



CITY OF DANVILLE
 17 W. Main St., Danville, IL 61832
 City Clerk's Office, (217) 431-2304
 cityclerk@cityofdanville.org

Please allow 5-7 business days for processing.
 Fee: \$100.00/Calendar Mo.

Office Use Only
 Name: _____
 Dba: _____
 Year Applied For: _____
 License # _____

**APPLICATION TO OPERATE AS A SOLICITOR,
 TRANSIENT MERCHANT, OR ITINERANT VENDOR**
 Ch. 115.01 – 115.11

“Person” is defined as any Individual, Corporation, Partnership, Trust, Firm, Association, or other Entity.

Check One:

___ **SOLICITOR**... “means any person who goes upon the premises of any private residence in the City, not having been invited by the occupant thereof, for the purpose of taking or attempting to take orders for the sale of goods, merchandise, wares, or other personal property of any nature for future delivery, or for services to be performed.”

___ **TRANSIENT MERCHANT**... “means any person engaged temporarily in the retail sale of goods, wares or merchandise within the City and who, for the purpose of conducting such business, occupies any building, room, vehicle, structure of any kind, or vacant lot, but who does not maintain in this City an established store, office, distribution house, sales house, warehouse, service center, or permitted residence from which such business is conducted. A person shall be deemed to be engaged in a business "temporarily" if such person does not own, or lease for a term of at least six months, the property from which such business is conducted.”

___ **ITINERANT VENDOR**... “means any person who transports tangible personal property for retail sale within the City other than from a fixed location and who does not maintain in this City an established store, office, distribution house, sales house, warehouse, service center, or permitted residence from which such business is conducted. This definition includes without limitation persons who hawk such goods, wares or merchandise by public outcry, and persons who solicit orders for goods, wares or merchandise by going from place to place in the City. However, this does not apply to any person who delivers goods, wares or merchandise in fulfilling an order which was solicited by mail.”

PLEASE PRINT LEGIBLY OR TYPE:

1. Name of Applicant or Principal Owner of Business:

_____ / _____ / _____
Last *First* *M.*

2. D.O.B.: ____/____/____ **SSN:** XXX-XX-____ **Daytime Phone #**() _____

3. Home Address: _____
Street *City* *State* *Zip*

- **If Applicant has resided at a different address other than above for the preceding year list below:**

_____ / _____ / _____
Street *City* *State* *Zip*

4. Email Address: _____

5. Applicant's current occupation and employment during the preceding year: _____

6. Name of Business that will be represented: _____

7. Business Address: _____
Street *City* *State* *Zip*

8. Nature of business the applicant intends to conduct: _____

9. Location at which applicant intends to do business: _____
Name of Business and Address or Residential door to door.

10. Have you been convicted of any felony within the five-year period ending on the date of the application?
Yes _____ No _____

11. Have you at any time been found guilty of any violation of Chapter 115? Yes _____ No _____

12. Are you delinquent in the payment of any tax owed to the City of Danville or State of Illinois?
Yes _____ No _____ If yes, explain: _____

13. If a Corporation, the residence address of each of its officers: *(Attach a separate piece of paper if necessary)*

14. List the date(s) and hours you would like to operate your business: _____
*Please note permitted hours are from 9:00am to 8:00pm

15. If applying for transient merchant, attach a letter of written permission from the business owner that states applicant has permission to sell and operate on the property. _____ Attached

16. If applicable, attach a listing of the complete inventory of goods you intend to offer for sale. _____ Attached

17. If applicable, list the description, license plate numbers, and how many vehicles or other means of transportation of goods you intend to use while conducting your business: _____

18. If applicable, attach proof of insurance for each vehicle. _____ Attached

19. If applying for transient merchant, list the persons employed, or to be employed that will assist you in the operation of your business:

_____	_____	____/____/____
<i>Last Name</i>	<i>First Name</i>	<i>D.O.B</i>
_____	_____	____/____/____
_____	_____	____/____/____
_____	_____	____/____/____

20. List all licenses to operate as a transient merchant, solicitor, or itinerant vendor you have obtained in this State in the twelve months preceding the date of filing application: _____

By signing below, I attest the foregoing information is true and correct to the best of my knowledge:

Printed Name: _____

Signature: _____

Date: _____

PLEASE NOTE:

The license application fee transient merchant, solicitors, and itinerant vendors is **\$100.00 per month** for each calendar month, or part thereof, which is non-refundable.

***ID badges are required for *Solicitors* and *Itinerant Vendors* that plan to conduct business “door-to-door”.** The fee is \$5.00 per ID badge and will be furnished to applicant(s) upon payment and approval of license.

You must comply with all zoning regulations. If applying for transient merchant, this application will be sent to the zoning administration for review and approval prior to applicant being granted a license. In some cases, a special use permit may be required. For zoning inquires please call (217) 431-2321.

Return completed application (with all required attachments) with payment to:

City Clerk’s Office, 1st fl, 17 W. Main St, Danville, IL 61832

(Checks can be made payable to *City of Danville*)

cityclerk@cityofdanville.org

OFFICE USE

Date Application Rcvd _____ By _____ Date Fee Paid _____ For Month _____

Police Department: _____ Approved: Yes ___ No ___ Date: _____

Urban Services/Zoning Admin: _____ Approved: Yes ___ No ___ Date: _____



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CONSENT SIGNATURE AUTHORIZATION

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, and/or soliciting business products or services door-to-door inside the corporate city limits of Danville. **A PHOTO COPY OF YOUR STATE ISSUED DRIVER'S LICENSE/ID MUST BE ATTACHED WITH THIS CONSENT FORM.**

Please Print Legibly or Type

Full Name: _____
Last Name *First Name* *M.*

Home Address: _____
Street *City* *State* *Zip*

If you have resided at a different address other than above for the preceding year list that address below:

Street *City* *State* *Zip*

D.O.B: ____/____/____ Place of Birth: _____ Phone #: _____

Driver's License/ID# _____ State of Issuance: _____

If you are staying at a local hotel or residence while conducting business in the City of Danville list the address:

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, and prosecuting jurisdiction below:

CONSENT SIGNATURE AUTHORIZATION

I, _____, do hereby consent to allow the Danville Police Department to conduct a background
Print Name Here
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

Date

Office Use Only

Police Department Approval: _____ Date: _____