

## Peddlers and Solicitors Information Sheet

### Requirements:

- 1) Each applicant and permit holder acknowledges and agrees to follow and be bound by Chapter 741 of the Ordinances of the City of Bellefontaine, and all other applicable laws of the City and the State of Ohio.
- 2) Fill out application and appear **in person** to submit application to the Service-Safety Director located in the Mayor's Office at 135 North Detroit St. Bellefontaine, OH 43311. If a group of individuals will be soliciting an application **must** be filled out for **each person** in the group.
- 3) Bring a valid picture ID issued by a state or federal governmental entity. These can include a state issued identity card, a state issued drivers license or a United States passport.
- 4) Once the application is submitted to the Service-Safety Director (or his/her designee) the application will be sent to the Bellefontaine Chief of Police (or his/her designee) for completion of a background check. Upon approval by the Chief of Police, the Service-Safety Director may issue final approval and notify the applicant that their peddlers and solicitors permit is approved. Please allow **5-10 business days** for the approval process **prior to** beginning your activities. Failure to do so may result in revocation of your permit at the discretion of the Service-Safety Director OR Chief of Police.
- 5) Payment of the **\$40 per person** permit fee will be made at the time of application by method of cash, cashiers check, or personal check. This permit application fee is non-refundable. This is an annual fee and all licenses issued in a calendar year shall expire on December 31<sup>st</sup> of each year. There shall be no pro-ration of the permit fee for

a license issued for part of a calendar year. A bad/returned check fee of \$60 will apply.

- 6) The following types of organizations are **exempt** from the permitting requirements: Religious, Charitable, Educational, Fraternal, Military Service Veteran's or character building organizations having an established organization **within Logan County, OH**. Any person who sells or offers to sell agricultural products of his/her own raising or merchandise of his/her own manufacture are also **exempt**.

(REV. 1, 2019)

**Solicitor's Permit Application**

Date of Application \_\_\_\_\_

Legal name of Applicant \_\_\_\_\_

Applicant's Date of Birth \_\_\_\_\_

Applicant's Home Address \_\_\_\_\_

Applicant's Social Security # \_\_\_\_\_

Applicant's Phone #\_(\_\_\_\_)\_\_\_\_\_ E-Mail \_\_\_\_\_

Applicant's Drivers License or State I.D. # \_\_\_\_\_

Applicant's Height \_\_\_\_\_ Weight \_\_\_\_\_ Hair Color \_\_\_\_ Eye Color \_\_\_\_\_

Has Applicant ever been convicted of a felony? \_\_\_\_\_

Company Applicant represents \_\_\_\_\_

Company Address \_\_\_\_\_

Direct Supervisor's Name \_\_\_\_\_

Direct Supervisor's Phone Number\_(\_\_\_\_)\_\_\_\_\_

**\*SIGNATURE OF APPLICANT \_\_\_\_\_**

\*By signing this application the Applicant does hereby affirm that all information contained within is truthful and agrees to be abide by the Ordinances of the City of Bellefontaine and the laws of the State of Ohio. By signing, the applicant consents to the Bellefontaine Police Department conducting a background check prior to issuance of a permit. Please allow 5-10 Business Days for permit approval prior to solicitation start date.

**Approvals**

\_\_\_\_\_  
Chief of Police or Representative

\_\_\_\_\_  
Service-Safety Director or Representative