



*Rickey Williams, Jr., Mayor*

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## **INSTRUCTIONS FOR SOLICITATION APPLICATIONS**

- ❖ Review Ordinance, Chapters 72,110 & 115.
- ❖ Complete Solicitation Application.
- ❖ Mail completed application to City Clerk at 17 W. Main St., Danville IL 61832 or submit electronically to [lmonson@cityofdanville.org](mailto:lmonson@cityofdanville.org).
- ❖ Completed application can also be dropped off in person at the City Clerk's office in the Robert E. Jones Municipal Building, 1<sup>st</sup> Floor, 17 W. Main St., Danville IL between the hours of 8:00 a.m. – 12:00 p.m. and 1:00 p.m. – 4:30 p.m.
- ❖ Upon receipt of application, the City Clerk's office will submit the application to the Public Safety Director for approval & background check, and then to the Mayor for approval.
- ❖ Distribution of Handbills/Advertising Material for non-exempt applicants will need to pay a \$25.00/year fee for once a week distribution and \$75.00/year fee for more than once a week distribution.
- ❖ If solicitors are going door- to- door they will also need to fill out a *Solicitors Information* sheet per each solicitor.
- ❖ There will be a \$5.00 fee per each solicitor ID Card.
- ❖ Contact the City Clerk's office with any questions at (217) 431-2304.



**CITY OF DANVILLE**

17 W. Main St., Danville, IL 61832

City Clerk's Office, (217) 431-2304

OFFICE USE ONLY

TO POLICE:

**SOLICITATION OF PRINTED MATERIAL REGISTRATION**

**CHAPTER 115.07**

**PLEASE PRINT LEGIBLY**

**NAME OF COMPANY REPRESENTED:** \_\_\_\_\_

**BUSINESS ADDRESS:** \_\_\_\_\_ **BUSINESS PHONE #:** \_\_\_\_\_  
(Street, City, State, Zip)

**CONTACT PERSON:** \_\_\_\_\_ **Email:** \_\_\_\_\_

**PHONE:** \_\_\_\_\_ **HOME ADDRESS:** \_\_\_\_\_  
(Street, City, State, Zip)

**IF STAYING IN AREA, LIST LOCAL ADDRESS:**  
\_\_\_\_\_

**CELL PHONE NUMBER:** \_\_\_\_\_

**TYPE OF PRODUCT TO BE SOLICITED (e.g. magazines, books, newspapers etc):** \_\_\_\_\_

**PLEASE DESCRIBE PRODUCT IN FURTHER DETAIL (e.g. mechanics magazines, encyclopedia books, independent newspapers):**  
\_\_\_\_\_

**AREA(S) YOU PLAN TO SOLICIT:** \_\_\_\_\_

**DATE(S) YOU PLAN TO SOLICIT:** \_\_\_\_\_

**TIME(S) YOU PLAN TO SOLICIT:** \_\_\_\_\_ **NUMBER OF PEOPLE TO SOLICIT:** \_\_\_\_\_

**Signature of Applicant:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**PLEASE NOTE:**

- SOLICITATION PERMITTED BETWEEN: 9:00 A.M. – 9:00 P.M.
- ALLOW 5 BUSINESS DAYS FOR PROCESSING OF APPLICATION
- APPROVED PERMIT TO BE CARRIED ON PERSON AND EXHIBITED ON REQUEST
- THE ATTACHED SOLICITOR'S INFORMATION FORM *MUST* BE PROVIDED FOR EACH INDIVIDUAL SOLICITOR. A BACKGROUND CHECK WILL BE CONDUCTED ON EACH SOLICITOR AND A PICTURE ID WILL BE ISSUED AT A COST OF \$5 EACH.

**Office Use Only**

Application & Fee Collected By: \_\_\_\_\_ Date: \_\_\_\_\_

Police Dept. Approval: \_\_\_\_\_ Date: \_\_\_\_\_

Mayor's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Distributed to: \_\_\_\_\_ Date: \_\_\_\_\_ Permit # Issued: \_\_\_\_\_



**CITY OF DANVILLE**

17 W. Main St., Danville, IL 61832

City Clerk's Office, (217) 431-2304

**SOLICITOR INFORMATION FORM**

The following information must be completed for every person who will be in contact with the public eye for the purpose of selling goods, wares or merchandise. Any new individuals added after submission of this application must be submitted to the City Clerk's Office within 24 hours. Provide a copy of your state issued driver's license.

