



LICENSE APPLICATION FOR - **PEDDLERS AND CANVASSERS** MUNICIPAL CODE SECTION - **4-43**

DEFINITION:

A peddler is one who sells or offers for sale tangible commodities directly to a consumer from house to house, store to store, or on the streets. Peddlers shall include persons selling from any type of motor vehicle; persons going on foot as "pack peddlers." A canvasser or solicitor is one who takes orders for future deliveries of goods or services in public or private places or from house to house and not from an established place on private premises.

IF DESCRIPTION DOES NOT APPLY, SEE:

Open-Air Business (Ord. §4-38)

GENERAL INSTRUCTIONS:

1. Print legibly and complete all sections to ensure efficient processing.
2. Assemble all required information and materials before filing application.
3. Thoroughly review all applicable Municipal Code Sections listed above.
4. Licenses expire January 31.
5. Add 10% to license fee for renewal after January 31.
6. Include \$5.00 license application fee payable to City of South Bend.
7. License fee payable to City of South Bend due at issuance - \$50.00.

REQUIRED INFORMATION AND MATERIALS:

1. Vehicle / Driver's License State and Number and VIN (if applicable).
2. Weights and Measures Sealer Certificate (if applicable).
3. Copy of a State Issued ID or Driver's License

APPLICATION PROCESS:

1. Submit Application with \$5.00 Processing Fee.
2. Police Review and Recommendation to City Controller including Criminal / Traffic Record and Public Health, Safety and Welfare issues.
3. Controller Denies or Approves License (May require personal or surety bond).
4. License issued upon approval and payment of the license fee.
5. License Holder may do business with properly displayed badge, tag, plate, or sign.
6. Replace Lost/Destroyed License \$5.

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I. APPLICATION TYPE Check One: **New** _____ **Renewal** _____

II. BUSINESS DATA

A. Peddler's / Canvasser's Name: _____

B. Name of Business You Are Representing: _____

C. Business Mailing Address: _____

City: _____ State: _____ Zip: _____

D. Business Telephone Number: _____ Fax Number _____

E. Business E-Mail Address: _____

F. Supervisors Name and Telephone Number: _____

G. Type of Goods, Wares, or Merchandise to be sold: _____

H. Proposed Dates of Operation: _____

I. Locations where Applicant intends to do business: _____

J. Peddling / Canvassing will take place (Check One):

On Foot: _____ Pushcart: _____ Wagon: _____ Vehicle _____

If Vehicle, please provide:

Make and Model of Vehicle: _____

Vehicle license plate number and issuing state: _____

Vehicle Identification Number (VIN): _____

Driver's license number and issuing state: _____

K. Scales will be used in business transactions: Yes _____ No _____

If yes, please attach certificate from the Sealer of Weights and Measures.

For Office Use Only

Application Filed _____ License Fee Paid _____

Application Fee Paid _____ License Number _____

Sent to Dept. _____ Badge Number _____

Police Department Approval _____ Metal Plate Number _____

Not Approved _____

Reason _____

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III. PERSONAL DATA

A. Applicant's Legal Name: _____

B. Residential Address: _____

City: _____ State: _____ Zip: _____

C. Residential Telephone Number: _____

D. Cellphone Number: _____

E. E-Mail Address: _____

F. Position with Business: _____

G. Social Security Number: _____ H. Gender: _____

I. Date of Birth: _____ J. Race: _____

K. Honorably discharged veteran: Yes _____ No _____

If yes, please attach a copy of your DD214 papers.

L. Convictions of Felony: Yes ___ No ___ Police Record: Yes ___ No ___

M. Convictions of any misdemeanors or violations of any city ordinance: Yes ___ No ___

N. If yes to any of the above, describe the nature of offense(s) and punishment or penalty assessed (other than for traffic moving violations). _____

IV. INCLUDE \$5.00 PROCESSING FEE WITH APPLICATION

V. INCLUDE A COPY OF A STATE ISSUED ID OR DRIVER'S LICENSE

VI. AFFIRMATION

I, hereby, certify and affirm that all of the information I have given in this application is true and accurate to the best of my knowledge. I further certify that I have in no way attempted to mislead the City in this application by omitting facts known to me. I have read and understand the regulations of the Peddlers and Canvassers license found in the City of South Bend Municipal Code, Section 4-43.

Signature

Date