

# Application for Commercial Solicitation License

**CASH OR CHECK ONLY!**



- Original Application
- Renewal License  
# \_\_\_\_\_

**FEES ARE NON-REFUNDABLE**

- Company License                      Date Recv'd \_\_\_\_/\_\_\_\_/\_\_\_\_  
(CLLCMS) \$207.00                      Total \$ \_\_\_\_\_
- Addt'l Employee License              Receipt #: \_\_\_\_\_  
(CLLCME) \$57.00

**LICENSE PERIOD IS 6 MONTHS**

April 1<sup>st</sup> - September 30<sup>th</sup>  
October 1<sup>st</sup> - March 31<sup>st</sup>

*Note: Please allow 7 business days for application processing*

**SECTION 1 – COMPANY INFORMATION** – Answer all questions completely. Please PRINT clearly.

Name of Company Holding License			
Company Street Address		City	State      Zip
Company Telephone Number		Type of Sales:	
Company Email Address		<input type="checkbox"/> Door to Door Solicitation <input type="checkbox"/> Specific Location in City _____	
Type of Merchandise of Services – List specific product(s) or actual services being provided:			
Contact Phone Number while in the City of Appleton: <b>[REQUIRED]</b>  ( _____ ) - _____ - _____		Main Employee Contact for Company: <b>[REQUIRED]</b>  _____	

**SECTION 2 – EMPLOYEE INFORMATION** – Every employee over 18 years of age is required to complete an application form. If employees are minors, you must show proof of State Street Trade Permit pursuant to Wisconsin Act 113.

Name of Employee (First, M, Last)			
Employee Home Street Address		City	State      Zip
Date of Birth ____/____/____	Sex	Driver's License number	State Licensed in

**SECTION 3 – VEHICLE IDENTIFICATION** – Vehicle to be used for solicitation purposes

Make of Vehicle	Year	Color	License Plate No.	State Licensed In
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**SECTION 4 – PENALTY NOTICE**

Under penalty of law, I swear that the information provided in this application is true and correct to the best of my knowledge and belief.  
**Signature of Applicant:** \_\_\_\_\_

**FOR OFFICE USE ONLY**

Date Sent for Approvals ____/____/____	Approve	Deny	Date of Recommendation	Staff Member
POLICE			____/____/____	
CITY SEALER			____/____/____	
Denial Reasoning	Date Issued ____/____/____	Expiration Date ____/____/____	License Number	

## **COMMERCIAL SOLICITATION LICENSE INFORMATION**

- Commercial Solicitation Licenses are required within the City of Appleton where individuals are intending to solicit business while in direct contact with the public. This includes transient merchants, peddler's, solicitors, and canvassers. See City of Appleton Municipal code Sec. 9-611 for more information and definitions.
- Commercial Solicitation Licenses are valid for a 6-month time period. There are two license periods per calendar year: from April 1<sup>st</sup> - September 30<sup>th</sup> and October 1<sup>st</sup> - March 31<sup>st</sup>.
- Once a completed Commercial Solicitation License application is returned to the Office of the City Clerk it is reviewed by several City Departments for approval. This process takes approximately 7 business days, so please plan accordingly.
- To apply for a Commercial Solicitation License, return the completed, signed application form to the Office of the City Clerk. Applicants must be at least 18 years of age to apply. If employees are under 18, proof of State Street Trade Permit pursuant to Wisconsin Act 113 must be provided at time of application.
- Commercial Solicitation Licenses contain a current photo of the license holder. The license needs to be prominently displayed on your person when performing door to door solicitation. Photos are to be taken of applicants at the time of application.
- Company Licenses are required for each business soliciting services and goods. Each company license includes one employee.
- License fees are non-refundable and are to be paid at the time of filing the application form. Fees are as follows:
  - Company License - \$207.00 (includes one employee)
  - Additional Employee License - \$57.00
- Licenses issued shall not be valid on public or private property located within the CBD (Central Business District) on the following special event days: Flag Day Parade, Oktoberfest, and Christmas Parade, or within 2 (two) block radius of any other special event.
- Commercial Solicitation is permitted to take place within City of Appleton limits from 8:00 A.M. – 8:00 P.M. daily.

### **Additional Questions?**

Please contact the Office of the City Clerk at (920) - 832 - 6443.