



CITY OF WOODCREEK, TEXAS
PEDDLER/SOLICITOR PERMIT APPLICATION – BUSINESS/GROUP SOLICITOR

This application form is for the use of businesses and groups seeking to hire multiple persons to perform peddler/solicitor activities within the City of Woodcreek. Individuals seeking to perform peddler/solicitor activities must use the Individual Solicitor Application Form.

SECTION 1: BUSINESS/GROUP INFORMATION

Name of Organization:

Business Address:

(STREET)

(CITY)

(STATE/ZIP)

**Name of Authorized Representative
submitting this application:**

Email Address:

(LAST)

(FIRST)

(MIDDLE)

Address of Legal Residence (Authorized Representative):

(STREET)

(CITY)

(STATE/ZIP)

Date of Birth:

Telephone Number

Driver License No. (attach photocopy):

____/____/____
MM DD YYYY

(____)____-____

(NUMBER)

(STATE)

Physical Description (Include height, weight, hair color, eye color, and other distinguishing characteristics):

FOR OFFICE USE ONLY:

- Forms:** _____ 1. Copy of Applicant's Drivers License (Section 1)
 _____ 2. Copy of Business/Organization's Proof of Authorization (Section 4)
 _____ 3. Schedule A – Form for each Individual to be employed, including copy of Drivers License (Section 5)
 _____ 4. Copy of Texas Sales Tax Certificate (Section 6)
 _____ 5. Copy of Certificate of Liability Insurance (Section 7)
 _____ 6. Permit Fee for each individual (Section 8)

Criminal Background Check Conducted on _____ **by** _____.

FEES PAID: _____ **APPLICATION:** _____ **APPROVED** _____ **DENIED** _____

SECTION 2: DESCRIPTION OF MERCHANDISE OR SERVICES TO BE RENDERED

In this section, please describe each type of product or service that you are seeking to provide. The description provided here will be used to determine the products and services you will be authorized to sale if a permit is approved. Attach additional sheets if necessary.

SECTION 3: VEHICLE INFORMATION

In this section, please provide a description, including the year, make, model, and license plate state & number of all vehicles to be used in soliciting and peddling. Attach additional sheets if necessary.

VEHICLE NO. 1: Year: - _____ Make- _____ Model- _____ Color- _____
 License No. & State _____

VEHICLE NO. 2: Year: - _____ Make- _____ Model- _____ Color- _____
 License No. & State _____

VEHICLE NO. 3: Year: - _____ Make- _____ Model- _____ Color- _____
 License No. & State _____

SECTION 4: ASSOCIATED ORGANIZATIONS

In this section, please list all of the business, charitable, or political organizations your organization will be performing peddler/solicitation services for. Attach additional sheets if necessary. You must also provide proof that you are authorized to solicit on behalf of the organization and attach a copy of the documentation proving authorization.

Organization No. 1:

Name: _____

Business Address: _____
 (STREET) (CITY) (STATE/ZIP)

Name & Telephone Number of Organizational Representative:

Description of Proof of Authorization to represent & solicit for the Organization:

(REQUIRED: ATTACH COPY OF PROOF OF AUTHORIZATION)

Organization No. 2:

Name: _____

Business Address: _____
 (STREET) (CITY) (STATE/ZIP)

Name & Telephone Number of Organizational Representative:

Description of Proof of Authorization to represent & solicit for the Organization:

(REQUIRED: ATTACH COPY OF PROOF OF AUTHORIZATION)

SECTION 5: LISTING OF INDIVIDUAL PEDDLERS/SOLICITORS TO BE EMPLOYED BY YOUR ORGANIZATION

Using the attached Schedule A, please list each individual that will be employed by your organization to perform soliciting services within the City, including the Authorized Representative if they will be performing soliciting services. If approved, each will be issued an individual permit with a unique permit number. The addition or removal of personnel to or from your soliciting roster will require the submission of a permit amendment application and the payment of new fees for each person added to your roster of peddlers/solicitors. There is no cost associated with removing an individual from your organizational roster. Each individual to be employed must sign and date their respective page of Schedule A.

