

# Guidelines for Distribution of Handbills

Anyone wishing to distribute commercial handbills or circulars in a residential district must have a current City of Davis business license and obtain a handbill permit from the City of Davis Finance Department. The handbill must contain the name, address, and phone number of the business, individual, or club that is distributing the handbill. A copy of the handbill must be included with the application. The handbill must contain the following statement in 10 point type or larger:

Notice to Resident: Persons desiring to discontinue future deliveries of this commercial handbill to their residence may do so by calling (insert local phone number here). (Davis Municipal Code Section 28.03.010)

### Other restrictions:

- Persons distributing handbills may not attempt to contact residents.
- Handbills must be secured to keep them from drifting about.
- Handbills may not be left at vacant premises.
- Handbills may not be left where there is a sign requesting that they not be left.
- Handbills may not be left on cars or other motor vehicles.
- Handbills may not be left in mailboxes.

Violations of this ordinance shall be punishable by a fine not exceeding fifty dollars (\$50.00) for a first violation, one hundred dollars (\$100.00) for a second violation within 1 year, and two hundred fifty dollars (\$250.00) for each additional violation within 1 year.

Issue date: \_\_\_\_\_ Valid through: \_\_\_\_\_

Business License #: \_\_\_\_\_ Permit #: \_\_\_\_\_

Authorized by: \_\_\_\_\_

Permit #: \_\_\_\_\_

BL#: \_\_\_\_\_

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

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

Mailing Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Business Owner: \_\_\_\_\_

Owner's home address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Description of Business: \_\_\_\_\_

Phone #: \_\_\_\_\_

Dates of distribution: \_\_\_\_\_ To: \_\_\_\_\_

Number of persons distributing handbills: \_\_\_\_\_

I declare under penalty of perjury that the foregoing is true and complete of the best of my knowledge and belief:

Signed: \_\_\_\_\_

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

Authorized by: \_\_\_\_\_

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

## Instructions for issuing Handbill Permits

1. Review application to confirm that all information is completed.
2. Confirm that there is an active business license.
3. Confirm that the Notice to Resident is visible on the front of the handbill.
4. Review the restrictions with the applicant.
5. Number the permit and the customer copy with the next number from the file in the Finance office drawer.
6. Cut this application in half, staple a sample of the handbill to the application (right side of application) half and file it in the Finance Office drawer.
7. Sign the Customer copy (left side of application) and give it to the customer.

Notice to Resident: Persons desiring to discontinue future deliveries of this commercial handbill to their residence may do so by calling (insert local phone number here).

(Davis Municipal Code Section 28.03.010)



## Handbill Permit

## Information and Application