

City of Saginaw

Soliciting Information

(As of February 5, 2019)

All persons soliciting must first obtain a Solicitor's Permit from the City of Saginaw.

All persons soliciting must carry a copy of their permit with them at all times. City issued permit badges MUST be visible at all times. Residents are encouraged to ask to see the permit. The permit lists the name of the company as well as each individual solicitor. Only those persons who are listed on the permit are allowed to solicit.

The hours for soliciting are:

- *April through October, 9:00 a.m. to 8:00 p.m.*
- *November through March, 9:00 a.m. to 6:00 p.m.*

Solicitors must observe "No Soliciting" signs posted by residents.

CURRENT SOLICITING PERMITS:

- **Edward Jones Investments (R. Lira)**, Expires 2/5/2019
- **Kona Ice Northwest DFW**, Expires 3/23/2019
- **E O Wood Roofing Co. Inc.**, Expires 3/26/2019
- **Rasmus Books/Southwest Advantage (Rasmus Tipp)**, Expires 6/11/2019
- **Vivint-Smart Home**, Expires 7/17/2019
- **Charter Communications/Spectrum**, Expires 8/1/2019
- **Charter Communications/Spectrum (Corley, Elliott & Jackson)**, Expires 11/16/2019
- **Charter Spectrum (Joe Allen & Steve Key)**, Expires 1/31/2020

APPLICATION FOR SOLICITOR/PEDDLER LICENSE

INSTRUCTIONS:

- Door to door solicitors and peddlers complete **Sections A & B**
- Organizations soliciting **donations** complete **Sections A & C**
- Persons selling **farm products** complete **Sections A & D**

RULES AND REGULATIONS

COMPLETE THE APPLICABLE SECTIONS OF THIS APPLICATION, SIGN AND RETURN TO CITY HALL WITH THE FOLLOWING:

- A COPY OF THE DRIVER'S LICENSE OR A PHOTO IDENTIFICATION OF SOLICITOR.
- A COPY OF THE INSURANCE CARD FOR ALL VEHICLES TO BE USED BY SOLICITORS.
- \$1,000 SURETY BOND MADE PAYABLE TO THE CITY OF SAGINAW
- LICENSE FEE OF \$100 PLUS \$10 FOR EACH SOLICITOR (**NOTE—ADDITIONAL SOLICITORS WILL NOT BE ADDED AFTER THE PERMIT IS ISSUED**)
PAYMENT MUST BE CASH, CHECK OR MONEY ORDER.

The solicitor must abide by the following guidelines. Failure to follow these guidelines will result in the license being revoked. The license is governed under City Ordinance #80-17, #85-21, #91-10, #2008-06, and #2016-07.

1. Selling & Soliciting Hours are from 9:00 a.m. to 8:00 p.m. only, from April through October.
2. Selling & Soliciting Hours are from 9:00 a.m. to 6:00 p.m. only, from November through March.
3. ALL PERSONS SOLICITING MUST RESPECT THE WISHES OF THE CITIZENS OF SAGINAW. IF A RESIDENT SAYS THEY ARE NOT INTERESTED, THEN THAT SHOULD BE THE END OF THE CONVERSATION AND THE SOLICITOR SHOULD MOVE ON TO THE NEXT RESIDENCE.
4. AN OVERBEARING, PUSHY SOLICITOR WILL NOT BE PERMITTED TO CONTINUE SOLICITING.
5. **SOLICITORS MUST OBSERVE NO SOLICITING SIGNS.**
6. **SOLICITORS MUST WEAR THEIR PERMIT BADGE AT ALL TIMES.**

VIOLATION OF ANY OF THE ABOVE WILL RESULT IN IMMEDIATE REVOCATION OF SOLICITOR/PEDDLER LICENSE.

The undersigned hereby declares the statements on this application to be true facts, and that he/she has been authorized by the business owner/owners or organization to act as his/her/their agent in procuring the license herein requested. **Application must be submitted prior to start of solicitation. Processing of application takes a minimum of 48 to 72 hours.**

I have read the above guidelines and understand any violation of these guidelines will result in revocation of my solicitor's license.

