



11333 N. Cedarburg Rd
Mequon, WI 53092
Phone: 262/236-2914
Fax: 262/242-9655

www.ci.mequon.wi.us

Office of the City Clerk

Peddler, Canvasser, Solicitor or Transient Merchant License Application

LICENSE REQUESTED	
Type <input type="checkbox"/> Company peddler, canvasser, solicitor, trans. merchant	Fee \$100 NEW FEE
PLUS <input type="checkbox"/> ____ x \$15 for ea. person	\$
TOTAL FEE	\$

456-	-
Applicant's Wisconsin Seller's Permit Number (15 digits)	Federal Employer ID Number (FEIN) (9 digits)

ATTACH A COPY OF THE WISCONSIN SELLER'S PERMIT (if applicable)

Please print clearly

Applicant Name:					
	Last, First, Full Middle Name				
Home Address:					
City, State, Zip:					
Phone:					
Birthdate:					
Social Security #:					
Physical Description:	Height:	Weight:			
Driver's License #:				State:	
Motor Vehicle:	Make	Model	Year	Color	License #

Employer Name:					
Business Address:					
City, State, Zip:					
Business Phone:					
Local address from which business will be conducted:					

Nature of business and articles or services promoted:	

Specify articles, services and price of articles of services to be solicited or sold within the corporate limits of the City of Mequon:

Dates during which business will be conducted: (starts after committee approval)	/ / to / /
	Month Day Year Month Day Year

I CERTIFY THAT ALL INFORMATION IN THIS APPLICATION IS TRUE AND CORRECT TO THE BEST OF MY KNOWLEDGE.

Applicant Signature: _____ Date: _____

Print out and sign.

Statement of Chief of Police:

☐ I have caused the applicant and the facts stated in this application to be investigated and I **APPROVE** the granting of the license.

☐ I have caused the applicant and the facts stated in this application to be investigated and I **DISAPPROVE** the granting of the license for the following reason(s). Attach additional sheet if needed.

Signature of Chief of Police

Date

TO BE COMPLETED BY CLERK:

Date filed with Clerk	Approval date:	Effective Period:
Initials of Clerk:	Date license issued:	License # issued: PCS-
Date extension requested:	Date extension approved:	New effective period:



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The following restrictions/requirements apply:

1. Calling at any dwelling or other place on Sunday, or on any other day after 7:00 p.m. or before 9:00 a.m., except by appointment.
2. Calling at the rear door of any dwelling, unless expressly requested by the occupant.
3. Calling at any dwelling or other place where a sign is displayed bearing the words "no peddlers," "no solicitors" or words of similar meaning.
4. Remaining on premises after being asked to leave by the owner, occupant, or any other person having authority over such premises.
5. Misrepresenting or making false, deceptive or misleading statements concerning the quality, quantity or character of any goods offered for sale, the purpose of his/her visit, his/her identity or the identity of the organization he/she represents. A licensee soliciting on behalf of a charitable organization shall specifically disclose what portion of the sale price of goods being offered will actually be used for the charitable purpose for which the organization is soliciting. Said portion shall be expressed as a percentage of the sale price of the merchandise.
6. Impeding the free use of sidewalks and streets by pedestrians and vehicles.
7. Failing to observe all traffic and parking regulations where sales are made from vehicles, or a neighborhood is accessed by means of a vehicle.
8. Making or employing any loud noises or using any sound amplifying device to attract customers if the noise produced is capable of being plainly heard outside a 100' radius of the source.
9. Allowing rubbish or litter to accumulate in or around the area in which he/she is conducting business.
10. No parking on city streets.
11. Your license must be carried with you at all times.
12. A photo ID issued by your company must be visible at all times.

One free 3-month extension is possible. The licensee may make application in person to the Clerk for renewal of the license. The Clerk shall grant the requested renewal and the renewed license shall remain in effect, only providing: a) At the time of request for renewal the licensee shall execute and provide a certified statement attesting that the information in the initial application and license is current, and correct, and to the extent applicable shall provide the Clerk with changes to any information which was provided in the initial application; b) There have been no bona fide citizen complaints regarding the peddling, canvassing, soliciting, or selling activities of the applicant or the applicant's agents, employees, or affiliates, and c) There has been no objection to the renewal by the Finance-Personnel Committee of the city. We suggest applying for an extension no later than 10 calendar days prior to your license expiration date.

The regulation of Transient Merchants, Peddlers and Solicitors is regulated by the City of Mequon Section 14-114 of the Municipal Code. Transient Merchants, Peddlers and Solicitors are responsible for adhering to all requirements of the code. Feel free to contact the City Clerk's Office at 262-236-2912 or cfochs@ci.mequon.wi.us with any questions.