



**PEDDLER/SOLICITOR LICENSE APPLICATION**

City of Vandalia  
Department of Development & Engineering Services  
333 James E. Bohanan Memorial Drive  
Vandalia, OH 45377  
937-898-3750 / Fax 937-415-2319

**ONLY COMPLETE APPLICATIONS WILL BE ACCEPTED**

**Submittal:**

- Please bring in or mail a complete application and a \$50.00 application fee to the address above.
- Cash and checks are accepted. Make checks payable to "City of Vandalia"
- There are no refunds.
- Applications must be notarized.
- *Each individual peddling or soliciting must apply for a separate license.*

**Approval Process:**

- Peddler/Solicitor applications are reviewed by the City Manager's Office and the City of Vandalia Police Department.
- If your application is approved the Peddler/Solicitor License will be issued.
- An additional \$50.00 fee will be collected when a license is issued before July 1.
- There are no refunds.
- License must be worn at all times when conducting business in the city of Vandalia.

**Contact Information:**

- If you have any questions about the Peddler/Solicitor License, please contact the Department of Development & Engineering Services between 8:00 a.m. and 5:00 p.m. Monday - Friday at 937-898-3750.

Additional Contact Information

Department	Phone
Police	937-898-5868
City Manager's Office	937-898-5891
Finance	937-898-5891

**Please submit the following items for a complete application:**

Two (2) copies of a photograph of applicant. Must be taken within sixty days immediately prior to filing date of application. Must be 2" by 2" showing head and shoulders of applicant in a clear and distinguishing manner.

\$50.00 Application Fee

Application completely filled out and notarized.

OFFICE USE ONLY

Review: DES: \_\_\_ PD: \_\_\_ CMO: \_\_\_

APPLICATION # \_\_\_\_\_

RECEIPT # \_\_\_\_\_

DATE: \_\_\_\_\_

Applicant Information				
Applicant Name :			Birthdate:	
Address:			Phone:	
City/State/Zip:			Email:	
Sex:	Weight:	Height:	Hair Color:	Eye Color:

Employer Information (if employed)	
Employer Name:	
Address of Employer:	Phone:
City/State/Zip:	Email:

Vehicle Description (that will be operated under the licesne being applied for)	
Make:	Model:
License Plate No:	State of Registration:

Proposed Activity Description:
Provide a brief description of the nature of the business and goods and/or services to be sold:
Place where goods or property are proposed to be sold AND/OR where you propose to take orders:
Length of time you will conduct business with this licesne:
How will the products sold be delivered?
Where are the products you are selling produced?

Applicant Information
Have you been convicted of a felony ormisdemeanor involving force, violence, fraud, theft, ora sexual oriented offense crimes, sexual abuse, rape, gross sexual impostion? (A copy of City Code Section 852.06 is attached)
<p style="text-align: center;">Yes                      No</p>
If yes, give the nature of the offense, name of court, and location and penalty for every such conviction:

*I do hereby solemnly swear that all the information contained in this application is complete and truthful and that no information requested has been withheld or falsified in any whatsoever.*

Applicant Name \_\_\_\_\_  
(printed)

Applicant Signature \_\_\_\_\_ Date \_\_\_\_\_

Sworn to and subscribed before me, a Notary Public, this \_\_\_\_\_ day of \_\_\_\_\_

Notary Name \_\_\_\_\_  
(printed)

Notary Signature \_\_\_\_\_

Commission Expiration Date \_\_\_\_\_

Seal Here

**STAFF ONLY**

**Chief of Police Review**

Approved

Denied

Comments:

\_\_\_\_\_  
Chief of Police Signature

\_\_\_\_\_  
Date

**City Manager Review**

Approved

Denied

Comments:

\_\_\_\_\_  
City Manager Signature

\_\_\_\_\_  
Date

\$50.00 Licesne Fee

Date \_\_\_\_\_

License# \_\_\_\_\_

Reciept # \_\_\_\_\_

[Print](#)

## Codified Ordinances of Vandalia, Ohio

**852.06 INVESTIGATION AND ISSUANCE.**

(a) Upon receipt of a license application, the original shall be referred to the Chief of Police, or his designee, who shall cause such investigation of the applicant.

(b) The Chief of Police or his designee, shall approve the license to be issued by the City Manager if:

(1) All of the statements made in the application are true.

(2) The applicant has provided a valid photographic identification card.

(3) The applicant has not been convicted of a "specified criminal act" for which: (1) less than two years have elapsed since the date of conviction, the date of completion of probation, or the date of release from confinement, whichever is the later date, if the conviction is of a misdemeanor offense for the specified criminal acts; (2) less than five years have elapsed since the date of conviction, the date of completion of probation, parole or community control, or the date of release from confinement, whichever is the later date, if the conviction is of a felony offense, for the specified criminal acts; (3) less than five years have elapsed since the date of conviction, that date of completion of probation, parole or community control, or the date of release from confinement, whichever is the later date, if the convictions are of two or more misdemeanor offenses arising out of different incidents for specified criminal acts offenses occurring within any 24-month period. The fact that a conviction is being appealed shall have no effect on disqualification of the applicant. An applicant who has been convicted of the above described specified criminal acts may qualify for a solicitation license only when the time period required above has elapsed.

