



Commercial Solicitor Permit Application \$25 for 30 days ☐ Annual \$275 ☐
Itinerant Merchant Permit Application \$25 for 30 days ☐ Annual \$275 ☐
Peddler Permit Application \$25 for 30 days ☐ Annual \$275 ☐
Vendor/Vending Permit Application \$25 for 30 days ☐ Annual \$275 ☐

Name of Applicant: _____ Home Phone#: _____

DBA (Doing Business As or Articles of Incorporation): _____

Business Address: _____

Home Address: for last 5 years:

1. _____ Years: _____
2. _____ Years: _____

Documents required to obtain permit:

Check

1. **Submit property owner's permission letter to vend on their property & use restrooms** ☐
Vending Location Address: _____ ☐
2. What will you be selling or soliciting? _____ ☐
3. Submit State Sales Tax Certificate: ☐
4. Submit DBA or corporate or other legal organization charter of record ☐
5. Proof of your authority to act on behalf of said entity ☐
6. **Submit a photo of the vehicle/cart being used for vending** ☐
7. Submit proof of general liability insurance (Name the City of Portland as additional Insured
Amounts: \$100,000 per person, \$300,000 per occurrence for bodily injury, \$50,000
per occurrence for property damage) ☐
8. **Selling Food/beverage a copy of health permit is required** ☐
9. Background Check Requirements ☐
 - a. Submit Proof of valid Identification: _____ ☐

I, the undersigned applicant, do hereby certify that I am an authorized agent to act in behalf of said business; that all information contained herein is true and correct; and hereby agree to comply with all provisions pursuant to the City of Portland Code of Ordinance and all applicable State and Federal Regulations. I further understand that every individual who conducts business for us in our representative whether acting as an employee, agent, independent contract, or franchise or otherwise as applicant is responsible for compliance with all provisions of the City of Portland Code of Ordinance by every such individual representative.

Name of Applicant Print

Applicant Signature

OFFICE USE ONLY

Permit#	Issued by:	Amount Paid:	Date Submitted:	Expiration Date
Criminal History:	Passed:	Failed:		

Please submit applications to the City Secretary, Elisa Silva at elisa.silva@portlandtx.gov

Peddler, Commercial Solicitor or Itinerant Merchant General Regulations

Sec. 15-22. General regulations.

All peddlers, commercial solicitors and itinerant merchants, permitted under the provisions of this chapter shall comply with the following rules and regulations which shall be conditions of the permits:

- (1) No peddler or commercial solicitor shall conduct any such business except between the hours of 9:00 a.m. and 9:00 p.m.
- (2) No peddler, commercial solicitor or itinerant merchant shall represent to any person that any certificate of registration, permit or identification card issued under the provisions of this chapter in any manner constitutes an endorsement or approval by the City of Portland, Texas, of a product, good or service or any particular person or business.
- (3) No peddler, solicitor or itinerant merchant shall make any false, fraudulent or misrepresentative statement regarding any goods or services or in any other manner misrepresent his or her business or purpose.
- (4) Every peddler, solicitor and itinerant merchant shall upon the request of any purchaser of goods or services from him or her, provide such purchaser with a written receipt signed by the said peddler, solicitor or itinerant merchant and setting forth a brief description of the goods or services, the total purchase or rental price thereof, the amount of cash payment, if any, and the balance due and terms of payment.
- (5) Every peddler, commercial solicitor and itinerant merchant shall prominently display any certificate of registration or permit issued under the provisions of this chapter and shall, upon the request of any person, display any identification card issued under the provisions of this chapter.
- (6) No peddler or commercial solicitor shall remain on any private premises or continue any effort to gain entry to any private premises after being requested by the owner or lawful occupant thereof to depart. For purpose of this provision, any sign posted at the primary entrance to a private premises bearing the words, "no peddlers," "no solicitors," or words of similar import, shall be deemed a request that any such peddler or solicitor immediately depart the premises.
- (7) No peddler, commercial solicitor or itinerant merchant shall fasten, tack, nail, tie, glue, paste or maintain any placard, poster, banner or any other material anywhere on the streets, sidewalks, curbs, gutters, signal light posts or bases, streets light posts or bases, telephone poles or electric posts in the city or to cause the same to be done as defined in Section One of Ordinance No. 620 (section 11-12(a)) of the City of Portland. It shall further be unlawful to paint or write pictures, characters, signs or advertisement or use any other paint or material of any kind upon any ornamental balustrade, fountain, stairway or other improvements belonging to the city and it shall also be unlawful to paint or to write in any manner thereon or to carve thereon or in any way mutilate, deface, or destroy the same as defined in Ordinance No. 620, Section 3 (section 11-12(c)) of the City of Portland.

