:**

**To be completed by Community Development Department:**

**ZONING OFFICIAL**

**PERMIT USE APPROVED**

**PERMIT USE NOT APPROVED**

\_\_\_\_\_  
*Signature*

\_\_\_\_\_  
*Date*

**COMMENTS:**





# CITY OF SANTA BARBARA

## PROPOSED PERMIT USE CLEARANCE FORM

**Community Development Department  
630 Garden Street**

**Public Works Department  
Business hours 8:30 a.m. to 12:00 noon and 1:00 p.m. to 4:30 p.m.  
Monday through Friday, except holidays  
Phone: 564-5485**

**Please present this completed form at the above address:**

*Date of Application:* \_\_\_\_\_

*Type of Permit applied for:* \_\_\_\_\_

*Applicant's Name:* \_\_\_\_\_

*The person named above is applying to the City for a permit to conduct a business that requires Building and Safety Division approval. Please review to determine the proposed or current site meets requirements for this type of business.*

*Business Address:* \_\_\_\_\_

*Name of Business:* \_\_\_\_\_

*Type of Business:* \_\_\_\_\_

*Contact phone number: Residential* \_\_\_\_\_

*Business* \_\_\_\_\_

*Other* \_\_\_\_\_

( ) *New permit*   ( ) *Renewal of permit*   ( ) *New address for business*   ( ) *Existing address for business*

**Building Type:** \_\_\_\_\_ **Building Permit Required:** \_\_\_\_\_

**Certificate of Occupancy Required:** \_\_\_\_\_ **Occupancy Group:** \_\_\_\_\_

To be completed by Public Works Department:

**PUBLIC WORKS OFFICIAL**

**PERMIT USE APPROVED**

**PERMIT USE NOT APPROVED**

\_\_\_\_\_  
*Signature*

\_\_\_\_\_  
*Date*

**COMMENTS:**



# CITY OF SANTA BARBARA

## PROPOSED PERMIT USE CLEARANCE FORM

**Fire Prevention Office - 925 Chapala St**  
**Fire Department Fire Inspection**  
 Business hours are 8:00 a.m. - 5:00 p.m.  
 Monday through Friday, except holidays  
 Call: (805) 564-5702 or  
 Email: [FireInspectors@SantaBarbaraCA.gov](mailto:FireInspectors@SantaBarbaraCA.gov)  
 for appointments.

**Please present this completed form at the above address:**

Date of Application: \_\_\_\_\_

Type of Permit applied for: \_\_\_\_\_

Applicant's Name: \_\_\_\_\_

*The person named above is applying to the City for a permit to conduct a business that requires Fire Department approval. Please review to determine the proposed or current site meets requirements for this type of business.*

Business Address: \_\_\_\_\_

Name of Business: \_\_\_\_\_

Type of Business: \_\_\_\_\_

Contact phone number:     Residential \_\_\_\_\_  
    Business \_\_\_\_\_  
    Other \_\_\_\_\_

(   ) New permit    (   ) Renewal of permit    (   ) New address for business    (   ) Existing address for business

**To be completed by Fire Inspector:** **FIRE INSPECTION**

PERMIT USE APPROVED  PERMIT USE NOT APPROVED

Print Name/ Body Number: \_\_\_\_\_

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

APPROVED OCCUPANT LOAD: \_\_\_\_\_

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

# REQUEST FOR LIVE SCAN SERVICE

BCII 8016 (3/07)

## Applicant Submission

ORI: \_\_\_\_\_ Type of Application: \_\_\_\_\_  
Code assigned by DOJ

Job Title or Type of License, Certification or Permit: \_\_\_\_\_

Agency Address Set Contributing Agency:

Agency authorized to receive criminal history information

Mail Code (five-digit code assigned by DOJ)

Street No. Street or PO Box

Contact Name (Mandatory for all school submissions)

City State Zip Code

( )  
Contact Telephone No.

Name of Applicant: \_\_\_\_\_  
(Please print) Last First MI

Alias: \_\_\_\_\_ Driver's License No: \_\_\_\_\_  
Last First

Date of Birth: \_\_\_\_\_ Sex:  Male  Female Misc. No. BIL - \_\_\_\_\_  
Agency Billing Number

Height: \_\_\_\_\_ Weight: \_\_\_\_\_ Misc. Number: \_\_\_\_\_

Eye Color: \_\_\_\_\_ Hair Color: \_\_\_\_\_  
Street No. Street or PO Box

Place of Birth: \_\_\_\_\_  
City, State and Zip Code

Social Security Number: \_\_\_\_\_

Your Number: \_\_\_\_\_  
OCA No. (Agency Identifying No.)

