



PEDDLER, SOLICITOR, OR TRANSIENT MERCHANT LICENSE APPLICATION

City of Burlington
400 Washington Street
Burlington, IA 52601

Kathleen P. Salisbury, MMC - City Clerk

City Clerk's Office - (319) 753-8124

SECTION I - Name & Address

Type of license: Peddler Solicitor Transient Merchant

Applicant Name: _____

Applicant Address: _____

Phone No.: _____ Fax No.: _____

Social Security No.: _____ Date of Birth: _____

Applicant's Drivers License No. & State of Issue: _____

Business Name: _____

Business Address: _____

SECTION II - Corporation Information
(Skip this section if not a corporation)

Name and address of corporation: _____

Are you authorized as a corporation to do business in Iowa? _____

Stockholder Information - list all		
Name of Stockholder	Address	% of Shares

Corporation Directors & Officers - list all	
Name	Title

Note: Must submit application to City Clerk's office two-weeks prior to selling for consideration.

SECTION III - Goods for Sale

Beginning Date: _____ Ending Date: _____

Location of Sale (one location per license): _____

(Attach drawing of location. Drawing will show distance to property lines, and public and private right-of-ways. Any business conducted in public right-of-way must also have an approved encroachment permit.)

Wares, goods or merchandise to be sold or offered for sale: _____

Attachments: \$1,000, 12-month surety bond & Iowa sales tax permit for said business operation of applicant.

SECTION IV - Vehicle Information		
(Complete for each vehicle to be used while engaging in peddling or soliciting)		
Year	Make	License No.

SECTION V - Arrest Information - References
(If not a Burlington resident, attach a letter from the Chief of Police or Sheriff where your permanent address is located. If not a USA resident, attach VISA paperwork) List any arrests for consumer fraud or theft & the location.

By my signature, I hereby certify that the above information is true and complete to the best of my knowledge and belief:

Signature of Applicant: _____ Date: _____

Approval: _____ Date: _____

Eric Tysland, City Planner

Encroachment agreement needed? Yes No

Comments:

Approval: _____ Date: _____

Dan Luttenegger, Police Chief

Comments:

BURLINGTON, IOWA POLICE DEPARTMENT
Employment Check Waiver

TO: Chief of Police

FROM: _____
Name of Business or Organization Street Address City State

We are reviewing the employment qualifications of:

Name: _____
First Middle Maiden Last

Address: _____
Street City State Zip

Birth Date: _____ **Social Security #** _____

It is requested that you furnish us with any information in your files regarding this person. Your reply will be held in strict confidence.

Signature of Official of Organization

Title

GENERAL WAIVER

I have made application for employment with the above organization and I hereby authorize their officers, employees or their agents to investigate and compile a complete history of my former employment together with any and all information concerning my ability, personal character, credit, arrest record, etc. I hereby request the Burlington Police Department to submit any and all information concerning me to the above organization. I hereby release the Burlington Police Department from all liability for damages whatsoever for furnishing any information concerning me to the above organization. I further waive any right to personally review the above records.

Date Signature of Applicant Witness

The Records Section of the Burlington Police Department contains the following information pertaining to a person with the same name as the above applicant.

Positive identification is not possible without fingerprint comparison.

Signature of Officer or Clerk

Date Badge Number or Position

WHAT IS NEEDED FOR...

- SOLICITOR LICENSE** (Door to Door Sales)
- PEDDLER LICENSE** (Set up in a parking lot or Right-of-Way)
- TRANSIENT MERCHANT LICENSE** (Sell inside of a building)

(One Location Per License)

- \$1,000.00 twelve (12) month surety bond (Solicitors need one per person selling).
- Iowa Sales Tax Permit.
- Drawing of location where selling will take place. (Peddler License Only).
- If not a Burlington resident, attach a letter from the Chief of Police or Sheriff where your permanent address is located, listing any arrest for consumer fraud or theft and the location.
If not a USA resident, attach VISA paperwork.
- Application approved by Zoning Administrator.
- Application approved by Burlington Police Chief. (background check has 5 day waiting period)
- Fees -

<u>Solicitor</u>	<u>Peddler & Transient Merchant</u>
\$10.00 per day, per person	\$10.00 per day
or	or
\$25.00 per week, per person	\$25.00 per week
or	or
\$50.00 per month, per person	\$50.00 per month
or	or
\$150.00 per year, per person	\$150.00 per year

If you have any questions, please call (319) 753-8124.