



APPLICATION FOR PEDDLERS, SOLICITORS AND VENDORS LICENSE
(City Code: Chapter 22, Article III)

ALL LICENSES EXPIRE ON DECEMBER 31st.

DATE _____ PHONE NUMBER _____

NAME OF COMPANY _____

COMPANY ADDRESS _____

NAME OF APPLICANT _____

ADDRESS _____
(P.O. Box not acceptable)

E-MAIL ADDRESS _____

NATURE OF BUSINESS/GOODS TO BE SOLD _____

PREPARATION OF FOOD ON VEHICLE? YES _____ NO _____

OAKLAND COUNTY HEALTH PERMIT (REQUIRED FOR FOOD SERVICE) _____

NUMBER OF EMPLOYEES _____

DESCRIPTION OF VEHICLE TO BE USED _____

LICENSE NO. _____ VEHICLE ID NO. _____

I SWEAR THAT THE ABOVE INFORMATION IS CORRECT.

(signature and date)

Items to be submitted with the completed application:

- _____ Fee paid (\$100.00)
- _____ Copy of Driver's License
- _____ Insurance (Proof of \$500,000 liability insurance)
- _____ Certified Copy of current county/state license
- _____ County Health Department Inspection (if selling food)
- _____ Photo of Applicant taken by Clerk's Office
- _____ All applicants and individual employees must submit a criminal background check valid within 30 days of application. Please visit www.michigan.gov/ichat to perform a background check to be submitted with the application. (ICHAT fee is \$10 per query.)



**APPLICATION FOR INDIVIDUAL EMPLOYEE
PEDDLERS AND SOLICITORS
(City Code: Chapter 22, Article III)**

ALL LICENSES EXPIRE ON DECEMBER 31st.

NAME OF APPLICANT _____

NAME OF COMPANY _____

ADDRESS _____
(P.O. Box not acceptable)

PHONE NUMBER _____

E-MAIL ADDRESS _____

DESCRIPTION OF VEHICLE TO BE USED _____

LICENSE NO. _____ VEHICLE ID NO. _____

I SWEAR THAT THE ABOVE INFORMATION IS CORRECT.

(signature and date)

Items to be submitted with the completed application:

- _____ Fee paid (\$25.00)
- _____ Copy of Drivers License
- _____ Photo of Applicant taken by Clerk's Office
- _____ All applicants and individual employees must submit a criminal background check valid within 30 days of application. Please visit www.michigan.gov/ichat to perform a background check to be submitted with the application. (ICHAT fee is \$10 per query.)



**APPLICANT APPLYING FOR A FREE LICENSE MUST MEET ONE OF THE
FOLLOWING QUALIFICATIONS:**

PEDDLERS AND SOLICITORS

(City Code: Chapter 22, Article III)

ALL LICENSES EXPIRE ON DECEMBER 31st.

_____ ARTISAN All merchandise to be sold must be manufactured by the applicant personally.

_____ FARMER The products to be sold must be produced by the applicant and the applicant's regularly employed farm help.

_____ WAR VETERAN All of the merchandise or services to be offered for sale by the applicant are his or her own, and that the license will be used by the applicant personally and by no other person.

_____ Date of Discharge

_____ County Veteran's License #

_____ BLIND Proof of blindness shall be certified by the county health department

_____ DEALER IN MERCHANDISE BEING DELIVERED THROUGH INTERSTATE COMMERCE,

The applicant shall affirm that all of the merchandise being sold in the city is to be delivered directly to the customer from stocks of merchandise located outside the state. The applicant shall also list the types of merchandise to be sold and the person by whom the orders will be filled.

Explanation _____

I swear that the above information is correct.

(signature and date)



RECEIPT OF “NO KNOCK” LIST

I swear/affirm that I received a paper copy of the City of Auburn Hills “No Knock” list.

An updated copy of the “No Knock” list will be emailed to me throughout the licensing period. I understand that I must use the updated list as soon as it is received. I prefer the updated list to be emailed to _____@_____
(print your email address here)

I understand that I am not allowed to disturb/knock on the doors of those addresses listed on the “No Knock” list.

Signature

Date



SOLICITOR, PEDDLER, FROZEN CONFECTION VENDOR ORDINANCE SUMMARY

No person shall be a solicitor, transient merchant, food vendor, or frozen confection vendor within the City of Auburn Hills without first registering with the City.

- Must complete the application form & fee.
- Must adhere to the Do-Not-Knock Registry.
- Must comply with all traffic ordinances.
- Can only operate between the hours of 10:00 AM – 7:00 PM.
- Every approved vendor/solicitor must carry their City issued registration card while engaged in peddling, vending, soliciting.
- Registrations are not transferrable.
- Prepared foods shall be sold only from properly working refrigerated and/or food preservation trucks of modern design approved by the county health department and city.
- Sale of fruits, vegetables, perishable foodstuffs and prepared foods shall be subject to inspection by the county health department.
- Can only sell frozen confection products from a properly working and operating refrigerated truck that has been approved by the county and city.

The following actions are prohibited by Section 22-82 of the City Code:

- Cannot enter any private property of a residence or business displaying “no soliciting”, “no peddling”, or any similar notice.
- Cannot engage in business on streets which abut public parks.
- Cannot engage in business within 500 ft of the entrance of a school building between 9:00 AM – 5:00 PM on school days.
- Cannot obstruct any street, alley, sidewalk, or driveway.
- Cannot stop his/her vehicle, for the purpose of engaging in business, within 50 ft of any intersection.
- Cannot remain in front of or at the side of any property against the wishes of the property owner/tenant/occupant.
- Cannot remain standing at any one place on any street, alley, or public place for a period longer than 5 minutes while in engaged in business.
- Cannot remain on the premises owned by another person for longer than 5 minutes without first having obtained a letter from the City building department.
- Cannot utilize any bells, chimes, or other noisemaking devices for the purpose of attracting customers.
- Cannot sell unripe/unwholesome food or defective, faulty merchandise; uncooked meat, poultry, or fish; cannot sell/deliver any merchandise normally sold by weight/measure by the use of any other than standard weight/measure.
- Cannot sell frozen confection products from pushcarts or bicycles.
- Cannot sell to a minor under the age of 16 yrs unless there are properly working flashing warning lights visible from the front, rear, and side of the vehicle.

The following individuals/businesses are exempt from registering with the City, however the City requests these individuals/businesses adhere to the "Do Not Knock" registration list.

- Persons engaged in the sale of daily or weekly newspapers or milk delivery licensed under state law, or operating concessions which are, as regulated by the City zoning ordinance, accessory uses to the principal permitted use of the property on which they are located.
- Persons participating in a City sponsored event or an event that the City is a co-sponsor.
- Door-to-door canvassers, including charitable, religious, civic, political, nonprofit canvassing, non-commercial soliciting or selling items for fundraising purposes
- Agents of utility companies/firms franchised by referendum of the City electorate or agents of such firms governed by franchise ordinance enacted by the City Council following an affirmative vote on the question by the electorate.