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:__________________________

Application revised 07/2018
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:

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Application revised 07/2018
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: ______________
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 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:____________________