



Chris Swope

Lansing City Clerk

Canvasser/ Street Peddler License Application

(City Codified Ordinances – Chapter 844.01 – 844.99)

https://library.municode.com/mi/lansing/codes/code_of_ordinances?nodeId=COOR_PT8BURETACO_TIT2BURE_CH844PESOTRME

Canvasser: ☐

Street Peddler: ☐

Applicant Checklist: (Ensure All Items Completed)

Payment: ☐

Bond: ☐

Additional Requirements: ☐

Notarized: ☐

*Notarization can be done
in City Clerk's office.*

Treasury Form Complete: ☐

Background Check Form Complete: ☐

Identification: ☐

Application Complete: ☐

ANNUAL NON-REFUNDABLE LICENSE FEE: \$125.00 per business
CRIMINAL HISTORY RECORD CHECK FEE: \$25.00 per person to be licensed

BOND: \$1,000.00

ADDITIONAL REQUIREMENTS:

- Fingerprints (may be obtained in LPD office).
- Two small size 2" X 2" photos (photos can be taken in Clerks Office for \$10).
- If you are working for someone else, you must furnish credentials showing your legal authority to act as a representative for them.

Paper Submission Fee: \$25.00 (to avoid this fee submit the online application at:

<https://www.lansingmi.gov/235/Business-Licenses>)

An applicant for a license to do business as a **solicitor or canvasser** shall, in addition to supplying the information required by subsection (a) hereof, file a statement showing the place where the goods or property proposed to be sold, or for the sale of which orders will be taken, are manufactured or produced, where such goods or products are located at the time such application is filed and the proposed method of delivery

Canvasser or solicitor means any individual, whether a resident of the City or not, traveling either by foot, wagon, automobile, motor truck or any other type of conveyance, from place to place, from house to house or from street to street, **taking or attempting to take orders for the sale of goods, wares, merchandise or personal property of any nature whatsoever for future delivery, or for services to be furnished or performed in the future, whether or not such individual** has, carries or exposes for sale a sample of the subject of such sale, or whether or not he or she is collecting advance payments on such sales. "Canvasser" or "solicitor" includes any person who, for himself or herself or for another, hires, leases, uses or occupies any building, structure, tent, railroad box car, boat, hotel room, lodging house, apartment, shop or other place in the City for the sole purpose of exhibiting samples and taking orders for future delivery.

Lansing City Clerk's Office
Ninth Floor, City Hall, 124 W. Michigan Ave., Lansing, MI 48933-1695
517-483-4131 • 517-377-0068 FAX
www.lansingmi.gov/clerk • city.clerk@lansing.mi.gov

Peddler means and includes any person, whether a resident of the City or not, traveling by **foot, wagon, automotive vehicle or any other type of conveyance, from place to place, from house to house or from street to street, carrying, conveying or transporting goods, wares, merchandise, meats, fish, vegetables, fruits, garden trucks or farm products or provisions, offering and exposing the same for sale, or making sales and delivering articles to purchasers, or, without traveling from place to place, selling or offering the same for sale from a wagon, automotive vehicle, railroad car or other vehicle or conveyance.** A person who solicits orders and as a separate transaction makes deliveries to purchasers as a part of a scheme or design to evade the provisions of Sections [844.01](#) to [844.18](#) shall be deemed a peddler. "Peddler" includes "hawker" and "huckster."

(Ord. No. 1139, § 1, 5-4-09)

Business Name		Business Phone Number
DBA		
Business Address	City	State, Zip

Business Owner		Owner Phone Number
Owner Address	City	State, Zip
Owner Email Address		

Same as above: ☐

Applicant Name		Applicant Phone Number
Applicant Address	City	State, Zip
Applicant Email Address	Applicant DOB (MM/DD/YY)	

Applicant Height	Applicant Weight
Applicant Hair Color	Applicant Eye Color

Bonded By (Bond to be filed with City)

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Bond Expiration Date	Bond Amount
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Vehicles to be used:

Make	Model	Color
License Plate	Vin #	
Make	Model	Color
License Plate	Vin #	

Anticipated/Desired Starting Date: _____

---Approximate length of workday: start and end time---

MON	TUE	WED	TH	FRI	SAT	SUN

☐ All other appropriate licenses or certifications required by law to conduct this business have been obtained.

Have you ever been convicted of any crime, misdemeanor, or violation of any municipal ordinance?

☐ Yes

☐ No

If yes, what was the nature of the offense and what penalty was imposed?

Describe the nature of the business and the goods to be sold. _____

If goods to be sold are farm or orchard products, were they produced or grown by you? ☐ Yes ☐ No

Please state (1) where the goods to be sold are manufactured or produced, (2) current location of goods, and (3) proposed method of delivery.

By my signature, I swear (or affirm) that all information provided in this application is true.

APPLICANT'S SIGNATURE

DATE

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NOTARY USE ONLY

Subscribed and sworn to before me by _____ on this
day (MM/DD/YYYY) _____, acting in the County of _____,
Michigan.

Signature of Notary _____

Printed Name of Notary _____

County of Notary Commission _____

Commission Expiration Date _____

OFFICIAL USE ONLY

Approvals:

Police Department

Date

City Treasurer

Date

OFFICIAL USE

Amount paid: _____

Date paid: _____

License #: _____

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CITY TREASURER * INCOME TAX DIVISION
(517) 483-4121 (517) 483-4114

1ST Floor – City Hall
124 West Michigan Avenue
Lansing MI 48933

LANSING TREASURY INFORMATION REQUEST
Complete a separate form for each individual subject to verification

Applicant/Employee Information

Name: _____

Home Address: _____

_____ Since _____

Daytime Phone Number: _____

Social Security #: _____

Driver's License #: _____

Date of Birth: _____

Employer/Business Information

Corporate Name: _____

Doing Business As: _____

Address: _____

Business Phone #: _____

Federal Employer Identification #: _____

Do you, or any of these businesses, owe the City money for any reason? Yes ___ No ___

If Yes, for what reason? _____

Name of any other Lansing area business in which your ownership participation exceeds 25% _____

Signature

Date

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Chris Swope
Lansing City Clerk

**Criminal History Conviction Record Check
Authorization**

As part of the Licensing process, we need you to complete the background and criminal history record check authorization below. This information must be returned with your application to the Lansing City Clerk's Office, 9th Floor City Hall, 124 W. Michigan Ave., Lansing, MI 48933. Please call us at (517) 483-4133 if you have any questions.

Complete a separate form for each individual subject to background check.

Date: _____

I _____ authorize the release of any and all information from any appropriate agency regarding my criminal conviction history to the Lansing City Clerk's Office. I understand that my ethnicity, date of birth, sex and my age will not be made a part of my Application and that none of these four (4) items will be considered in the review of my License.

I acknowledge that a complete full background investigation, including, but not, limited to a State Police Criminal Conviction Record Check will be done.

I further understand that the Lansing City Clerk's Office has the right to deny my License based upon the results of this investigation.

(Please Print Clearly)

Full Name: _____
First Middle Last Maiden/Other

Date of Birth: _____ Sex: _____ Race: _____

Social Security No: _____ Driver's License # _____

List all names ever used: _____

Signature

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