Level of Service:  DOJ  FBI

If resubmission, list Original ATI  
Number: \_\_\_\_\_

Employer: (Additional response for agencies specified by statute)

Employer Name

Street No. Street or PO Box

Mail Code (five digit code assigned by DOJ)

City State Zip Code

( )  
Agency Telephone No. (optional)

Live Scan Transaction Completed By: \_\_\_\_\_  
Name of Operator Date

Transmitting Agency ATI No. Amount Collected/Billed

## Fingerprinting Locations Near Santa Barbara

<u>Location: Santa Barbara</u>	<u>Address</u>	<u>Telephone</u>	<u>Website</u>	<u>Information</u>
Live Scan Santa Barbara	411 E Canon Perdido St #15, Santa Barbara, CA 93101	(805) 525-6800	<a href="https://livescansantabarbara.com/">https://livescansantabarbara.com/</a>	Call or schedule appointment online
City of Santa Barbara, Human Resources	735 Anacapa St, Santa Barbara, CA 93101	(805) 564-5316	<a href="https://santabarbaraca.gov/">https://santabarbaraca.gov/</a>	Call for appointment
City of Santa Barbara, Police	215 E Figueroa St, Santa Barbara, CA 93102	(805) 897-2355	<a href="https://santabarbaraca.gov/">https://santabarbaraca.gov/</a>	Call for appointment
A1 Fingerprinting Plus	3950 Via Real Ste 62, Santa Barbara, CA 93013	(805) 452-9838	<a href="http://www.a1fingerprintingplus.com/">http://www.a1fingerprintingplus.com/</a>	Call for appointment
Multiservice Santa Barbara, LLC	621 W Micheltorena St, Santa Barbara, CA 93101	(805) 729-7571	<a href="https://www.multiservicesb.com/">https://www.multiservicesb.com/</a>	Call for appointment
Being & Doing, LLC	510 Castillo St #201, Santa Barbara, CA 93101	(760) 235-9062		Call for appointment
<u>Location: Goleta</u>	<u>Address</u>	<u>Telephone</u>	<u>Website</u>	<u>Information</u>
Santa Barbara County Sheriff's Office	4434 Calle Real, Santa Barbara, CA 93110	(805) 681-4357	<a href="http://www.sbsheriff.org/home/fingerprinting">www.sbsheriff.org/home/fingerprinting</a>	Call or schedule appointment online
Santa Barbara Corporate Services	5142 Hollister Ave, Santa Barbara, CA 93111	(805) 450-0081	<a href="https://sbcorporateservices.com/">https://sbcorporateservices.com/</a>	Call or schedule appointment online
Lori's Mobile Notary & Fingerprinting	4390 Calle Real #A, Santa Barbara, CA 93110	(805) 683-6350	<a href="https://www.lorismobilenotary.com/">https://www.lorismobilenotary.com/</a>	Call or schedule appointment online
<u>Location: Buellton</u>	<u>Address</u>	<u>Telephone</u>	<u>Website</u>	<u>Information</u>
Skunk Bear Laserworks	900 McMurray Rd Ste 2, Buellton, CA 93427	(800) 765-4493	<a href="https://sblaserworks.com/">https://sblaserworks.com/</a>	Call for appointment
<u>Location: Ventura</u>	<u>Address</u>	<u>Telephone</u>	<u>Website</u>	<u>Information</u>
Jag Bookkeepong Inc.	1767 Goodyear Ave Ste 104, Ventura, CA 93003	(805) 826-3231	<a href="https://jag-bookkeeping.com/">https://jag-bookkeeping.com/</a>	Call for appointment
<u>Location: Santa Maria</u>	<u>Address</u>	<u>Telephone</u>	<u>Website</u>	<u>Information</u>
Santa Barbara County Sheriff's Office	812-A West Foster Rd, Santa Maria, CA 93455	(805) 934-6175	<a href="http://www.sbsheriff.org/home/fingerprinting">www.sbsheriff.org/home/fingerprinting</a>	Call or schedule appointment online
Centro de Latino Services	313 E Plaza Dr Ste B15, Santa Maria, CA 93454	(805) 614-7595	<a href="https://www.centro4latinos.com/">https://www.centro4latinos.com/</a>	Call or schedule appointment online
Local Copies Etc. Inc.	1500 S Broadway, Santa Maria, CA 93454	(805) 928-5776	<a href="https://localcopies.com/">https://localcopies.com/</a>	Call for appointment
Santa Maria Police Department	1111 W Betteravia Rd, Santa Maria, CA 93455	(805) 928-3781	<a href="https://www.cityofsantamaria.org/">https://www.cityofsantamaria.org/</a>	Call for appointment
<u>Location: Lompoc</u>	<u>Address</u>	<u>Telephone</u>	<u>Website</u>	<u>Information</u>
Lompoc Police Department	107 Civic Center Plaza, Lompoc, CA 93436	(805) 736-2341	<a href="https://www.cityoflompoc.com/">https://www.cityoflompoc.com/</a>	Call for appointment
Box Shop	740 N. H St, Lompoc, CA 93436	(805) 735-1567	<a href="https://www.boxshoplompoc.com/">https://www.boxshoplompoc.com/</a>	Call for appointment
Lee Mobile Live Scan and Notary Services		(805) 291-1206	<a href="https://www.805mobilelivescan.com/">https://www.805mobilelivescan.com/</a>	Call for appointment
<u>Location: Carpinteria</u>	<u>Address</u>	<u>Telephone</u>	<u>Website</u>	<u>Information</u>
Reliant Notary Services	4915 Carpinteria Ave Ste G, Carpinteria, CA 93013	(805) 220-6999	<a href="https://reliantnotaryservices.com/">https://reliantnotaryservices.com/</a>	Call for appointment

### Disclaimer:

Information listed does not include all fingerprinting agencies in the area. All information is gathered for your convenience, but we strongly recommend doing your own research. Please contact the live scan provider for information on operating hours, fees, and location information. Please note that agencies may collect additional rolling fees or other provider fees. Fees may differ between providers. All applicants must present current and valid photo identification to the live scan operator.