



CITY OF EVANSVILLE  
CIVIC CENTER COMPLEX, ROOM 300  
1 NW MLK JR. BLVD.  
EVANSVILLE, IN 47708

## **PEDDLERS AND SOLICITORS LICENSE**

*(Evansville Municipal Code Chapter 5.20 Peddlers and Solicitors)*

### **APPLICATION SUBMISSION**

All individuals must obtain a license from the City Controller's Office under the provisions of the Peddlers and Solicitors Ordinance of the Evansville Municipal Code 5.20.010, stating that no person shall engage in the business of hawking or peddling, with or without a vehicle or handcart, on or about the streets, alleys, hotels, business houses, private dwellings, or any public or private place in the City, or offer for sale from house to house or door to door, any jewelry, cutlery, clocks, medicine, goods, wares, or merchandise of any kind, or any meats, fish, fruits, produce, ice-cream, or other articles or things, or take orders for such goods, wares, or other articles or things, for immediate or future delivery, without first having obtained a license therefor as provided in this title. All applications must be submitted to the City Controller's Office per the mandate.

City Controller's Office  
Attn: License Clerk  
Civic Center Complex  
1 NW MLK Jr Blvd, Room 300  
Evansville, IN 47708.

Please note that incomplete applications will be rejected. Should you have any questions regarding the licensing process, please contact the City Controller's office at 812-436-4919.

### **LICENSE FEE SCHEDULE**

License Application Fee: **\$50.00 annually / \$30.00 semi-annually** (issued after June 30<sup>th</sup>)  
For peddlers, including hucksters, hawkers, itinerant peddlers, and persons taking orders or selling by sample: When using wagon, cart or motor or other vehicle, not manually propelled, from which sales are made.  
**\$5.00 annually / \$3.00 semi-annually** (issued after June 30<sup>th</sup>)  
For all other peddlers.

### **LICENSE FEE PAYMENT**

The License Application Fee is an annual fee that is payable to the City of Evansville. The License Application Fee is due at the time of application. Whenever a license is not approved or is refused, any license fee paid in advance shall be refunded to the applicant (EMC 5.05.020).

Payment of the fees can be made by check, cashier's check, or money order. Please ensure that your check or money order is made payable to the City of Evansville. Please note that failure to pay the fees in full or accurately may result in revocation of your license.

### **LIMITED CRIMINAL HISTORY CHECK**

After submitting a completed application and paying the annual license fee to the License Clerk of the Controller's Office, applicants will be sent to the Evansville Police Department for a limited criminal history check and fingerprints. Applicants will need to bring their state-issued identification for processing to the Evansville Police Department.

Limited Criminal History Check Fee **\$10.00**  
Finger printing Fee **\$10.00**

Make Money Orders payable to the Evansville Police Department for all local background check fees.

The Evansville Police Department will issue a picture identification card if the application is approved.

### **EXPIRATION AND RENEWAL OF LICENSE**

It is imperative to note that licenses for Pawnbroker expire annually on the 31st of December, and as such, must be renewed before the expiration date. The renewal process requires the submission of a new application to the City Controller before the license expires.



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*(Evansville Municipal Code Chapter 5.20 Peddlers and Solicitors)*

PERMIT TERMS: BEGINNING DATE \_\_\_\_\_ ENDING DATE 12/31/ \_\_\_\_\_

NAME \_\_\_\_\_

ADDRESS \_\_\_\_\_

CITY \_\_\_\_\_ STATE \_\_\_\_\_ ZIP \_\_\_\_\_

DATE OF BIRTH \_\_\_\_\_ PHONE NUMBER \_\_\_\_\_

\*\*\*\*\*

Are you delivering the product on the spot? YES \_\_\_\_\_ NO \_\_\_\_\_

Are you going door to door, carrying the items with you to sell? YES \_\_\_\_\_ NO \_\_\_\_\_

Are you selling from the back of a vehicle or portable cart/table? YES \_\_\_\_\_ NO \_\_\_\_\_

Will you be moving from location to location? YES \_\_\_\_\_ NO \_\_\_\_\_

Are you selling on behalf of a nationally recognized company? YES \_\_\_\_\_ NO \_\_\_\_\_

Are you or a member of your immediate family a veteran? YES \_\_\_\_\_ NO \_\_\_\_\_

Please list **ALL** items below that you will be selling \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\*Attach an additional sheet if needed.

\*If this list changes before your license expires, you are required to repetition, without additional cost, to the City Controller's Office before selling additional items.

\*\*\*\*\*

\*Applicants will need to bring their state-issued identification for processing to the Evansville Police Department, EPD.

\*The EPD will issue a picture identification card if the application is approved.

**FEES SCHEDULE:**

**\$50.00 annually / \$30.00 semi-annually** (issued after June 30<sup>th</sup>)

For peddlers, including hucksters, hawkers, itinerant peddlers, and persons taking orders or selling by sample: When using wagon, cart or motor or other vehicle, not manually propelled, from which sales are made.

**\$5.00 annually / \$3.00 semi-annually** (issued after June 30<sup>th</sup>)

For all other peddlers.

\*\*\*\*\*

I, \_\_\_\_\_, state that the facts contained in and attached to this application are true, as I am informed and verily believe.

SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_

\*\*\*\*\*

**FOR THE CONTROLLER'S OFFICE, USE ONLY**

CHECK NUMBER \_\_\_\_\_ BUSINESS ACCT # \_\_\_\_\_

LICENSE CLERK \_\_\_\_\_ LICENSE NUMBER \_\_\_\_\_

**Chapter 5.20  
PEDDLERS AND SOLICITORS**

Sections:

[5.20.010 Peddlers and hawkers – License required.](#)

[5.20.020 Sales made from vehicle or handcart.](#)

[5.20.030 Solicitors – Definitions.](#)

[5.20.040 Registration requirement.](#)

[5.20.050 Application for permission to solicit.](#)

[5.20.060 Approval.](#)

[5.20.070 Stamped credentials nontransferable.](#)

[5.20.080 Exceptions.](#)

[5.20.090 Penalty.](#)

**5.20.010 Peddlers and hawkers – License required.**

(A) No person shall engage in the business of hawking or peddling, with or without a vehicle or handcart, on or about the streets, alleys, hotels, business houses, private dwellings, or any public or private place in the City, or offer for sale from house to house or door to door, any jewelry, cutlery, clocks, medicine, goods, wares, or merchandise of any kind, or any meats, fish, fruits, produce, ice-cream, or other articles or things, or take orders for such goods, wares, or other articles or things, for immediate or future delivery, without first having obtained a license therefor as provided in this title. The license issued pursuant to this section shall be considered an “annual license,” and shall expire on December 31st of the year of issuance.

(B) Nothing in this section shall be construed to apply to any farmer, gardener, or fruit or vegetable grower engaged in selling the produce of his own farm, orchard, or vineyard, or such a person who sells or takes orders for goods to be sold and delivered to merchants, traders, or dealers who purchase the goods for the purpose of resale.

(C) Nothing contained in this section shall be construed to apply to newsboys. No person under the full age of 14 years shall engage in the business of hawking or peddling under any circumstances, with the exception of newsboys.

(D) No license shall be transferable or shall authorize any other person than the one named therein to sell

thereunder. [Ord. G-64-13, passed 10-9-64. 1962 Code § 735.01; 1982 Code § 114.01; 1983 Code § 11.114.01.]

#### **5.20.020 Sales made from vehicle or handcart.**

No person engaged in the business of hawking or peddling, as herein defined, shall conduct the business from a vehicle or handcart which is standing in one location, whether occupied or not, except temporarily and then only for the purpose of and while actually engaged in the transaction of a sale. Further, the temporary standing shall not exceed 15 minutes. [Ord. G-64-7, passed 8-3-64. 1962 Code § 735.05; 1982 Code § 114.03; 1983 Code § 11.114.03.]

**Cross-reference:** General license fee schedule, EMC 5.05.060.

#### **5.20.030 Solicitors – Definitions.**

For the purpose of this chapter, the following definitions shall apply unless the context clearly indicates or requires a different meaning:

“Goods, wares, merchandise, and services” includes, but is not limited to, magazines, periodicals, printed matter, and advertising space in any publication.

“Registration” shall not be construed to be a permit to enter privately policed areas. [1962 Code § 755.01; 1982 Code § 114.10; 1983 Code § 11.114.10.]

#### **5.20.040 Registration requirement.**

No person over 16 years of age shall solicit orders from door to door or on any street or public place within the City for the future delivery of any goods, wares, merchandise, or services without first registering as provided in this chapter. [1962 Code § 755.02; 1982 Code § 114.11; 1983 Code § 11.114.11.]

#### **5.20.050 Application for permission to solicit.**

(A) An applicant for permission to solicit orders hereunder shall complete an application blank provided by the Police Department. The application blank shall contain the following information:

- (1) The name, home address, and local address, if any, of the applicant;
- (2) A physical description of the applicant, setting forth the applicant’s age, height, weight, and color of hair and eyes;
- (3) The name and address of the person, firm, or corporation for whom or through whom orders are to be solicited or cleared, including both the home address and the address of the office or branch out of which the applicant works;
- (4) The nature of the goods, wares, merchandise, or services for which orders are to be solicited;

(5) A statement as to whether the applicant has been arrested or convicted of any crime and, if so, what;

(6) A statement as to the period during which the applicant intends to solicit orders, which shall be not longer than until December 31st of the calendar year during which the application is made.

(B) The applicant, at the time of executing the application blank, shall also submit identification satisfactory to the Police Department, which shall contain a specimen of the applicant's signature and a recent photograph of the applicant small enough to be attached to his application blank or card. [1962 Code § 755.03; 1982 Code § 114.12; 1983 Code § 11.114.12.]

#### **5.20.060 Approval.**

Upon compliance by the applicant with the provisions of EMC [5.20.050](#), the Police Department shall stamp its approval on the application blank submitted by the applicant. The Police Department shall not be required to grant approval to any person who has been convicted of any felony or misdemeanor involving moral turpitude or any violation of this chapter. [1962 Code § 755.04; 1982 Code § 114.13; 1983 Code § 11.114.13.]

#### **5.20.070 Stamped credentials nontransferable.**

Stamped credentials shall be nontransferable and shall entitle the holder thereof, for the period indicated therein, unless revoked, to solicit orders within the City for the purchase of the merchandise specified in his application; however, the holder shall have his stamped credentials in his possession at all times while soliciting orders and shall exhibit them at any time upon request by any law enforcement officer of the City or any purchaser or prospective purchaser. [1962 Code § 755.05; 1982 Code § 114.14; 1983 Code § 11.114.14.]

#### **5.20.080 Exceptions.**

This chapter shall not apply to salesmen selling goods to retail or wholesale stores for resale. Any person who has, and has had for the preceding 12 months, a regular place of business within the City, and any person employed by or soliciting for any person who has, and has had for the preceding 12 months, a regular place of business within the City, shall not be required to register before soliciting orders. [1962 Code § 755.06; 1982 Code § 114.15; 1983 Code § 11.114.15.]

#### **5.20.090 Penalty.**

Any person violating any of the provisions of this chapter for which another penalty is not provided shall be fined not more than \$300.00 and costs. Each day's continued violation shall constitute a separate offense. [1962 Code § 701.99; 1983 Code § 11.114.99.]