



**VENDOR'S, PEDDLER'S, AND
SOLICITOR'S PERMIT**

Town of Little Elm
100 W Eldorado Pkwy
Little Elm, TX. 75068
214-975-0456
permits@littleelm.org

Print the Solicitor Permit Application Packet

Complete all applicable documents for your Solicitor's Permit

Email to permits@littleelm.org with the required items below:

Completed Solicitor Permit Application Packet

Drivers License or State ID.

Company Approval Letter for soliciting on their behalf

Liability Insurance on vehicles used

Texas tax permit, or state that tax is collected

Building Safety & Permits will contact you once your application has been received with all required documentation, a non-refundable payment is required at this time, your application will then be submitted to the LE police department for the background check.

Once the background check is complete, Building Safety & Permits will contact you to schedule your appointment to pick up your ID Badge(s).



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Application Date

Permit #

Name of Applicant: _____

Applicant's Address: _____ City, St, Zip _____

Applicant's Phone #: _____ Driver's License #: _____ State issued. _____

Company Name: _____

Company Address: _____ City, St, Zip _____

Company Phone: _____

Email Address: _____

PROVIDE THE FOLLOWING INFORMATION IN FULL:

Full description of goods/merchandise to be sold / posted door-to-door. List the kind, type and character of goods or services proposed to offer for sale, including the name brand, manufacturer and distributor of food, goods, and commodities and the name, publisher and distributor of all books, magazines or periodicals to be offered for sale:

(attach on separate sheet, if applicable)

List cities in which you have obtained a permit within the previous 5 years:

(attach on separate sheet, if applicable)

Complete the attached form listing all agents or employees for whom identification cards are to be issued.
These cards are non-transferrable.

Attach written proof that the undersigned is authorized to represent the applicant.

Has any individual listed in this application ever been arrested or convicted for anything other than a minor traffic violation? YES _____ NO _____

If yes, please list name(s) and conviction or violation:

...(continue list on a separate sheet if necessary)

List all agents or employees for whom identification cards are to be issued.

Identification cards are non-transferable.

Name: _____

Residence Address: _____

City: _____ State: _____ Phone #: _____

Date of Birth: _____ Race: _____ Sex: M ____ F ____

Driver's License #: _____ State Issued: _____ Exp. Date: _____

.....

Name: _____

Residence Address: _____

City: _____ State: _____ Phone #: _____

Date of Birth: _____ Race: _____ Sex: M ____ F ____

Driver's License #: _____ State Issued: _____ Exp. Date: _____

.....

Name: _____

Residence Address: _____

City: _____ State: _____ Phone #: _____

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Name: _____

Residence Address: _____

City: _____ State: _____ Phone #: _____

Date of Birth: _____ Race: _____ Sex: M ____ F ____

Driver's License #: _____ State Issued: _____ Exp. Date: _____

.....

Notes/Comments: _____

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- (5) A description of the methods and means by which the solicitation of funds is to be accomplished.

(continue list on a separate sheet if necessary)

- (6) If a motor vehicle is to be used during the time when the applicant will be soliciting, a description of the vehicle, together with the motor vehicle registration number, license number, and, and a copy of the vehicle's current proof of liability insurance;

Description of vehicle: _____

Vehicle Registration Number: _____ License Plate Number: _____

Proof of up to date liability insurance provided? _____ yes _____ no

- (7) A copy of the applicant's current State of Texas Sales Tax Permit together with written documentation from the State Comptroller that all sales taxes that may be due and owing by the applicant have been fully paid.
- (8) Two (2) recent photographic likeness of the applicant's face, and any solicitor soliciting under said permit, which photographs shall not exceed one (1) inch square in size.
- (9) A certificate or letter from the president, vice-president, general manager, sales manager, assistant sales manager or district or area manager of the company for which the applicant works, sells or solicits stating that the applicant is an employee and/or agent of such company.
- (10) A copy of a valid health permit for any applicant engaged in the sale or distribution of food or beverages shall be included. A solicitor shall be subject to inspections by the health department at the time of application and at periodic intervals thereafter.
- (11) A sworn statement from the property owner, if applicable, consenting to the applicant's use of his/her property for the solicitation activities indicated in the permit application.
- (12) If any portion of a parking lot will be used by a solicitor, a site plan must be submitted that indicates no required parking will be used or impacted.
- (13) If property that has a permanent business on site is to be used, a site plan must be submitted that shows that walkways, ingress and egress to the onsite business will not be impacted.

PLEASE NOTE:

Solicitation shall be deemed completed when made, regardless of whether the person making the solicitation receives any contribution or makes any sale.

It shall be unlawful for an itinerant vendor to sell or attempt to sell or to establish a location for business within the Town of Little Elm without first obtaining a permit. For sales on private property, the itinerant vendor must provide a letter from the property owner sufficient to demonstrate permission for the itinerant vendor to conduct business on the property.

It shall be unlawful for any person to solicit on Town Property unless the person has obtained a permit in connection with an authorized Town Event, as set forth in Section 26-283(d) of Ordinance 949.

Applicant's Name: _____

Permit # _____

By signing this permit application, I hereby agree (1) to comply with all regulations within the Town of Little Elm's Ordinance No. 949 (Peddler's and Solicitor's), (2) agree and understand that everyone in my party or working on our behalf shall have a valid state issued ID, (3) agree to have everyone in my party or working on our behalf display the official Solicitor's Permit badge, issued by TOLE, and (4) agree and understand that any flyers or information distributed will be securely attached in a manner as to not create litter, (5) agree that all flyers or information distributed will display a contact name, valid business address and valid business phone number (a copy of the flyer or information MUST be attached hereto), and (6) agree and understand that our party or anyone working on our behalf is prohibited from soliciting

in residential districts after sunset.....until 9:00am. I furthermore agree and understand that if anyone in my party or working on our behalf violates any of the above statements or other regulations within Town Ordinance No. 600, such violation constitutes a material breach of this permit and is grounds for IMMEDIATE revocation of this permit and grounds for suspension from receiving any future permits. A copy of Ordinance No. 949 is available from the Police Department, the Town Secretary's office in Little Elm Town Hall Center or in our municipal code at :

https://library.municode.com/tx/little_elm/codes/code_of_ordinances?nodeId=PTIICOR_CH26BUBURE_ARTVIVEPESO_S26-273PERE
APPLICATION FEE:

Sec. 26-275...The peddler / solicitor application shall be accompanied by a \$100.00 fee for the original applicant, plus a \$50.00 fee for EACH additional peddler / solicitor who works for or provides services for the original applicant, for the investigation and administration of the provisions of the Article.

All fees shall be paid to the Town of Little Elm prior to acceptance of a permit application.

I affirm that I have read the application and that all information contained herein is true and correct. I understand that failure to provide all information requested or providing false information is ground for denial or revocation of a permit and attest that such permit will not be used as or represented.

Signature of Applicant

Position

Permit is valid from: 9:00 AM _____ and expires at sunset on _____

Permit Approved / Denied by: _____