



# City of Indianola

## Application for Peddlers, Solicitors & Transient Merchant Permit

### Definitions:

1. "Peddler" means any person carrying goods or merchandise who sells or offers for sale for immediate delivery such goods or merchandise from house to house or upon the public street.
2. "Solicitor" means any person who solicits or attempts to solicit from house to house or upon the public street any contribution or donation or any order for goods, services, subscriptions or merchandise to be delivered at the future date.
3. "Transient merchant" means any person who engages in a temporary or itinerant merchandising business and in the course of such business hires, leases or occupies any building or structure whatsoever, or who operates out of a vehicle which is parked anywhere within the city limits. Temporary association with a local merchant, dealer, trader or auctioneer, or conduct of such transient business in connection with, as a part of, or in the name of any local merchant, dealer, trader or auctioneer does not exempt any person from being considered a transient merchant.

### License Fees:

Solicitors for each person actually soliciting (principal or agent), a fee of one hundred dollars (\$100.00) per year.

#### Peddlers or Transient Merchants

- 1 day \$50.00
- 1 Week \$100.00
- 1 to 6 months \$200.00
- 1 year or major part of thereof \$300.00

A) **Bond Required:** No license shall be issued until the applicant has delivered to the City Clerk a cash bond for no less than \$200.00 per license or \$1,000.00 for an employer employing a group of five or more license applicants. Before a license under this chapter is issued to a transient merchant, an applicant shall provide to the Clerk evidence that the applicant has filed a bond with the Secretary of State in accordance with Chapter 9C of the *Code of Iowa*.

**Restriction:** All peddler's and solicitor's licenses shall provide that said license is in force and effect only between the hours of ten o'clock (10:00 a.m.) and eight o'clock (8:00 p.m.)



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**B)** An application in writing shall be filed with the Clerk for a license under this chapter. Such application shall be accompanied by a \$15.00 application fee and set forth the following information:

A. Applicant's name, e-mail address, if any, permanent and local address, and local phone number or cell phone number.

B. Business address, business e-mail address, if any, and business phone number if any.

C. The nature of the applicant's business.

D. The last three places of such business.

E. The length of time sought to be covered by the license.

F. Applicant's federal identification number and the federal identification number of any business for which applicant claims to be peddling as an agent, employee, or otherwise.

G. An Iowa sales tax permit number or a letter from the Iowa Department of Revenue confirming a sales tax permit is not required.

H. A Department of Criminal Investigation criminal history report/record for applicant from the state of applicant's residence for the previous five years, including pending charges, dated no more than 30 days prior to the date of the application.

I. A criminal background check from the State of Iowa for applicant and any additional individuals listed on application, dated no more than one year prior to the date of the application.

J. Whether applicant has been listed on any sex offender registry within the last five years.

K. Whether applicant has had a peddlers license suspended, revoked, or denied by the City or any other city in the last five years and the reasons therefor.

L. The dates of any previous peddlers licenses issued by the City Clerk.

M. A list of any vehicles used in the business and the license plate number of any such vehicles.

**Submission of application:** Email to [cityclerk@indianolaiowa.gov](mailto:cityclerk@indianolaiowa.gov) or mail to

City of Indianola

Attn: Peddler Permit

PO Box 299

Indianola, Iowa 50125



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Date of application \_\_\_\_\_

Applicant Name \_\_\_\_\_

Applicant Phone Number \_\_\_\_\_ Applicant Email: \_\_\_\_\_

Date of Birth \_\_\_\_\_ Social Security Number \_\_\_\_\_

Permanent Address \_\_\_\_\_

Local Address \_\_\_\_\_

Business Name \_\_\_\_\_

Business Address if applicable \_\_\_\_\_

Business email Address \_\_\_\_\_

Business Phone Number \_\_\_\_\_

Nature of applicants business \_\_\_\_\_

The last three addresses of the above business \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Exact type of merchandise selling \_\_\_\_\_

Length of time to be covered by a peddlers, solicitors or transient merchant permit (dates) \_\_\_\_\_

\_\_\_\_\_

Applicant's Federal Identification Number and Federal Identification Number of any business for which applicant claims to be peddling as an agent, employee or otherwise \_\_\_\_\_

\_\_\_\_\_

Iowa Sales Tax Permit Number or attach letter from the Iowa Department of Revenue confirming a sales tax permit is not required. Permit Number \_\_\_\_\_

Please attach a Department of Criminal Investigation criminal history report/record for applicant from the state of applicant's permanent residence for the previous five (5) years, including pending charges, dated no more than 30 days prior to the date of the application.



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- List the following information for each person going door to door.

Name	Social Security Number	Vehicle Description	License Plate Number

- Has applicant or any individual been listed on any sex offender registry within the last (5) years?  
\_\_\_\_\_
- Please attach a criminal background check from the State of Iowa for applicant and any additional individuals listed on application, dated no more than 1 year prior to the date of the application.
- Has applicant had a peddlers, solicitors or transient merchant license suspended, revoked or denied by this or any other city in the last 5 years? Yes \_\_\_\_\_ No \_\_\_\_\_. If yes, please explain why.  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
- List the dates of any previous peddlers, solicitors or transient merchant licenses issued by the City Clerk  
\_\_\_\_\_

The undersigned, in support of their request for the issuance of a peddlers, solicitor or transient merchant permit, states the information provided above is true and correct.

Print Name \_\_\_\_\_ Signature \_\_\_\_\_

Date \_\_\_\_\_ Fee Amount \$ \_\_\_\_\_

Mail completed application to:

City of Indianola  
Attn: Peddler Permit  
PO Box 299  
Indianola, Iowa 50125

*For Clerk's Use Only:*

Date \_\_\_\_\_  
Fee \_\_\_\_\_  
Receipt # \_\_\_\_\_  
Permit # \_\_\_\_\_