

**Village of Vernon Hills  
 Community Development Department  
 290 Evergreen Dr., Vernon Hills, IL 60061  
 Phone 847-367-3704-Fax 847-367-2541-http://www.vernonhills.org**

**SOLICITER LICENSE - APPLICATION PROCESS**

This handout is for **REFERENCE ONLY**. For more details please contact the Community Development Department.

**TO APPLY FOR A LICENSE:**

1. Submit two (2) copies of the completed license application. Make sure to complete all the information including past history of communities solicited along with signature. Please note, each individual solicitor is required to obtain a license.
2. Submit a surety bond or cash deposit equal to 50% of the wholesale value of the merchandise that is offered for sale, but in no case less than \$1000 or more than \$10,000.
3. Submit a copy of the solicitor's driver's license.

**REVIEW PROCESS:**

Submit the above referenced application and documents to the Community Development Department located in the Village hall, 290 Evergreen Drive. The Police Department will perform a background check of the solicitor. Upon approval of the background check the license will be prepared. The review process will take approximately 7 to 10 days.

**APPLICATION FEE:**

*Itinerant vendor/peddler*

Any person who does not maintain a fixed and licensed place of business within the State of Illinois and who transports tangible goods, wares, or merchandise for retail sale in a residential area of the village without being first invited to do so by the resident or purchaser	\$300.00 per person
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*Transient merchant/peddler*

Any person who maintains a fixed and licensed place of business within the State of Illinois and who transports tangible goods, wares, or merchandise for retail sale in a residential area of the Village without being first invited to do so by the resident or purchaser	\$200.00 per person
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*Individual Solicitor*

license fee	\$100.00
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## **LICENSING EXEMPTIONS:**

The following persons, associations, agencies, and organizations shall be excluded from the licensing requirement, but shall comply and honor all other soliciting and peddling policies defined in this chapter.

- a) *Charitable and religious organizations.* Persons soliciting for charitable and religious organizations shall be excluded from the license requirements of this chapter provided the charitable organization meets all of the following requirements:

The soliciting organization, agency or project is registered with the attorney general as a charitable organization as provided by the Solicitation for Charity Act.

The soliciting organization, agency or project is and will be liable for any injuries to any person or property during the solicitation which is causally related to an act of ordinary negligence of the soliciting agent, and offers a satisfactory proof of same to the village upon request.

- b) *Sales to established businesses.* Persons representing organizations that sell goods, wares, or merchandise to established businesses located in commercially zoned districts.
- c) *Sales of publication subscriptions.* Persons representing organizations seeking to obtain subscriptions to books, magazines, newspapers, and every other type or kind of publication.
- d) *Gifts of money, clothing, other valuables.* Persons representing organizations seeking to obtain gifts or contributions of money, clothing or any other valuable thing for the support or benefit of any charitable, religious, or nonprofit association, organization, corporation or project.
- e) *United States Census.* Such activities such as the canvass for the United States Census or other similar census.
- f) *"Trick or treat".* Persons participating in "trick or treat" activities on Halloween are excluded from the licensing and minimum age provisions of this chapter.
- g) *Political campaigns.* Persons distributing materials in the course of, and for the purpose of, a political campaign.
- h) *Village-approved community events.* Any person who operates a stand or booth at a village-approved community event. (i.e. farmer's market, Summer Celebration, Summer Splash, etc.)

## **REGULATIONS:**

- ✓ **Policy:** It is hereby declared to be the policy of the village that the occupant or occupants of the residences within the village shall make the determination as to whether peddlers and solicitors shall be, or shall not be, permitted onto their premises.

- ✓ **Posting of notice:** Every person desiring to secure the protection provided by the regulations pertaining to peddling and soliciting contained in this chapter and to refuse solicitation shall give notice in the following manner:

A card, not less than 12 square inches in size, bearing the words "No Peddlers or Solicitors" or wording similar in meaning, must be exhibited by the resident or occupant upon or near the front door to the residence or the main entrance to the premises, or in any other location easily observable to persons licensed to solicit.

Such card so exhibited shall constitute sufficient notice to any and all peddlers and solicitors of the determination by the resident or occupant to refuse solicitation, and shall constitute prima facie evidence that the solicitor was so informed, for the purposes of enforcement of this chapter.

- ✓ **Solicitors shall depart when requested to do so:** Any peddler or solicitor, whether invited or not, shall immediately and peacefully depart from the premises when requested to do so by the occupant.
- ✓ **Permitted Hours of Solicitation:** It is hereby declared to be unlawful and shall constitute a violation of this chapter for any person, whether licensed under this chapter or not, to go upon any premises and ring the doorbell upon or near any door or a residence located thereon, or rap or knock upon any door, or create any sound in any other manner, calculated to attract the attention of the occupant of such residence, for the purpose of securing an audience with the occupant or any occupant thereof and engage in peddling or soliciting prior to 10:00 a.m., or after the hour of 8:00 p.m., on any day of the week.



290 Evergreen Drive · Vernon Hills, IL 60061-2999 · 847-367-3700

## VILLAGE OF VERNON HILLS APPLICATION FOR SOLICITOR AND PEDDLERS

Last Name: \_\_\_\_\_

First Name: \_\_\_\_\_

Date of Birth: \_\_\_\_\_

Hair Color: \_\_\_\_\_ Eye Color: \_\_\_\_\_ Height: \_\_\_\_\_ Weight: \_\_\_\_\_

Any other distinguishing physical features (beard, mustache, glasses):

\_\_\_\_\_

Driver's License #: \_\_\_\_\_ Driver's License State: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Work Phone: \_\_\_\_\_

Home Address: \_\_\_\_\_

Name of business applicant wishes to represent: \_\_\_\_\_

Address of business: \_\_\_\_\_

Length of employment with business: \_\_\_\_\_

Description of subject matter being solicited also attach complete list of inventory of items being sold or literature handed out: \_\_\_\_\_

\_\_\_\_\_

Period of time that the permit is applied for (30 Days Max): \_\_\_\_\_

Date of last application to solicit: \_\_\_\_\_

Has your certificate of registration to solicit ever been denied or revoked by this or any other community? If so, please list: \_\_\_\_\_

\_\_\_\_\_

Please list names and dates of last 3 communities solicited:

Name: \_\_\_\_\_ Date: \_\_\_\_\_

Phone: \_\_\_\_\_

Name: \_\_\_\_\_ Date: \_\_\_\_\_

Phone: \_\_\_\_\_

Name: \_\_\_\_\_ Date: \_\_\_\_\_

Phone: \_\_\_\_\_

Have you ever been convicted of a violation of this chapter or previous chapters, or of the ordinance of any other Illinois municipality regulating soliciting, or a felony under the law of Illinois or any other state or federal government, or any crime of moral turpitude: Yes\_\_\_\_\_ No\_\_\_\_\_

If yes, please explain: \_\_\_\_\_

\_\_\_\_\_

All of the above statements are true to the best of my knowledge:

\_\_\_\_\_  
Signature of applicant

\_\_\_\_\_  
Date

\_\_\_\_\_  
Approved by

\_\_\_\_\_  
Date

Please attach the following:

- A surety bond or cash Deposit equal to 50% of the wholesale value of the merchandise that is offered for sale, but in no case less than \$1,000.00 or more than \$10,000.00.
- A separate application and fee shall be filed for each person who conducts peddling or soliciting activities within the Village.

License Fee: \$\_\_\_\_\_

Bond/Deposit: \$\_\_\_\_\_

Approved: \_\_\_\_\_ Date: \_\_\_\_\_