SECTION 6: SALES TAX COMPLIANCE

In this section, please indicate whether or not the merchandise and/or services you will be rendering are subject to Sales Taxes within the State of Texas. If so, you must attach a copy of a Sales Tax certificate issued by the Texas Comptroller's Office bearing the name of the applicant or the applicant's associated organization(s).

Are the merchandise and/or services you will be rendering subject to Sales Taxes in Texas? ☐ Yes ☐ No

If Yes, please attach a copy of the appropriate Sales Tax certificate.

SECTION 7: LIABILITY INSURANCE

In this section, please provide the name and contact information of your liability insurance provider. You must also attach a copy of your Certificate of Liability Insurance (Accord Form). The policy must provide a minimum of \$500,000.00 of coverage, include the city as an additional insured and must specify that the insurance is primary over any insurance carried by the city. The insurance policy must be issued by a company authorized to do business in this state, and have an effective date that covers the proposed dates of soliciting.

Name: _____

Business Address: _____

(STREET)

(CITY)

(STATE/ZIP)

Name & Telephone Number of Agent: _____

(REQUIRED: ATTACH COPY CERTIFICATE OF LIABILITY INSURANCE)

SECTION 8: FEE

The application fee for the Business/Group Solicitor Permit is \$250.00 for EACH peddler/solicitor listed on Schedule A. The fee can be paid by cash, check, or money order and must accompany the submission of this application. All fees are NONREFUNDABLE.

Applicant Statement:

I affirm that the information provided in this application is true and correct to the best of my knowledge. I further authorize the City of Woodcreek to conduct a criminal background history check for the purposes of determining whether to approve or deny this application.

Note: All of the information submitted with this application will be verified by the City of Woodcreek.

Applicant Signature

____/____/____
Date Signed

**SCHEDULE A:
LISTING OF INDIVIDUAL PEDDLERS/SOLICITORS TO BE
EMPLOYED BY YOUR ORGANIZATION**

Page ___ of ___

(COMPLETE & ATTACH A NEW PAGE FOR EACH PEDDLER/SOLICITOR YOU WISH TO EMPLOY)

INDIVIDUAL SOLICITOR/PEDDLER INFORMATION

Name:

(LAST)

(FIRST)

(MIDDLE)

Address of Legal Residence:

(STREET)

(CITY)

(STATE/ZIP)

Business Address (if different from above):

(STREET)

(CITY)

(STATE/ZIP)

Date of Birth :

Telephone Number

Driver License No. (attach photocopy):

____/____/____ (____)____-____
MM DD YYYY

(NUMBER)

(STATE)

Physical Description (Include height, weight, hair color, eye color, and other distinguishing characteristics):

CITIES OF PREVIOUS SERVICE

In this section, please list all of the Cities that your solicitors have performed peddling or soliciting services in over the last 90 days. If the area you performed services in was not within a city, provide the name of the County where the activities took place. Attach additional sheets if necessary.

City No. 1: _____	State: _____
City No. 2: _____	State: _____
City No. 3: _____	State: _____
City No. 4: _____	State: _____
City No. 5: _____	State: _____

Peddler/Solicitor Statement:

I affirm that the information provided in this application is true and correct to the best of my knowledge. I further authorize the City of Woodcreek to conduct a criminal background history check for the purposes of determining whether to approve or deny this application.

Note: All of the information submitted with this application will be verified by the City of Woodcreek.

Peddler/Solicitor Signature

____/____/____
Date Signed

FEE NOTICE

The application fee for the Business/Group Solicitor Permit is \$250.00 for EACH peddler/solicitor listed on Schedule A. The fee can be paid by cash, check, or money order and must accompany the submission of this application. All fees are NONREFUNDABLE.

Criminal Background Check Conducted on _____ by _____. APPLICATION: _____ APPROVED _____ DENIED _____