



CITY OF DULUTH
CITY CLERK'S OFFICE
330 City Hall • 411 West First Street
Duluth, Minnesota 55802-1189
Phone (218) 730-5500
Fax (218) 730-5923

LICENSE APPLICATION GUIDELINE AND CHECKLIST

Type in your information by tabbing through the boxes below. Print, sign and submit all pages to the address above.

LICENSE TYPE: SOLICITOR

Definition: A person who obtains orders for merchandise or services for future delivery. Registration required. No fee.

SIMILAR LICENSES:

Peddler: A person who offers merchandise or services for sale door-to-door, including house-to-house, business-to-business, street-to-street, or any other type of place-to-place movement. Delivery and payment occur immediately.

Transient Merchant: A person who temporarily sets up business out of a vehicle, trailer, boxcar, tent, other portable shelter, or empty store front for the purpose of selling goods. Individuals may not remain in one location for more than 14 consecutive days. Delivery and payment occur immediately.

Non-Commercial Advocate: A person who disseminates religious, political, social, or other ideological beliefs. No registration or license is required.

Staff
Initials

APPLICATION CHECKLIST

1. LICENSE APPLICATION.

2. PHOTO ID: Attach a copy of a driver's license or government issued photo identification card.

NOTICE TO APPLICANT:

- a. Incomplete applications will not be processed and will be returned.
- b. Licenses are not transferable.
- c. Make a copy of this packet for your personal records before submitting.
- d. A criminal background check will be performed by the Police Department.



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FOR OFFICE USE ONLY	
DATE _____	
LICENSE # _____	

**LICENSE APPLICATION/REGISTRATION
 FOR PEDDLERS, SOLICITORS AND TRANSIENT MERCHANTS**

1. BACKGROUND INFORMATION			
Applicant's Full Legal Name		Peddler	
All other names you have used or conducted business under (First, Middle, and/or Last)		Solicitor	
		Transient Merchant	
Residence Address	City	State	Zip Code
Local Address (If residence address is out of state)	City	State	Zip Code
Social Security or Individual Tax ID	E-mail Address	Cell Phone Number	
Name of Business/Company	Telephone Number	Fax Number	
Street Address of Business	City	State	Zip Code
Name of Manager	E-mail Address	Cell Phone Number	
Describe in detail the type and brand name of the merchandise or services for sale.			
List the last three locations where you have worked as a peddler, solicitor, or transient merchant.			
1.	2.	3.	
Are you an owner operator manager agent and/or employee of any business? If yes, list the business name(s).			
List any licenses currently or previously held in Duluth.			
Have you ever had a business license denied or revoked by Duluth or another government entity? Yes No If yes, indicate the date of denial/revocation, governmental agency, and reason for denial/revocation.			
2. IDENTIFICATION REQUIREMENTS			
Date of Birth (dd/mm/yyyy)	Age	Height ____ ft ____ in	Weight ____ lbs
Hair Color	Eye Color	Race/Complexion	
3. VEHICLE INFORMATION			
Year	Make	Model	
Color	License Plate	Last six digits of VIN	

4. DATA PRIVACY ADVISORY – THIS SECTION IS NOT REQUIRED FOR SOLICITOR’S REGISTRATION

Have you been convicted of a felony gross misdemeanor, misdemeanor or ordinance violation for violating any federal, state or local ordinance other than a minor traffic offense within the last ten years?

Yes No N/A Solicitors

The Minnesota Data Practices Act requires that you be advised of the following information:

As an applicant for a Peddler License, you are asked to provide private and/or confidential information about yourself that will be used to check driving history, criminal history, arrest records, warrant information, and other relevant records. You may refuse to provide this information. However, should you refuse, our investigation cannot be completed and will result in your application not being processed. With the exception of your Social Security Number, the information you provide is public and will be used by the Duluth Police Department, the Duluth City Council and/or the general public. This AUTHORIZATION FOR RELEASE OF INFORMATION will expire two years from the date you sign it.

I have read and understand the above Data Practices Advisory.

Signature _____ Date _____

5. VERIFICATION

The data you furnish on this application will be used by the City of Duluth to assess your qualifications for licensure. Disclosure of this information is voluntary. You are not legally required to provide this data; however, if you fail to do so, the City of Duluth may be unable to process this application. Disclosure of your Minnesota Tax ID Number, Social Security Number, or Individual Tax ID Number is required by Minnesota Statutes 270C.72, and your Social Security number may be requested by and released to the Minnesota Commissioner of Revenue. After submission, all information contained in this application except your Social Security Number will be public information pursuant to Minnesota Statutes, Chapter 13.

A SIGNATURE IS REQUIRED IN ORDER TO PROCESS THIS APPLICATION.

I, (print name) _____, certify or declare under penalty of perjury under the laws of the State of Minnesota that the foregoing is true and correct. All information given is subject to verification by the State of Minnesota. I understand that false information may result in the denial, suspension or revocation of my business license.

SIGNATURE OF APPLICANT _____ DATE _____



PEDDLERS AND SIMILAR ACTIVITY FREQUENTLY ASKED QUESTIONS

1. I am interested in selling items around town, possibly at different locations and events, what is needed?

There is a "Peddlers" license for a person/business that "goes from place to place, with a product for sale." Those taking orders for a later delivery, nonprofits and those who DO NOT "go from place to place" are NOT REQUIRED to secure this license, but some still choose to secure the peddlers license. In addition, depending on the particular type of product, there might be an additional license required, for example, for fireworks contact the Duluth Fire Department, for food contact the Minnesota Department of Health. Also, depending on the product, it might be subject to City of Duluth Sales Tax.

