

Town of Front Royal
Department of Planning and Zoning
102 East Main Street
PO Box 1560
Front Royal, VA 22630

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Permit: # _____
Fee Amt: \$20.00
Date Paid: _____
Date Received: _____

SOLICITOR, PEDDLER, & ITINERANT MERCHANT PERMIT APPLICATION

☐ COMMERCIAL SOLICITOR

☐ PEDDLER

☐ ITINERANT MERCHANT

☐ EXEMPTION REQUEST (For authorized exemptions only)

PLEASE PRINT LEGIBLY

APPLICANT: _____ DATE: _____

SOCIAL SECURITY NO.: _____ DATE OF BIRTH: _____

HOME ADDRESS (street, city, state, zip): _____

PHONE NUMBER: _____ EMAIL ADDRESS: _____

NATURE OF BUSINESS/PRODUCT: _____

DRIVER'S LICENSE OR ID (State/Number): _____

BUSINESS NAME: _____

BUSINESS FEDERAL ID NO.: _____

BUSINESS ADDRESS (street, city, state, zip): _____

NAME & CONTACT PHONE NO. OF LOCAL AGENT: _____

LOCATION OF OPERATION: _____

DAYS & HOURS OF OPERATION: _____

VEHICLE DESCRIPTION & LICENSE PLATE NO.: _____

SEE ADDITIONAL INFORMATION REQUIRED ON INSTRUCTIONS SHEET

I hereby certify that the statements made and constituting part of this application are true and correct. I am aware that any misrepresentation of any information may be grounds for denial. I have been provided and am familiar with the ordinances and regulation pertaining to this application. I further understand that any violation of the laws of the Commonwealth of Virginia or the Ordinances of the Town of Front Royal can result in the denial of this permit or suspension/revocation of my business license.

I have no previous criminal history and have never been charged or convicted with a criminal offense, fined, imprisoned, placed on probation, received a suspended sentence or forfeited bail for any offense in a criminal court. I have never had a business license denied, suspended, or revoked.

I hereby agree and indemnify, hold harmless, and defend the Town of Front Royal and its employees, officials, and agents from any and all liability or claims of liability arising from any operations, activities, or status of applicant performed or existing pursuant to the activities authorized under this application.

Signature of Applicant

Date

Approved by the Planning Director (Itinerant Merchant)

Date

TOWN CODE REFERENCE: CHAPTER 138 - PEDDLERS, SOLICITORS, & ITINERANT MERCHANTS

Edited: July 2025

TOWN OF FRONT ROYAL

SOLICITOR, PEDDLER, & ITINERANT MERCHANT REGISTRATION

Town Code Chapters 98 & 138

To promote the safety of our residents, it shall be unlawful for any person to engage in the business of peddling, itinerant merchandising, soliciting or canvassing as defined in this Chapter without a permit. Permit holders must also obtain any necessary business licenses prior to operating. For the purposes of this permit application, the Town Code establishes the following definitions:

- *Solicitor (Commercial Solicitor)*: Any person, whether a principal, agent, or salesman, who engages in transient business by going from residence to residence for the purpose of taking orders or offering to take orders for the sale of goods, wares, or merchandise or taking orders for services to be performed in the future. A commercial solicitor shall not carry goods, ware, or merchandise except for display purposes only, and shall not sell items directly.
- *Itinerant Merchant*: One who offers merchandise, goods, food or services for sale or barter from a stationary but temporary site within the Town.
- *Peddler*: One who moves from place to place within the Town and offers merchandise, goods, food or services for sale or barter at no definite place of business.

In addition to the information requested on this application, the following will be required prior to permit approval:

- All Peddler and Itinerant Merchant applications shall obtain approval from the Town's Department of Planning & Zoning prior to selling from private property. Approval shall be based upon submittal of a plat, site plan, or sketch plan identifying the location of the property on which the activity is to be conducted and showing the location of the structure from which the sale or exchange activity will occur, the area under the control of such person, parking spaces and provisions for well-defined vehicular entrances and exits.
- At the time of filing, the applicant shall provide a front facing passport size photograph which accurately depicts the applicant's appearance at the time of application.
- A background check will be performed on all applicants for Commercial Solicitor's permits.
- Payment of an application fee of \$20.00 (Waived for Exemption Application)

Any individual who is determined to not meet the requirements established by the Town Code for issuance of a permit as determined by the Town Manager may appeal the decision to the Town Council through the Clerk of Council within ten (10) days of permit issuance denial.

Any person violating any provision of Chapter 138 by operating without a permit shall be guilty of a Class 1 misdemeanor. Every day of a continuing violation shall be deemed a separate offense for the purposes of these penalties.

Please see Chapter 138 and Chapter 98 for the full provisions governing Solicitors, Itinerant Merchants and Peddlers. Below is a summary of key provisions:

Special Provisions

- Door-to-door sales shall only take place between the hours of 9:00 a.m. and 8:00 p.m.
- Peddlers or vendors are required to conspicuously display their permits at their vehicles or temporary stands or if they have none, to exhibit their permits or exemption letter upon request.
- Each peddler or vendor shall provide receptacles for the disposal of waste materials or other litter created in the immediate area of any stationary location from which sales, offers of sales or deliveries are taking place.
- No permittee shall enter upon private property posted "No Soliciting" or similar signage.
- No permittee shall enter uninvited into a private building, structure, or room.
- Peddlers and Itinerant Merchants are only permitted within the C-1, C-2 and MCD Zoning Districts.

License Tax (Town Code Chap 98-45 & 98-61)

- Commercial Solicitor - \$50.00 per week, up to a maximum of \$200.00 per calendar year
- Itinerant Merchant - Christmas Tree & Firework Vendor - \$100.00 per calendar year
- Itinerant Merchant - Farm Fresh Vendor (Grown by Vendor) - Exempt per Va. Code § 58.1-3717
- **Itinerant Merchant - All Others - \$250.00 per calendar year (prorated based on date of issuance; \$25.00 min)**
- Peddler - Farm Fresh Peddler (Grown by Peddler) - Exempt per Va. Code § 58.1-3717
- Peddler - All Others - \$500.00 per calendar year
- Non-profit civic, charitable, or bona-fide education organizations may receive a waiver of license tax upon application to and approval of the Front Royal Town Council