



Application for Peddler, Solicitor & Canvasser Permit

Background Check Fees, Permit Fee, and Per Day
Charge – See Master Fee Schedule

Section 1: Applicant Information: (OHMC 5.45.040)

Business Name: _____

Applicant Name: _____ Date of Birth: _____ Race: _____ Sex: _____

Physical Address: _____

Mailing Address (if
different from above): _____

Phone: _____

Email: _____

Section 2: Employer Information (OHMC 5.45.040)

Employer Name: _____

Mailing Address: _____

Phone: _____

Email: _____

Relationship with Employer: _____

- Provide letter from the property owner indicating approval (if applicable) and attach to the application.

Section 3: Business Information (OHMC 5.45.040)

State Sales Tax ID No.: _____ State UBI No.: _____

Driver's License No.
and Issuing State: _____

Description of Vehicle:

Requested Dates to per- From (date):
form business: To (date):

Total days on License:

Description of Business:

Type of Selling loca- Fixed Site
tion: Door to Door
 Mobile

Description of Goods to
be sold, including the
name and address of
supplier:

Place of manufacture
or production of
goods to be offered
for sale, the present
location of such
goods, and the
proposed method of
delivery:

Length of time required to conduct business:

Section 4: Display Permit (OHMC 5.45.070)

Every peddler, solicitor or canvasser shall be required to carry the peddler’s, solicitor’s or canvasser’s permit and display it along with photo identification upon request by a prospective customer or law enforcement officer.

Section 5: Restrictions on place and time of peddling, soliciting or canvassing (OHMC 5.45.80)

(1) No peddler, solicitor or canvasser shall engage or attempt to engage in the business of peddling, soliciting or canvassing at any home, residence, apartment complex or business that prominently displays a “No Peddlers” or “No solicitors” sign or any other similar sign that communicates the occupants’ desire to not be contacted by peddlers, solicitors or canvassers.

(2) No peddler, solicitor or canvasser shall engage in the business of peddling, soliciting or canvassing between the hours of 9:00 p.m. and 9:00 a.m.

Section 6: Acknowledgement of OHMC 5.45

I acknowledge that I have read and understand Oak Harbor Municipal Code 5.45. The above information is true and correct and provided for the purpose of obtaining a Peddler, Solicitor, and Canvasser License under Chapter 5.45 of the Oak Harbor Municipal Code.

Signature: _____ Date: _____

Section 7: Fee Waiver Request (OHMC 5.45.050)

Veterans with Honorable Discharge – The City may, upon review of application, waive the license fee for Veterans who present a certificate of honorable discharge to the Finance Director.

Section 8: Application Instructions

- **Step 1:** Complete the permit application and pay applicable investigation fees. Provide proof of honorable discharge for fee exemption.
- **Step 2:** Upon notification of approved investigation from the police department, **pay the permit fee.**
- **Step 3:** Upon receipt of the permit fee, the Finance Director will review the application, then approve or deny the application.
- **Step 4:** If denied, an appeal may be filed with the City Administrator.
- **Step 5:** Upon Finance Director approval, the Finance/Utilities Dept. will issue the Peddler License.

Section 9: Police Department Background Check (OHMC 5.45.050)

WSP WATCH Background Check Results

Approved Denied By: _____ Police Dept. Official Date _____

Notes: _____

WATCH WSP _____ LOCAL RECORDS _____

Section 10: Finance Director Decision OHMC 5.45.060

Approval/Denial Date	Permit Fee Paid	Fees Waived

Attest:

Finance Director

Date

- I hereby request an appeal with the City Administrator.

If you have any questions, please contact the Finance/Utilities office.