Applicant's Signature

Application received by

SECTION B
DOOR TO DOOR SOLICITORS AND STREET PEDDLERS

- Ice cream/snow cone vendor's permit is for the sale of ice cream/snow cones ONLY!!
- Will you be soliciting door to door? Yes No

If **no**, will sales be direct from a vehicle or other structure?

Direct from vehicle

Stationary location (using a tent or other temporary structure)

If **stationary location** complete the following:

Location (address or description) _____

Zoning at the above location _____ (City Secretary will determine zoning)
(May be limited to 15 days per year based on zoning)

Do you have permission from the owner to sell at the location? Yes No

- Will payments or deposits be collected in advance of delivery? Yes No

- Are products being sold edible? Yes No

If **yes**, attach copy of health department certificate.

- Are goods or services being sold taxable? Yes No

If **yes**, attach a copy of limited sales tax permit issued by the State.

If **no**, attach proof that the goods or services being sold are not subject to sales tax.

If you will be using an automobile in your solicitation, complete the following information.

Attach a copy of your insurance card. Insurance must be verified by phone call to agent.

License Plate Number _____ State Issued _____

Describe Vehicle

Year	Make	Model	Color
_____	_____	_____	_____

SOLICITORS/PEDDLERS

Present driver's license or picture identification of each solicitor/peddler so that we may make a copy for our files.

**SECTION C
SOLICITORS FOR DONATIONS**

SOLICITATION, FOR DONATIONS, IS LIMITED TO 3 TIMES PER YEAR PER ORGANIZATION, NOT PER TEAM. If an organization solicits at different locations on the same day, it is considered one solicitation.

- Will you be soliciting donations door to door _____
or from a stationary location _____
- If stationary location, what is the address _____
- Do you have permission from the owner to solicit at this location? _____ Yes _____ No

If you will be using an automobile in your solicitation complete the following information.
Attach a copy of your insurance card. Insurance must be verified by phone call to agent.

License Plate Number _____ State Issued _____

Describe Vehicle _____
Year Make Model Color

SOLICITORS FOR DONATIONS

List the full name of each adult below and present driver's license of adult in charge of solicitations by minors. All minors must be listed below or attach a list showing the full name of each minor solicitor.

1. _____
2. _____
3. _____
4. _____
5. _____
6. _____
7. _____
8. _____

**DO NOT SOLICIT IN THE STREET BETWEEN LANES
SOLICIT FROM THE SIDE OF ROAD**

SECTION D
FARM PRODUCTS PEDDLERS

- Will you be soliciting door to door? Yes No

If **no**, will sales be direct from a vehicle or from a stationary location?

Direct from vehicle

Stationary location (address) _____

Do you have permission from the owner to sell at the location? Yes No

- Will payments or deposits be collected in advance of delivery? Yes No

- Are products edible? Yes No

If **yes**, attach copy of health department certificate if applicable.

- Are goods or services taxable? Yes No

If **yes**, attach a copy of limited sales tax permit issued by the State.

If **no**, attach proof that the goods or services being sold are not subject to sales tax.

If you will be using an automobile in your solicitation complete the following information and **attach a copy of your insurance card. Insurance must be verified by phone call to agent.**

License Plate Number _____ State Issued _____

Describe Vehicle _____

Year	Make	Model	Color

SOLICITORS/PEDDLERS

Present driver's license or picture identification of each solicitor/peddler so that we may make a copy for our files.

TO BE COMPLETED BY THE CITY SECRETARY

NAME OF COMPANY/SOLICITOR _____

DATE APPLICATION SUBMITTED _____ / _____ / _____

APPLICATION APPROVED/DENIED _____ APPROVED _____ DENIED

APPROVED/DENIED BY _____

IF DENIED, REASON FOR DENIAL _____

DATE LICENSE ISSUED _____ / _____ / _____

BONDING COMPANY _____

DATE BOND RECEIVED _____ / _____ / _____

BOND NUMBER _____

BOND EXPIRATION DATE _____ / _____ / _____

COPY OF DRIVERS LICENSE ATTACHED _____ YES _____ NO

IF APPLICABLE:

COPY OF HEALTH DEPT. CERTIFICATE _____ YES _____ NO

COPY OF SALES TAX PERMIT _____ YES _____ NO

POLICE DEPARTMENT CHECK _____ YES _____ NO

COMMENTS:

PERMIT REVOKED ON _____ **BY** _____

REASON _____