Vendor General Regulations

Sec. 15-16. Vendors; general regulations.

All vendors permitted under the provisions of this chapter shall comply with the following rules and regulations which shall be conditions of the permits:

- (1) All vendor premises and surrounding area shall be kept clean and free of trash and litter. A trash receptacle shall be available upon or within seventy-five (75) feet of every vending unit. Every vendor issued a permit under the provisions of this chapter shall, within five (5) days of such issuance, certify in writing that he or she has obtained training or information on litter and waste handling from Keep America Beautiful, Inc. or some other approved organization operating an educational program to reduce litter in the city.
- (2) No vendor shall conduct his vending operation except between the hours of 7:00 a.m. and 12:00 midnight, and no vending unit shall remain on the premises except during such period of operation.
- (3) Vendor signage shall be restricted to vending units and service vehicles with no extension of signs beyond vehicle or vending unit edges. Signs shall be limited to the vendor's name and a listing of goods and services available and their prices and shall comply with the zoning regulations relating to signage for the zoning district in which the vending unit is operated and vendor's signage cannot encroach upon signage already allowed by permitting office.
- (4) All permits shall be prominently displayed and plainly visible within or upon the vending unit. Identification cards shall be displayed to any person so requesting.
- (5) Vending of food or beverages in glass containers is prohibited.
- (6) All vendor premises must be vacated and vending units removed from the premises during Condition 3 and higher hurricane alerts.
- (7) No vending unit or service vehicle used therewith shall be left unattended on any public street, alley, sidewalk or other public way nor upon any public grounds, park, beach or other public premises.
- (8) Vending units shall be freestanding and no item related to the vending operation shall be allowed to lean against or hang from or otherwise be attached to any structure except the vending unit.
- (9) Vending units shall be constructed and maintained in a professional, workmanlike manner with quality materials and units which are rusted, tattered, worn or otherwise in disrepair are strictly prohibited.

(Ord. No. 868, 8-3-93)

PRIVATE PREMISES VENDOR

Sec. 15-20. Private premises vendors—Special regulations.

No permit shall be issued to any vendor to operate his business and no vendor shall vend from or upon any private premises except subject to the following restrictions and regulations in addition to other conditions imposed upon vendors by this chapter

- (1) Vendors without a permanent address within the city shall be subject to the bonding requirements of section 15-8 of this chapter.
- (2) Vendors are prohibited except in areas allowing retail business in accordance with the Zoning Ordinance of the city. Vendors and/or vending units shall not utilize in any manner the minimum parking space(s) which are required for the permanent business on whose private premises the vendor and/or vending units are located.
- (3) Prior to the issuance or renewal of a permit under this chapter, a sworn affidavit of the owner of the premises proposed to be used by the vendor, authorizing such use by the vendor, must be filed with the permit officer.
- (4) Prior to the issuance or renewal of a permit under this chapter a valid copy of the certificate of occupancy for the premises proposed to be used by the vendor must be filed with the permit officer.
- (5) Vending units shall be set back from all street-front property lines and from all rights-of-way by a minimum of twenty (20) feet.
- (6) Vending units shall be a maximum of ten (10) feet by twenty (20) feet.
- (7) Restroom facilities which the vendor has written permission to use must be available on the premises to be occupied by the vendor and must be within three hundred (300) feet of the vending unit.

(Ord. No. 868, 8-3-93)