

## ***Instructions for obtaining a Letter of Acknowledgment***

Intermittent Vendors/Event Coordinators must complete an Intermittent Vendor Application and submit it along with the appropriate fees to the City of Sonora Administration at 94 N. Washington Street, Sonora, CA 95370.

Once the application has been submitted, you must contact Naomi Moran of the Sonora Police Department at (209) 532-8143, to make an appointment to obtain your Acknowledgment Letter.

Once you have made an appointment with Naomi Moran, you must bring a copy of your submitted Intermittent Vendor Application, and a photo I.D to the Sonora Police Department located at 100 S. Green Street. There will be a \$25 fee.

Upon approval, the Sonora Police Department will forward the Letter of Acknowledgment to the City of Sonora Administration and at that time your Intermittent Vendor/Event Coordinator Permit will be issued.

The Letter of Acknowledgment is valid through the calendar year in which it was issued. Intermittent Vendors/Event Coordinators will not be required to obtain a new letter of acknowledgment during the calendar year in which the letter was issued for any events they may be coordinating or participating in.

**Sonora Police Department**  
100 S. Green St.  
Sonora, CA 95370  
Phone: (209) 532-8143  
Fax: (209) 532-4845



**Naomi Moran, Police Dept**  
**Call for Appointment**  
**Phone: (209) 532-8143**

Please bring or mail documents with original signatures to:

**City of Sonora**  
94 N. Washington Street  
Sonora, CA 95370  
Phone: (209) 532-4541  
Fax: (209) 532-2738



**Darlene Gibson, [dgibson@sonoraca.org](mailto:dgibson@sonoraca.org)**  
**Stacy Enos-DelRazo, Administration**  
**Business Hours:**  
**Monday - Friday**  
**8am – 4pm (excluding Holidays)**