



THE VILLAGE OF NORTH PALM BEACH  
COMMUNITY DEVELOPMENT DEPARTMENT  
420 U.S. HWY 1 • SUITE 21 • NORTH PALM BEACH, FLORIDA 33408  
PHONE 561.841.3365 • FAX 561.841.8242 • WWW.VILLAGE-NPB.ORG

Permit #: \_\_\_\_\_  
(Office use only)

## **REGISTRATION FOR SOLICITING/PEDDLING** **PERMIT & ID CARD**

### *Submittal Requirements Checklist*

- Submittal (in person) of signed/notarized Business Registration Application (page 1).
- Submittal (in person) of signed/notarized Individual Applicant Form for each individual solicitor/peddler (page 2) including credentials establishing the relationship between individual applicant and the business (Letter of Consent, link to 3<sup>rd</sup> party, etc.).
- Submittal (in person) of signed/notarized Affidavit for Solicitor/Peddler Permit and ID Card (page 3). A copy of the ordinance is attached to this application packet (pages 4-7).
- Provide a copy of a valid form of government issued photo identification for each individual with submission.
- Provide copy of incorporation and/or fictitious name registration for business as well as Business Tax Receipt from county where business office is located.
- Submit administrative fee of \$25.00 and a risk assessment fee of \$25.00 for each individual applicant. (These fees are non-refundable.)
- Approval of risk assessment(s) by NPB Police Department. (Allow 7-10 business days from submittal for complete approval process to occur.)
- Upon approval, the Permit and ID Card fees are due. The business will pay a fee of \$346.50 and each solicitor/peddler will pay \$115.50. The Permit(s) and NPB ID card(s) will then be issued, and a Rules & Ordinance sheet will be provided. Permit(s) and NPB ID cards will be active from date of issuance, and are valid for one (1) year from the date of issuance.

#### ***For Office Use Only***

Application Rec'd on: \_\_\_\_\_ By: \_\_\_\_\_

Sent to NPBPD on: \_\_\_\_\_

Approved by PD on: \_\_\_\_\_

Permit(s), ID card(s), and Rules & Ordinance Sheet issued: \_\_\_\_\_

By: \_\_\_\_\_





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## **BUSINESS REGISTRATION APPLICATION FOR SOLICITING/PEDDLING PERMIT**

Business Name: \_\_\_\_\_ Owner/Agent Name: \_\_\_\_\_

Business Address: \_\_\_\_\_  
 \_\_\_\_\_  
City State ZIP

Business Phone : \_\_\_\_\_ Alternate Phone: \_\_\_\_\_

Federal ID # (EIN): \_\_\_\_\_ E-mail Address: \_\_\_\_\_

Does your company represent any other companies/businesses? If yes, please explain: \_\_\_\_\_

### Nature of Business

1. Describe in detail all product(s) and/or service(s) being solicited/sold: \_\_\_\_\_  
 \_\_\_\_\_
2. Describe in detail how and where you are proposing to conduct the soliciting/peddling: \_\_\_\_\_  
 \_\_\_\_\_
3. Describe location where goods are produced, stored or located: \_\_\_\_\_  
 \_\_\_\_\_

I hereby request a permit for soliciting/peddling in the Village of North Palm Beach pursuant to NPB Village Ordinance 2015-03. I have read and understand all terms included in the Village Code of Ordinances, Chapter 17, Article VIII and swear to comply with them. I also understand that each solicitor/peddler including myself and/or anyone associated with this application shall submit their credentials by completing page 2 of this application and will be subject to a risk assessment (additional copies of page 2 can be submitted if necessary). I also understand that when Permit and ID Cards are issued, they are valid for one (1) year from date of issuance. I understand that a new application for the business and each solicitor/peddler will be required upon expiration including payment of new fees. Failure to comply with rules and ordinances may result in full revocation of permit.

\_\_\_\_\_  
 Signature of Applicant

\_\_\_\_\_  
 Printed Name

\_\_\_\_\_  
 Date

State of \_\_\_\_\_ County of \_\_\_\_\_

The foregoing instrument was acknowledged before me this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_,

By means of physical presence / online notarization by: \_\_\_\_\_  
 (Name of person making statement)

Who is personally known to me \_\_\_\_ or has produced identification \_\_\_\_

Type of Identification produced: \_\_\_\_\_

\_\_\_\_\_  
 (Signature of Notary)

[ NOTARY STAMP ]



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## INDIVIDUAL APPLICANT FORM FOR SOLICITING/PEDDLING ID CARD

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

Local Address: \_\_\_\_\_  
 (Of applicant)

Permanent Address: \_\_\_\_\_  
 (If different)

Applicant Age: \_\_\_\_\_ Sex: \_\_\_\_\_ Height: \_\_\_\_\_ Weight: \_\_\_\_\_ DL/ID#: \_\_\_\_\_  
(Copy of supplied ID Required)

Year/make of vehicle to be used soliciting/peddling: \_\_\_\_\_ Model: \_\_\_\_\_ Color: \_\_\_\_\_

License Plate #: \_\_\_\_\_ State: \_\_\_\_\_ Expiration: \_\_\_\_\_

Have you ever been convicted of or arrested for a crime?  No  Yes If yes, please describe: \_\_\_\_\_

I hereby request a NPB ID card for soliciting/peddling in the Village of North Palm Beach pursuant to Village Ordinance 2015-03. I have read and understand all terms included in the Village Code of Ordinances, Chapter 17, Article VIII and swear to comply with them. NPB soliciting/peddling ID cards must have a valid and active corresponding business permit for soliciting/peddling. I understand that I must have my issued NPB ID card on my person and visible at all times when conducting any form of soliciting/peddling. I also understand I am subject to a risk assessment. Failure to comply with rules and ordinances may result in revocation of NPB ID card, and penalties up to & including arrest.

