The City of
TROY
— ILLINOIS —
Everything Within Reach

Solicitor's Permit Application & Ordinance

City Code of Ordinances, Chapter 111, Sections 111.01-111.13 Solicitors, Transient Vendors and

Sec. 111.01 Defined
For the purposes of this division, the term "Solicitor" shall mean any person who requests donations or who attempts to sell or sells tangible property, including subscriptions to any paper, book, magazine, periodical or pamphlet, or who takes orders for magazines to be delivered by mail, freight or rail on the same day or in the future, or who attempts to sell or sells investment contracts or any type of contract and delivery is made on the same day or in the future, or who sells or attempts to sell personal service or services within the City of Troy.

Sec. 111.02, 111.05, 111.06, 111.07 Permit Required
It shall be unlawful for any person to be a solicitor within the City without first obtaining a permit therefore, within ninety-six (96) hours after receiving an application for a permit required by this division. The police department shall investigate the application and notify the applicant and the Mayor if applicant's public record suggests that the best interests of the city would or would not be served by the issuance of a permit to the applicant.

Sec. 111.03 Application for Permit
1. Application for a permit required by this division shall be made to the City Clerk.
2. The applicant shall sign the application stating his legal name, address, age, employer, local address and length of time in the City.

Sec. 111.04 Documents accompanying application for permit
Each applicant for a permit required by this division shall furnish
Evidence of his employment or that he is self-employed.
Evidence that he is of legal age.
A statement that he will notify the City when solicitations have been completed.

KEEP THIS PAGE FOR YOUR REFERENCE

Sec. 111.08 Limitation on number of permits
Not more than five (5) solicitor's permits shall be issued by the City at one (1) time.
The limitation established by this section shall not include newspaper solicitors.

Sec. 111.10 Permit fee
The fee for a permit required by this division shall be established by the City Council and shall be paid in the form of cash, bank draft or money order. The fee established by the Council is $20.00 per three days per person soliciting. The permit shall be evidence of payment of the fee. Separate permit fees shall be paid by each solicitor.
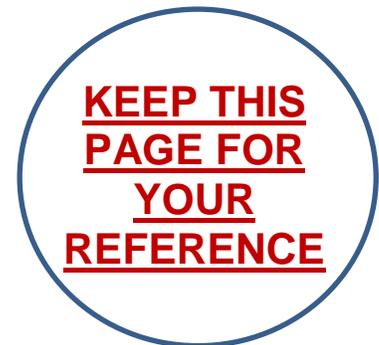
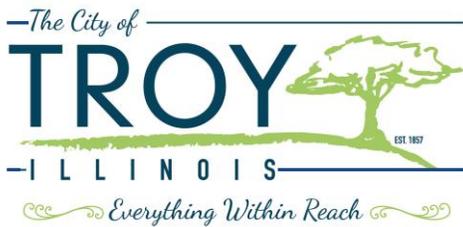### Sec. 111.11, 111.13 Revocation of permits
A permit issued pursuant to this division shall be revoked without a hearing if the solicitors violate any provision of this code, other ordinance of the City or State law or if any statement made in application for the permit is found to be false.
Soliciting hours are between 9:00 a.m. and 5:00 p.m. Monday through Friday **and** 9:00 a.m. to 12:00 noon on Saturdays.

Sec. 1211.12 Soliciting on uninvited premises
It shall be unlawful for any person to go upon the premises of another for the purpose of soliciting without the consent or invitation of the owner or occupant of the premises.

The City of TROY — ILLINOIS —
Everything Within Reach

SOLICITATION/ CANVASSER PERMIT APPLICATION
to be submitted **with your Driver's License** to the City Clerk

(This form may also be used for Transient Merchants)

116 East Market / Troy, IL 62294

Please PRINT using only BLUE or BLACK ink.

APPLICANT INFORMATION:

Full Name of Applicant:_____ Date:_____

Full Address of Applicant:_____

Phone Number: (___ ___ ___) ___ ___ ___ - ___ ___ ___ ___ Date of Birth:_____ Age:_____

Driver's License Number:_____ State:_____

Make and Model of Vehicle:_____ Year: _____

Vehicle License Number:_____ Year: _____ State: _____

BUSINESS INFORMATION:

Business Name:_____ Business Phone Number: (___ ___ ___) ___ ___ ___ - ___ ___ ___ ___

Address of Business:_____ City:_____ State: _____ Zip:_____

Illinois State Tax Number:_____ Type of Product/Reason For Canvass_____

Route Supervisor:_____

| Name | Address | City | State | Zip Code |

Supervisor Phone Number:_____ Supervisor Home Phone Number:_____

List Names of ALL persons that will be soliciting / canvassing with your company.
Please include middle names (per Ordinance no more than (5) people at a time).

Name	Date of Birth	Address	City / State
1.			
2.			
3.			
4.			
5.			

List All vehicles that will be used for solicitation/ canvassing purposes.

Make	Model	Color	License #	State	Year
1.					
2.					
3.					

I hereby solemnly swear that the information contained herein is true to the best of my knowledge. I understand that my background will be checked prior to any soliciting. I understand that my permit may be revoked if I violate any provision of the Solicitors Ordinance or any ordinance of the City or State Law. I also am aware that I may receive a fine for soliciting at times other than Monday - Friday 9am - 5pm or Saturday 9am - Noon on PERMITTED dates.

Signature of Applicant _____ **Date** _____

For City Clerk's Office Use Only:

Applicant has furnished:

☐ **Driver's License or Photo ID (Evidence of Legal Age)**

☐ **Evidence of employment**

☐ **A statement that he/she will notify the City when solicitations have been completed.**

Date Received:_____

Date Paid:_____ ☐ **Cash** ☐ **Check #**_____

MAKE COPY AND TAKE TO POLICE DEPARTMENT

For Police Department Use Only:

Date Received:_____

A check has been run on this individual: ☐ **Approved**

☐ **Not Approved**

_____

Brad Parsons, Chief of Police   **Time**   **Date**
(if other, include name and title)