***PLEASE PRINT LEGIBLY***

**SOLICITOR'S NAME:** \_\_\_\_\_  
(LAST NAME) (FIRST NAME) (MIDDLE)

**HOME ADDRESS:** \_\_\_\_\_  
(Street, City, State, Zip)

**LOCAL ADDRESS:** \_\_\_\_\_  
(WHERE YOU ARE STAYING WHILE IN DANVILLE, IL)

**PHONE NO:** \_\_\_\_\_ **DRIVER'S LICENSE #:** \_\_\_\_\_

**STATE OF ISSUANCE:** \_\_\_\_\_ **DOB:** \_\_\_\_\_ **SEX:** \_\_\_\_\_

**PLACE OF BIRTH:** \_\_\_\_\_

**PLEASE LIST TWO MOST RECENT ADDRESSES & LENGTH OF TIME LIVED THERE**

- 1. \_\_\_\_\_ **HOW LONG?** \_\_\_\_\_
- 2. \_\_\_\_\_ **HOW LONG?** \_\_\_\_\_

**HAVE YOU EVER BEEN CONVICTED OF A CRIMINAL OFFENSE OR ORDINANCE VIOLATION (OTHER THAN TRAFFIC & PARKING OFFENSES) IN ANY JURISDICTION?  YES  NO**  
**IF YES, PROVIDE EACH OFFENSE/VIOLATION, DATE & PROSECUTING JURISDICTION.**

\_\_\_\_\_  
\_\_\_\_\_

**CONSENT SIGNATURE AUTHORIZATION**

I, \_\_\_\_\_, do hereby consent to allow the Danville Police Department to conduct a  
Print Name Here  
background investigation and further authorize the release of criminal history records, which may be relevant to my  
being considered for a solicitor in the City of Danville, IL.

\_\_\_\_\_  
Signature of Solicitor Date

**Office Use Only**

**Police Department Approval:** \_\_\_\_\_ **Date:** \_\_\_\_\_

## CHAPTER 115 TRANSIENT OR ITINERANT SALES

### § 115.03 EXEMPTIONS.

The following activities are exempt from the licensing and other requirements of this chapter:

(A) Any person selling vegetables, fruit or other perishable farm products at an established market under the auspices of Downtown Danville, Inc.

(B) Any person operating a concession at any city park, Danville Stadium, David S. Palmer Civic Center, or other public facility.

(C) Any yard sale, garage sale or rummage sale conducted by a person on property upon which he resides.

(D) Any person operating a stand or booth at a trade show, exposition, convention or similar event.

**(E) Any person engaged in the business of soliciting orders or subscriptions magazines, newspapers, periodicals, books, or other published written or photographic material; provided, however, that such person shall register his activities with the city clerk as provided in § 115.07 below.**

**(F) Any person who, without compensation, solicits contributions to or sells goods, wares or merchandise for any civic, patriotic, fraternal, educational, religious or benevolent organization; provided, however, that the organization on whose behalf such person is acting shall register such activities with the city clerk as provided in § 115.07 below.**

(G) Any person operating in a temporary space at the Village mall. (Am. Ord. 7913, 9-2-97)

(H) No person shall be relieved from the provisions of this chapter by reason of a temporary association with any local dealer, trader, merchant or auctioneer, or by conducting such temporary or transient business in connection with or as part of or in name of any local dealer, trader, merchant or auctioneer.

(I) Nothing in this section shall relieve any person from complying with all other city regulations, nor from securing all other permits and licenses which may be required by law. (Ord. 7833, passed 6-4-96)

### § 115.07 REGISTRATION OF CERTAIN EXEMPT PERSONS.

(A) Any person who claims an exemption from the license requirements of this chapter under § 115.03(E) or (F), shall register such exempt activities with the city clerk and shall disclose in writing the following: name, social security number, date of birth, and residence street address of the registrant; name and street address of the organization on whose behalf he is engaged in the exempt activities; description of the activities claimed to be exempt; the dates and times of day during which the registrant intends to engage in the activities claimed to be exempt; the area or areas within the city in which the registrant intends to engage in the activities claimed to be exempt; and the number, description, and license plate numbers, if applicable, of any vehicle, trailer or other means of transportation of goods the registrant intends to use while engaging in such activities in the city. The city clerk shall submit such registration to the police department for investigation.

(B) The chief of police, or his designee, shall investigate the registration for exemption and, upon being satisfied that the information is true and correct and that the applicant is not a prohibited person under § 115.06 or otherwise prohibited from obtaining a license under § 115.08, shall so inform the city clerk, who shall issue a certification of exemption. (Ord. 7833, passed 6-4-96)

CHAPTER 115.03 EXEMPTIONS TO TRANSIENT MERCHANT/ITINERNANT VENDOR LICENSING REQUIREMENTS

F) Any person who, without compensation, solicits contributions to or sells goods, wares or merchandise for any civic, patriotic, fraternal, educational, religious or benevolent organization; provided, however, that the organization on whose behalf such person is acting shall register such activities with the city clerk as provided in Chapter 115.07 below.

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(B) The chief of police, or his designee, shall investigate the registration for exemption and, upon being satisfied that the information is true and correct and that the applicant is not a prohibited person under § 115.06 or otherwise prohibited from obtaining a license under § 115.08, shall so inform the city clerk, who shall issue a certification of exemption.