



Peddling/Solicitation Permit Instructions

1. Is a Peddling/Solicitation Permit required?

- a. Any organization that is going door-to-door at private residences within the City of Upper Arlington in order to sell a good or service or solicit donations of any kind or size is required to obtain a Peddling/Solicitation Permit. Only one Permit is required per organization.
- b. Canvassers who are going door-to-door with the sole purpose of distributing information are not required to obtain a Peddling/Solicitation Permit. If an organization does not obtain a Permit they are not allowed to solicit for donations at any time.
- c. The permit does not provide permission to solicit where notice of No Solicitation or No Trespass has been provided by the property owner. This also applies to canvassing organizations not required to receive a permit.

2. Application fee

- a. There is a \$50.00 application fee for a Peddling/Solicitation Permit. This must only be paid once per organization.
- b. The application fee is waived for charitable, non-profit, or religious solicitation, with proof of non-profit status pursuant to Internal Revenue Code §501(C)(3).
- c. If you are completing the application online via SeamlessDocs, this fee must be submitted at time of application.

3. Background check fees

- a. Background checks are required for any organization selling goods or services or soliciting donations of any kind.
- b. Every individual who will be going door-to-door must complete a background check.
- c. There is a background check fee for each individual who needs a background check. **This fee is not waived for charitable, non-profit, or religious organizations that are soliciting donations or money for membership.** This fee will need to be paid in person at the time of the background check. Amount of fee depends on residency.

4. Documentation required

- a. Proof of non-profit status for fee waiver, if applicable.
- b. Copy of current, valid driver's license and other current, valid, government-issued identification that includes your picture.
- c. Completed Application for Peddling/Solicitation Permit with accurate information and signature.

5. Application procedures

- a. Get an application form from the City Manager's Office
 - i. Submit online using SeamlessDocs – link available at www.uaoh.net
 - ii. Come in person – 3600 Tremont Rd., first office to right from Tremont entrance
 - iii. Call and we'll email or mail a paper copy – (614) 583-5040
- b. Complete application
 - i. Online – attach proof of non-profit status or submit \$50 application fee.
 - ii. By paper – return to 3600 Tremont Rd. with proof of non-profit status or \$50 application fee.
- c. All individuals who will be going door-to-door must come in person to complete a background check. Each will be required to pay a background check fee upon coming in for the check, or the organization can pay for all necessary background checks in advance.
- d. Application must be submitted **no later than 30 days prior** to the commencement of business.
- e. Permit expires 60 days after date of issuance.

6. Municipal Code Sections

- a. Chapter 767 – Peddlers, Solicitors and Canvassers



Application for Peddling/Solicitation Permit

Permit #

A. General Information

Check one of the following:

___ Charitable, Non-Profit or Religious Solicitation (Application fee waived by Ordinance, Background Check fees still apply)

___ Door-to-Door Peddling or Soliciting of funds, goods or services (\$50 Application fee, Background Check fees)

What dates are the permit being requested for? _____ to _____ (Maximum of 60 days)

Full Name _____ Social Security No. _____ Email _____

Current Address _____ City _____ State _____ ZIP _____

How long at this address? ___ year(s) Telephone No. _____ Date of Birth ___/___/___

Current Employer _____ How long with employer? ___ year(s)

Current Employer's Address _____ City _____ State _____ ZIP _____

Work Phone _____ Occupation _____

B. Applicant's Previous Residences/Employment

Beginning with the most recent, please list all previous places of residence within the past three years:

From ___ To ___ Address _____ City _____ State _____ ZIP _____

From ___ To ___ Address _____ City _____ State _____ ZIP _____

From ___ To ___ Address _____ City _____ State _____ ZIP _____

Beginning with the most recent, please list all previous employment within the past three years:

From ___ To ___ Employer's Name _____ Telephone _____

Employer's Address _____ City _____ State _____ ZIP _____

Occupation _____

From ___ To ___ Employer's Name _____ Telephone _____

Employer's Address _____ City _____ State _____ ZIP _____

Occupation _____

From ___ To ___ Employer's Name _____ Telephone _____

Employer's Address _____ City _____ State _____ ZIP _____

Occupation _____

C. Peddling/Soliciting Information

Good or Services Provider Representing _____

Business Address _____ City _____ State _____ ZIP _____

Telephone No. _____ Name of Officer or other Official _____

Description of Goods or Services to be Sold _____

Duration of Planned Solicitation: From _____ to _____ (Maximum of 60 days)

Method of Operation in the City (Please describe) _____

If use of automobile is involved, state for each:

Make _____ Model _____ Year _____ License Plate _____

Make _____ Model _____ Year _____ License Plate _____

Make _____ Model _____ Year _____ License Plate _____

Make _____ Model _____ Year _____ License Plate _____

Make _____ Model _____ Year _____ License Plate _____

Means of Operation (for Door-to-Door Peddling/Soliciting Only):

Truck or other street vehicle _____ Push Cart _____ Carried Door-to-Door _____ Other (Specify) _____

D. Background Information

Have you made any previous applications for similar registration or licensing within the City of Upper Arlington? ___ Yes ___ No

If yes, check all that apply:

Door-to-Door Peddling/Soliciting ___

Charitable/Non-Profit or Religious ___

Date of most recent application _____

Have you ever had your City of Upper Arlington registration or license refused or revoked? ___ Yes ___ No

If yes, when? _____ Reason: _____

Have you conducted any peddling or solicitation activities in any other municipalities? ___ Yes ___ No

If yes, specify municipality(ies) and date(s): _____

Have you ever been convicted of a crime? ___ Yes ___ No

If yes, state the following:

Nature of Offense: _____

Date of Conviction: _____

Place of Conviction _____

E. Certification

I hereby declare I have read the above application and all of the statements made therein are true to the best of my knowledge and belief; I understand the issuance of a registration certificate or license pursuant to this application is not an endorsement by the City of Upper Arlington or by any of its departments, officers, or agents of the activity authorized to be conducted thereby, and I expressly agree said registration or license certificate shall not be used or represented in any way as such an endorsement. I understand my license or registration is subject to revocation upon violation of any of the provisions of Chapter 767 of the Codified Ordinances of the City of Upper Arlington.

In addition, I give the City of Upper Arlington permission to obtain a police record check pertaining to me. I understand arrest and conviction data for crimes will be used by the City Manager to determine whether I am eligible to receive a license pursuant to Chapter 767 of the Codified Ordinances of the City of Upper Arlington. I have not engaged in any fraudulent business transaction or enterprise and the proposed peddling or soliciting will not be a fraud on the public. I hereby release the City of Upper Arlington, the Upper Arlington Police Department, and all officers and employees connected therewith, from any liability for such use or any other reasonable use or dissemination of arrest and conviction data.

Signature of Applicant

Date

F. Submit Payment or Proof of Non-Profit Status

Please return application with all applicable fees and proof of non-profit status (if applicable) to the City Manager's Office, Municipal Services Center, 3600 Tremont Rd.