(4) All materials required to be provided with the application have been provided.

(c) If the Chief of Police or his designee denies the license application, he or she shall promptly notify the City Manager, who in turn shall promptly notify the applicant of the denial in writing and state the reason(s) for the denial.

(d) The City Manager, shall issue a permit upon receipt of a completed permit application. The City Manager shall approve or deny a license application within two business days from receipt of a completed application.

(Ord. 14-01. Passed 1-21-14; Ord. 14-13. Passed 4-21-14.)

[Print](#)

## Codified Ordinances of Vandalia, Ohio

**852.01 DEFINITIONS.**

As used in this chapter:

(a) "Canvasser" means any individual that engages in the noncommercial distribution of ideas, pamphlets, literature, and the like, or the collection of signatures or support for noncommercial purpose or cause.

(b) "City Manager" shall mean the City Manager of the City of Vandalia or his or her designee.

(c) "Ice cream truck" means a mobile food vendor which sells only ice cream, any pre-packaged, soft-serve or hand-dipped ice cream, frozen milk, frozen dairy or water-based food or confection products.

(d) "Mobile food vending license" means the annual license issued by the City to a vendor permitting operation of a mobile food vehicle within the City.

(e) "Mobile food vendor" means a person or entity engaged in the business of peddling, displaying, selling, offering for sale or bartering from manually propelled vehicles (including mobile cooker BBQ pits) or by motor or animal driven vehicles any food, food products, confection or beverages.

(f) "Peddler" means any person, whether a resident of the City or not, excluding a mobile food vendor, traveling either by foot, wagon, automotive vehicle or any other type of conveyance, from place to place, from house to house, or from street to street, carrying, conveying or transporting goods, including but not limited to wares, services, merchandise, meats, cheese, vegetables, fruits, garden truck, farm products or provisions, offering or exposing the same for sale or making sales and delivering articles to a purchaser, or who, without traveling from place to place, shall sell or offer for sale from a wagon, automotive vehicle or other conveyance.

(g) "Person" includes the singular and the plural and also means and includes any person, firm, corporation, limited liability company, entity, association, club, co-partnership, society or any other organization.

(h) "Solicitor" means any individual, taking or attempting to take orders for sale of goods, wares, and merchandise of any nature whatsoever for future delivery or for services to be furnished or performed in the future, and/or providing information about goods, wares, merchandise or services of a commercial nature, whether or not such person has, carries or exposes for sale a sample of the subject of such sale or whether he or she is collecting advance payment on such sales or not. The definitions in this division (h) and division (f) above, include any person who, for himself or herself for another person, hires, leases, uses or occupies any building, structure, room, tent, shop or any other place within the City for the sole purpose of exhibiting samples and taking orders for future delivery.

(i) "Specified criminal act" means a felony or misdemeanor involving force, violence, fraud, theft, or sexual oriented offense crimes, sexual abuse, rape, gross sexual imposition. These crimes must include the element of knowledge to constitute a "specified criminal act" on the part of the accused.

(Ord. 14-01. Passed 1-21-14; Ord. 14-13. Passed 4-21-14.)

## **852.02 EXCEPTIONS.**

- (a) The owner of any product of his or her own raising, or the manufacturer of any article manufactured by him, as described in Ohio R.C. 715.63, or children or persons engaged in the sale of goods or services for a school, church or other local nonprofit organization, shall not be required to obtain a license to vend and sell in any way any such article or product; however, a written permit for children or persons engaged in the sale of goods or services for a school, church or other local nonprofit organization, shall be obtained from the City Manager.
- (b) The licensing and permitting provisions of this chapter shall not apply to a canvasser.
- (c) Mobile food vendors conducting business at festival or carnival permitted under Chapter 854 shall not be required to obtain a mobile food vending license for purposes of the sales at such festival or carnival, but shall have all required State or County required permits and licenses.

(Ord. 14-01. Passed 1-21-14; Ord. 14-13. Passed 4-21-14.)

## **852.03 PERMIT AND LICENSE REQUIRED.**

No solicitor or peddler as defined in Section 852.01 shall engage in such business within the corporate limits of the City, without first obtaining a license or a permit, as applicable, therefor in compliance with the provisions of this chapter. No mobile food vendor shall engage in such business within the corporate limits of the City, without first obtaining a mobile food vending license in compliance with the provisions of this chapter.

(Ord. 14-01. Passed 1-21-14; Ord. 14-13. Passed 4-21-14.)

## **852.17 UNLAWFUL ENTRY.**

It shall be unlawful for any peddler, solicitor, canvasser, or other person, whether licensed or unlicensed, to enter upon any residential premises in the City where the owner, occupant, or person legally in charge of the premises has posted, at the entry to the premises, or at the entry to the principal building on the premises, a sign bearing the words "No Solicitors" or words of similar import.

(Ord. 14-01. Passed 1-21-14; Ord. 14-13. Passed 4-21-14.)

## **852.99 PENALTY.**

Whoever violates or fails to comply with any of the provisions of this chapter is guilty of a misdemeanor of the fourth degree for each offense. A separate offense shall be deemed committed each day during or on which a violation or noncompliance occurs or continues.

(Ord. 14-01. Passed 1-21-14; Ord. 14-13. Passed 4-21-14.)