\_\_\_\_\_  
 Signature of Applicant

\_\_\_\_\_  
 Printed Name

\_\_\_\_\_  
 Date

State of _____	County of _____	
The foregoing instrument was acknowledged before me this _____ day of _____, 20____.		
By means of physical presence / online notarization by: _____ <small>(Name of person making statement)</small>		
Who is personally known to me ____ or has produced identification ____		
Type of Identification produced: _____	<div style="border-left: 2px solid green; border-right: 2px solid green; padding: 10px; display: inline-block;">           NOTARY STAMP         </div>	
_____ <small>(Signature of Notary)</small>		



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## **AFFIDAVIT FOR SOLICITOR/PEDDLER** **PERMIT AND ID CARD**

Before me, the undersigned authority, \_\_\_\_\_,  
(Print name here)

personally appeared and upon oath deposes and states:

1. Affiant is an applicant for a permit and ID card to solicit/peddle within the Village of North Palm Beach.
2. Affiant has read and understands the standards and conditions set forth in Village Ordinance 2015-03.
3. Affiant acknowledges that a risk assessment will be performed by the North Palm Beach Police Department and that approval of application may be denied based on the conditions set forth in the Village Code of Ordinances Article VIII, Section 17-84(b).
4. Affiant further acknowledges that no refunds will be granted for the administration or risk assessment fees if the application is denied.
5. Affiant acknowledges that if approved, the permit(s) and ID card(s) are valid for one (1) year from issuance and that a complete new application package including fees must be submitted to continue soliciting/peddling.
6. Affiant acknowledges that no soliciting/peddling is permitted on Sunday and that it is only permitted from 10:00am to 4:00pm the remainder of the week.
7. Affiant hereby acknowledges that a departure from the standards and conditions of Village Ordinance 2015-03 may result in full revocation of permit(s) and ID Card(s) without a refund of fees.

AFFIANT  
 SIGNATURE: \_\_\_\_\_ PRINTED NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

PHONE: \_\_\_\_\_ E-MAIL: \_\_\_\_\_

[ NOTARY STAMP ]

**State of Florida, County of** \_\_\_\_\_

The foregoing instrument was acknowledged before me this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_.

By means of physical presence / online notarization by:

\_\_\_\_\_

(Name of person making statement).

Who is personally known to me \_\_\_\_ or has produced identification \_\_\_\_

Type of Identification produced: \_\_\_\_\_

\_\_\_\_\_

(Signature of Notary)

- **ARTICLE VIII. - PEDDLERS AND SOLICITORS**

- **Sec. 17-81. - Purpose.**

The purpose of this article is to protect the citizens of the village and their property by adequately investigating the character and responsibility of itinerant merchants and peddlers traveling from house to house soliciting services and goods and to preserve peace and tranquility for village residents.

(Ord. No. 2015-03, § 2, 3-12-15)

- **Sec. 17-82. - Definitions.**

The following words, terms and phrases, when used in this article, shall have the meanings ascribed to them in this section, except where the context clearly indicates a different meaning:

*Peddler* shall mean any itinerant or traveling vendor or trader who carries goods, merchandise or personal property with him and travels about the village for the purpose of selling same to purchasers at their homes or in public places within the village. This definition shall not include vendors who sell their goods from a fixed place of business within the village.

*Solicitor* shall mean any individual, whether a resident of the village or not, traveling by foot, motor vehicle or other conveyance from place to place or house to house in taking or attempting to take orders for the sale of goods, merchandise, personal property of any kind or nature for future delivery, or for services either furnished or to be furnished in the future, whether or not any advance payment for such sales or service is being collected.

As used in this article, the terms peddler and solicitor shall not include:

- (1) Individuals engaged in the sale of goods or services who meet with village residents by appointment at the request of the resident; or
- (2) Residents under the age of sixteen (16) selling cookies, candy, lemonade or similar items.

(Ord. No. 2015-03, § 2, 3-12-15)

- **Sec. 17-83. - Permit required.**

It shall be unlawful for any peddler or solicitor to engage in such business or activity within the corporate limits of the village without first obtaining a permit pursuant to this article.

