



*Scott Eisenhauer, 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

<b>OFFICE USE ONLY</b>
<b>TO POLICE:</b>
_____
<b>DATE</b>

**SOLICITATION REGISTRATION APPLICATION (EXEMPT)**  
**CHAPTER 115.03(F) AND 115.07**

**PLEASE PRINT LEGIBLY**

**TYPE OF ORGANIZATION:** Civic\_\_\_\_ Patriotic\_\_\_\_ Fraternal\_\_\_\_ Educational\_\_\_\_ Religious\_\_\_\_  
 Benevolent\_\_\_\_ Other \_\_\_\_ Explain: \_\_\_\_\_

**NAME OF ORGANIZATION:** \_\_\_\_\_

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

**LOCAL CONTACT PERSON:** \_\_\_\_\_ **PHONE :** \_\_\_\_\_

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

**EMAIL:** \_\_\_\_\_

**NAME OR TYPE OF SOLICITATION:** (Such as funds, contributions, sell of goods, wares or merchandise)

**If Soliciting Funds, are you Registered with the Illinois Attorney General's Office to Solicit Funds? Yes\_\_ No\_\_ If yes, provide a copy of the registration. If exempt, give Exemption Number from Statute: \_\_\_\_\_**

**LIST LOCATION(S):**(If on business property, attach confirmation verifying approval.) If by phone, check here \_\_\_\_\_

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

**TIME(S) YOU PLAN TO SOLICIT: FROM:** \_\_\_\_\_ **TO:** \_\_\_\_\_

**NUMBER OF PEOPLE TO SOLICIT:** \_\_\_\_\_ **CHECK ONE: Pick Up Permit:** \_\_\_\_\_ **Mail Permit:** \_\_\_\_\_

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

**PLEASE NOTE:**

- SOLICITATION IN RESIDENTIAL AREAS PERMITTED BETWEEN 9:00 A.M. AND 9:00 P.M.
- PERMIT EXPIRES ON LAST DATE LISTED
- ALLOW 5 BUSINESS DAYS FOR PROCESSING
- EACH LOCATION MUST HAVE AN AVAILABLE COPY OF PERMIT FOR INSPECTION

**Office Use Only**

Application Received By: _____	Date: _____
Police Department Approval: _____	Date: _____
Certification of Exemption: _____	Distributed to: _____
Date: _____	Permit # Issued: _____

## 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/ITINERANT 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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