2. What are the restrictions as to where a person can sell, regardless of needing a license or not?

You CANNOT be on private property without their permission. In addition, you cannot be on the Corps of Engineers' property adjacent to the Aerial Lift Bridge. If on public streets or sidewalks you CANNOT interfere with either vehicular or pedestrian traffic, that is, you CANNOT be "set-up" in one location and "plug" the parking meter, you must continue to move from place to place. (Note: The whole bricked area in Canal Park, bordered by Canal Park Drive, Buchanan Street and Lake Avenue is a public area, and you CANNOT be "set-up," you must keep moving.) For public property other than public streets or sidewalks, one needs permission from the City Property Manager. Peddler permits cannot be used in public parks.

3. When there is something like Sidewalk Days or Grandma's Marathon when the public streets are closed are there any further restrictions?

If there is an approved special events permit for an area (i.e. Sidewalk Days, Grandma's Marathon, etc.) a person/business interested in selling items must get permission from the holder of the approved special events permit to sell in the special events permit area.

4. What are the regulations relative to Bayfront Festival Park?

In the case of large events, such as Fourth Fest or the Blues Fest, the approved promoter has the authority for approving what vendors are at the specific events.

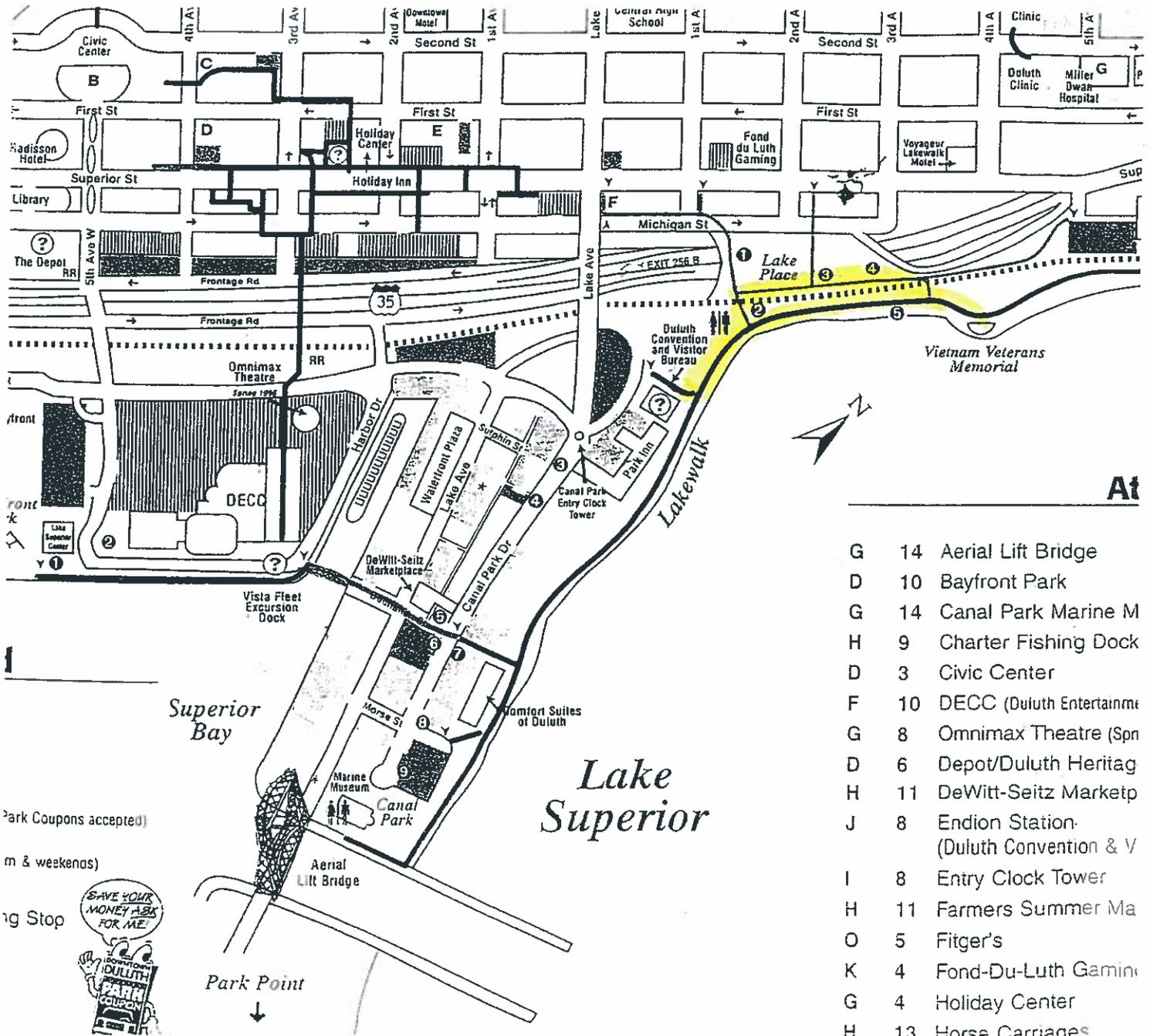
Busking, which is providing "entertainment," is allowed only in designated areas of the Lakewalk and in Lake Place Park with an approved permit from the Parks and Recreation Division.

5. Contact Information:

City Clerk	730-5500	City Parks & Recreation	730-4300
City Property Manager	730-4434 730-4434	City Sales Tax	730-5350
City Fire Department	730-4394	City Licensing Officer	730-5421
Minnesota Department of Health	723-4642	City Parking Manager	730-5178

DULUTH PARKS AND RECREATION WATERFRONT BUSKING PERMIT AREA

Lake Place Park and the Lakewalk from Endion Station Visitors Center to the Vietnam Veterans Memorial



Park Coupons accepted)

m & weekends)

ng Stop



Park Point