



SOLICITOR / ITINERANT MERCHANT PERMIT CHECK LIST

Permit applications are accepted by the City Secretary's Office by appointment only between the hours of 9:00 AM to 11:00 AM and 2:00 PM to 4:00 PM during regular business hours.

- Solicitor / Itinerant Merchant Permit
- A certificate or letter from the president, vice-president, general manager, sales manager, assistant sales manager, or district or area manager of the company for which the applicant works, sells, or solicits, stating that the applicant is an employee and/or agent of such company.
- A reference to a recognized financial rating publication, which reference shall show the page on which the company's or firm's financial standing can be found; or a letter or a certificate from an association or organization which has as its purpose the protection of citizens of the United States against illegal or unsavory business practices stating that the firm or company is a member in good standing of such association or organization.
- In the event that the applicant is an individual who is not canvassing, selling, or soliciting for any firm or company, letters of recommendation from two (2) citizens of the applicant's permanent residence shall be submitted. *(non-familial)*
- An Application For Each Employee/Agent
 - A photocopy of a State driver's license number or valid/official photo ID identification card number with a photograph of the applicant and all persons who will solicit and may act as agent or employee of the applicant.
 - An individual criminal background check, as outlined in the Ordinance, that is no older than thirty (30) days, from the state department of public safety for all persons who may act as an agent or employee of the applicant and who may be going door to door within the city. *(Texas DPS or other entity that can provide the check, ie. IdentoGO)*
- Permit Application Fee (\$250.00)
- Application Fee for each Employee/Agent (\$25.00 per employee/agent)

SOLICITATION MAY ONLY BE CONDUCTED BETWEEN HOURS 9:00 AM AND 7:00 PM



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Company Name		Company Website Address (URL)	
Company Address		State	Zip
Company Phone Number		Company Email Address	
Brief Description of business or activity to be conducted and/or goods to be sold			
Name brand, manufacturer, and distributor of goods and commodities			
If books, magazines, or periodicals are offered for sale, the name, publisher, and distributor			
State Sales and Use Tax No.		Name of Company President	
ALL PERSONS WHO MAY ACT AS AN AGENT OR EMPLOYEE UNDER THE PERMIT			
Name	Address, City, and State		Employee – Yes/No
ITINERANT MERCHANT ONLY (DIR DEVELOPMENT MUST REVIEW)			
Location/Address		Property Owner Name	
Property Zoned for Use? <input type="checkbox"/> Yes <input type="checkbox"/> No	Property Owner Permission Attached <input type="checkbox"/> Yes <input type="checkbox"/> No	Property Owner Phone No.	

Will you or your employees, or agents, upon sale or order, demand, receive, or accept deposit or total payment in advance of final delivery? Yes No

Application Signature: _____ Date: _____

City Secretary Signature Approval: _____ Date: _____

Permit Number: _____ Date Contacted: _____ DATE PAID: _____

PERMIT FEE: \$250.00 (+\$25.00 PER SOLICITOR/SALESPERSON)



APPLICATION FOR EACH EMPLOYEE/AGENT

(employee or agent that will be engaged in solicitation)

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Applicant Name		Company Name	
Applicant Address		State	Zip
State driver's license number or valid/official photo identification card		State/Country	
Company Name			
Company Address, City, State, and Zip			
List methods to be used when conducting solicitations			

HAS APPLICANT OR ANY AGENT OR EMPLOYEE SOLICITING PURSUANT TO THE APPLICANT'S PERMIT BEEN CONVICTED WITHIN THE FIVE (5) YEARS PRECEDING THE DATE OF THE APPLICATION HAS EVER PLEADED GUILTY, OR NOLO CONTENDERE TO, OR HAS BEEN CONVICTED OF A FELONY OR ISDEMEANOR, OR ANY LAW OR ORDINANCE INVOLVING FRAUD, DECEIT, MISREPRESENTATION, A SEX OFFENSE, THEFT, TRAFFICKING A CONTROLLED SUBSTANCE, ILLEGAL POSSESSION OF A FIREARM, STALKING, A CRIME OF MORAL TURPITUDE, OR ANY ACT OF VIOLENCE AGAINST PERSONS OR PROPERTY, A DESCRIPTION OF EACH SUCH CONVICTION OR PLEA, THE NAME OF THE COURT AND JURISDICTION IN WHICH THE COMPLAINT OR INDICTMENT WAS FILED AND THE DATE OF THE OFFENSE? YES NO

APPLICANT SHALL PROVIDE DOCUMENTATION FROM THE TEXAS DEPARTMENT OF PUBLIC SAFETY THAT NEITHER THE APPLICANT NOR ANY AGENT OR EMPLOYEE SOLICITING HAVE BEEN CONVICTED WITHIN THE FIVE (5) YEARS PRECEDING THE DATE OF THE APPLICATION OF MURDER, BURGLARY, FRAUD, THEFT, ROBBERY, RAPE, ANY DRUG-RELATED FELONY, OR A REGISTERED SEX OFFENDER.

EACH AGENT OR EMPLOYEE SOLICITING SHALL SHOW SATISFACTORY WRITTEN PROOF OF THE APPLICANT'S AUTHORITY TO REPRESENT THE COMPANY OR INDIVIDUAL SUCH APPLICANT STATES THAT HE REPRESENTS.

WARNING: False statement on this application constitutes Perjury and, upon conviction, is punishable by up to one year in jail, and a fine up to \$500.00 (each day shall constitute a separate offense), or both. I hereby swear or affirm that the information given on this application is true and correct. I acknowledge that application fees for denied applications will be forfeited. Applications will be approved or denied no sooner than five (5) business days after the complete application and documentation have been submitted.

Employee/Agent Signature

Date