



City of East Lansing

City Clerk's Office
410 Abbot Rd. East Lansing, MI 48823
Phone: 517-319-6914
coel.licensing@cityofeastlansing.com

Peddlers, Solicitors/Transient Merchant Application

Documents to submit with application:

- | | |
|---|--|
| ☐ \$500 Surety or Cash Bond | ☐ Fingerprints for each canvasser |
| ☐ Copy of Michigan Driver's License for each canvasser | ☐ Copy of Michigan Sales Tax License |
| ☐ Background check for each canvasser | ☐ If a non-profit organization, copy of 501(c) status |
| ☐ Copy of exemption certificate if required for the goods or services sold | |

Fee Schedule

- | | | | |
|---|--|---|--|
| ☐ <u>Per Day</u>
\$6.00 | ☐ <u>Per Month</u>
\$21.00 | ☐ <u>Per Year</u>
☐ \$51.00 (walking fee)
☐ \$62.50 (with vehicle) | Plus
\$6.25 Per Person
\$500 Indemnity Bond |
|---|--|---|--|

Applicant Information

Applicant's Name: _____ Phone No.: _____
First Middle Last

Address: _____
Street Address, City, State, ZIP Code

Date of Birth: _____ Social Security Number: _____

Current Occupation: _____

Prior permanent or business address used for the previous three years (if different than above):

Business Information

Name of person, firm, partnership, corporation, or other business entity represented and phone number: (if different than above)

Business Name: _____

Business Address: _____
Street Address, City, State, ZIP Code

Phone: _____ Email: _____

Days of operation: _____ Hours of operation: _____

Brief description of goods or services to be sold, and, in the case of handicrafts or products of farm or orchard, whether produced or grown by the applicant: _____



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Business Information Continued

(If food is to be sold, verification of approval from the Ingham County Health Department is to be submitted with the application. See exemptions in Chapter 8.)

Proposed method of sale, whether on foot or by motor vehicle, cart, or other conveyance:

If motor vehicle used: Driver's License Number: _____
Description of Vehicle: _____
Vehicle Identification Number: _____
License Plate Number: _____

Will private property be used? **YES** ☐ **NO** ☐ If yes, give location and evidence that you have the consent of the legal owner of the property: _____

Have you ever been convicted of a felony and/or a misdemeanor: **YES** ☐ **NO** ☐

If yes, list all convictions for a felony within ten years, high misdemeanor within five years, and misdemeanor within three years you have had immediately before the date of this application:

If a motor vehicle is used, have you had your driver's license revoked, suspended, or restricted within three years immediately prior to the date of application? **YES** ☐ **NO** ☐

If yes, provide the nature of any revocation, suspension, or restriction: _____

Have you ever had any peddler or other occupational licenses from this city, or any other state or municipal authority revoked, suspended, or denied within three years immediately prior to the date of application? **YES** ☐ **NO** ☐

If yes, provide the nature of any revocation:

Applicant's Signature: _____ **Date:** _____

Office Use Only: ☐ Attachments Received ☐ Bond Fee

License Fee: _____ Date License Issued: _____ Date License Expires: _____