(Ord. No. 2015-03, § 2, 3-12-15)

- **Sec. 17-84. - Application for permit or license.**

(a) Applicants for issuance of a permit pursuant to this article must file with the community development director a sworn application in writing, which shall be accompanied by the application fee established by the village council. The application shall, at a minimum, include the following information:

- (1) Applicant's name, permanent address and local address (if different);
- (2) Applicant's age, sex, height, weight and other identifying characteristics;
- (3) Brief description of the nature of the business and the goods or services to be sold;
- (4) Name and address of the applicant's principal or employer organization, together with credentials establishing the relationship between the applicant and the applicant's principal or employer;
- (5) Length of time desired for conducting business (not to exceed one (1) year);
- (6) Place where the goods or merchandise involved are produced, stored or located, and proposed method of delivery;
- (7) A current photographic likeness of the applicant sufficient to establish identification;
- (8) The license tag number and description of any vehicle to be used by the applicant;
- (9) Whether the applicant has been convicted of a crime and if so, the nature of the crime;
- (10) Written authorization for the village to conduct a background check; and
- (11) Written statement that the applicant will observe and comply with the provisions of this article.

(b) An applicant who has been adjudicated guilty or pled nolo contendere to any of the following offenses shall be prohibited from peddling or soliciting within the village:

- (1) Any felony involving violence, regardless of the time elapsed;
- (2) Any crime against children, regardless of the time elapsed;
- (3) Any drug offense regarding possession with intent to distribute, regardless of the time elapsed;
- (4) Any felony conviction within the prior seven (7) years; and
- (5) Any conviction involving moral turpitude within prior seven (7) years.

(Ord. No. 2015-03, § 2, 3-12-15)

- **Sec. 17-85. - Granting or rejecting application.**

The community development director shall consider each application for a permit filed pursuant to this article and with the consent of the village manager shall either grant or reject such application and give prompt notice of such action to the applicant.

(Ord. No. 2015-03, § 2, 3-12-15)

- **Sec. 17-86. - Permit not transferable.**

Permits issued pursuant to this article shall not authorize any person or persons, except the persons named in the permit, to engage in any peddling or solicitation. Permits are not transferable.

(Ord. No. 2015-03, § 2, 3-12-15)

- **Sec. 17-87. - Display of permit.**

Every person issued a permit pursuant to this article shall carry the permit on his or her person and shall produce same at the request of any village law enforcement or code compliance officer or any person to whom he or she is exhibiting his or her goods or selling or attempting to sell goods or services.

(Ord. No. 2015-03, § 2, 3-12-15)

- **Sec. 17-88. - Limitation on hours for peddling or solicitation.**

No person holding a permit issued pursuant to this article shall engage in any solicitation or peddling on Sundays and shall only engage in such activities within the hours of 10:00 a.m. and 4:00 p.m. the remainder of week (except by appointment or invitation of the person or occupant of a residence), unless specific authorization to the contrary is first obtained from the community development director.

(Ord. No. 2015-03, § 2, 3-12-15)

- **Sec. 17-89. - Prohibited practices.**

It shall be unlawful for any peddler to carry on his or her business by selling his wares by crying them out, blowing a horn, ringing a bell or using any loud or unusual noise or to offer them for sale to the public in any of the public streets, alleys or places within the corporate limits of the village.

(Ord. No. 2015-03, § 2, 3-12-15)

- **Sec. 17-90. - Notice by property owners.**

It shall be unlawful for any person holding a permit issued pursuant to this article to approach the private residence of any person within the village which has been posted by a legible sign at or near the front entrance with words similar to "No Peddling" or "No Soliciting" or to remain on the premises of any residence within the village after having been requested to leave by the occupant. Where a homeowner's or condominium association's regulations prohibit peddling or soliciting, the association may post a clearly legible sign at each entrance or street entering the property or neighborhood indicating that peddling or soliciting is prohibited.

(Ord. No. 2015-03, § 2, 3-12-15)

- **Sec. 17-91. - Age restrictions.**

(a) It shall be unlawful for any person under the age of fourteen (14) to engage in peddling or solicitation.

(b) It shall be unlawful for any person under the age of eighteen (18) to engage in peddling or solicitation without direct supervision by a person at least eighteen (18) years of age. Direct supervision means that the supervising adult shall at all times have the minor in sight and shall in no event be more than one hundred (100) feet away.

(Ord. No. 2015-03, § 2, 3-12-15)

- **Sec. 17-92. - Revocation of permit.**

If a permit holder fails to comply with the provisions of this article or the community development director subsequently determines that information set forth in the application was false or misleading, the community development director with the consent of the village manager may revoke the permit and give prompt notice of such action to the permit holder.

(Ord. No. 2015-03, § 2, 3-12-15)

- **Sec. 17-93. - Appeal.**

Any person aggrieved by the action of the community development director or village manager in the denial or revocation of a permit as provided by this article shall have the right to appeal to the village council by filing written notice thereof with the village clerk within fourteen (14) days of such denial or revocation and setting forth the grounds for the appeal. The council shall set a time and place for hearing on such appeal and shall so notify the applicant, by mail, not less than five (5) days prior to such scheduled hearing.

(Ord. No. 2015-03, § 2, 3-12-15)

- **Sec. 17-94. - Enforcement.**

The provisions of this section shall be enforced in accordance with [section 1-8](#) of this code.