

Application Solicitation Permit



The City of Winter Park, Florida

Building Department
407-599-3237

For Profit: Application Fee \$100.00

Permit Fee \$300.00

Non Profit: Application Fee \$10.00

Permit Fee: \$30.00

The following guidelines must be followed:

IN GENERAL:

EXEMPTIONS

The following classes of persons shall be exempt from the terms and provisions of this chapter:

- 1) Representatives of established and recognized newspapers making regular house-to-house deliveries.
- 2) Employees of established and recognized dairies making regular house-to-house deliveries of milk and dairy products.
- 3) All persons specifically invited by the owner or tenant to come to the house to engage in selling, soliciting, or displaying merchandise of every kind and nature.

RESTRICTIONS ON SOLICITATION AT PRIVATE RESIDENCES

It shall be unlawful for any peddler, solicitor, person, canvasser, salesman, hawker, itinerant merchant or vendor to enter upon any private residence for the purpose of soliciting orders for the sale of goods, wares, merchandise or personal services and for disposing of or peddling or hawking the goods, wares, merchandise or personal services or remain in a private residence or on the premises thereof after the hour of 6:00 p.m. or prior to the hour of 9:00 a.m. without having first been requested or invited to do so by the owners or occupants of such private residence.

SOLICITATION FROM, IN OR ON STREETS OR FROM VEHICLES

It shall be unlawful for any person to solicit from, in or on any public roads, streets, road rights-of-way, medians or safety zones or, while located on a city sidewalk, to solicit from vehicles in the adjacent city, county or state roadways.

PERMIT:

REQUIRED

No person shall act as a peddler, canvasser, salesman, hawker, itinerant merchant, vendor or solicitor without a permit issued by the city.

APPLICATION FOR IDENTIFICATION CARDS AND PERMITS; FEES

- a) Applicants for identification cards and permits under this article must file with the city manager a sworn written application in duplicate, on forms to be furnished by the city manager, which shall give the following information:
- 1) Name and description of the applicant;
 - 2) Permanent home address and full local address of the applicant;
 - 3) A brief description of the nature of the solicitation business and the goods to be sold. Where goods to be sold are products of farm or orchard, peddlers must state whether such goods are self-produced or grown and, if so, how many acres are in production and where the acreage is located;
 - 4) If employed, the name and address of the employer, together with credentials establishing the exact relationship;
 - 5) The length of time for which the right to do business is desired;
 - 6) If a vehicle is to be used, a description of the vehicle, together with the license number or other means of identification;
 - 7) The place any goods or property proposed to be sold by order for future delivery are manufactured or produced, where such goods or products are located at the time the application is filed and the proposed method of delivery;
 - 8) Two photographs of the applicant, taken within 60 days immediately prior to the date of filing of the application, which picture shall be not larger than two inches by two inches and not smaller than one inch by one inch, showing the head and shoulders of the applicant in a clear and distinguishing manner;
 - 9) The name of at least two reliable references, preferably in the county, who will attest to the applicant's good character and business respectability or, in lieu of the names of references, such other available evidence as to the good character and business responsibility of the applicant as will enable an investigator to evaluate properly such character and business responsibility;
 - 10) A statement as to whether or not the applicant has ever been convicted of any crime, misdemeanor or violation of any municipal ordinance, the nature of the offense and the punishment or penalty assessed therefor; and
 - 11) At the time of filing the application, a fee in the amount established by the city shall be paid to the director of finance to cover the cost of investigation of the facts stated in this section.

CREDENTIALS

It shall be the duty of all persons, organizations, societies, associations and corporations applying for a permit as provided by this article to furnish proper credentials to the city. Such credentials may be in the form of a letter, card or memorandum, signed by the person or official directly in charge of such solicitation, certifying that the bearer thereof is authorized to represent the person or organization conducting the solicitation.

OCCUPATIONAL LICENSE

Every person who may be granted a temporary interim or annual permit under the terms of this article shall, prior to engaging in house-to-house or business activities, make application for an occupational license. The occupational license shall be issued upon payment of the fees therefor, as prescribed by the pertinent ordinance of the city.

EXPIRATION OF PERMITS AND IDENTIFICATION CARDS

Annual permits and identification cards issued under the provisions of this article shall expire on September 30th of the year in which issued. Permits and identification cards issued for shorter periods shall expire on the date specified in the permit. All permits may be renewed upon compliance with the terms of this chapter.

EXHIBITION OF PERMIT AND IDENTIFICATION CARD

Solicitors and peddlers are required to exhibit their permit and identification cards at the request of any person.

HEARING ON APPEAL

The city commission shall set a time and place for a hearing on the appeal as provided in section 70-54, and notice of such hearing shall be given to the appellant in the same manner as provided in section 70-53 for notice of hearing on revocation. The decision and order of the city council on such appeal shall be final and conclusive.



City of Winter Park Building & Permitting Services Department

401 S. Park Ave., Winter Park FL 32789 www.cityofwinterpark.org
Phone: 407-599-3237 Fax: 407-599-3499 Email: Permits@cityofwinterpark.org

Application for Solicitation Permit

Commercial or For-Profit & Non-Profit Organizations

Proof of 401C required for Non-Profit applicants

\$100.00 Processing Fee

Application is hereby made for a permit to engage in the soliciting of funds, goods, wares, or merchandise of any kind or nature and/or engage in the business of seeking to sell, give or in any way dispose of goods, wares or merchandise of every kind or nature within the corporate limits of the City of Winter Park, Florida.

Business Name: _____

Address: _____

Applicant Information

Name: _____

Permanent Address: _____

Local Address: _____

Vehicle to be used license number _____

Vehicle Description _____

Name of Corporation (President, Stakeholder, Official Representative) –

Name: _____

Mailing Address: _____

Telephone #: _____ Email Address: _____

Explain in detail the full nature of the solicitation and the methods you plan to use :

The following person(s) will be responsible to disburse the receipts of this solicitation:

Name	Address	Title
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The following person(s) will be in direct charge of conducting this solicitation:

Name	Address	Title
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Opening and closing dates of planned solicitation: _____ through _____

Will you sell a product? Yes No

If Yes, please state if such goods are self-produced or grown and, if so, how many acres are in production and where is the acreage located:

If Yes, indicate the place any goods or property proposed to be sold by order for future delivery are manufactured or produced, where such goods or products are located at the time the application is filed and the proposed method of delivery:

Provide the name and contact information of at least two reliable references, preferably in the county, who will attest to the applicant's good character and business respectability or, in lieu of the names of references, such other available evidence as to the good character and business responsibility of the applicant as will enable an investigator to evaluate properly such character and business responsibility;

Has the applicant has ever been convicted of any crime, misdemeanor or violation of any municipal ordinance, the nature of the offense and the punishment or penalty assessed.

Yes No

Please attach two photographs of the applicant, taken within 60 days immediately prior to the date of filing of the application, which picture shall be not larger than two inches by two inches and not smaller than one inch by one inch, showing the head and shoulders of the applicant in a clear and distinguishing manner;

Please attach a statement of a reputable physician dated not more than ten days prior to submission of the application, certifying the applicant to be free of contagious, infectious or communicable disease. Such a statement shall be submitted also upon the renewal of any permit under this article.

Applicant's Signature

State of Florida
County of _____

Subscribed and sworn to me this _____ day of _____, 20____

Notary Public

My Commission Expires

Approved:

Disapproved:

City Manager

City Manager

Date

Date