



Phone 989-345-0500, Fax 989-345-4390, e-mail cityhall@westbranch.com  
The City of West Branch is an equal opportunity provider, employer, and lender  
CHAPTER 3: PEDDLERS AND SOLICITORS

“No person covered by the Ordinance shall engage in the business of peddler, hawker, huckster, solicitor, transient merchant, itinerant merchant, itinerant vendor in the City without first obtaining a license issued by the City. Applications for City issued licenses shall be available at City Hall and must be fully completed by the applicant and turned into City Hall staff for consideration. Decisions regarding the approval or denial of license applications are to be made by the City Manager. Appeals of license application denials shall be made in writing and are to be decided by a majority vote of the City Council.” The license applicant, under the provisions of this chapter [Chapter 3], shall furnish the following information:

Name (including nicknames and aliases): \_\_\_\_\_

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

Valid Driver’s License:  Yes  No License or State ID Number: \_\_\_\_\_

[Please include a copy of the drivers license or a 2x2 picture taken within the last 60 days]

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

Telephone Number(s): \_\_\_\_\_

Email Address: \_\_\_\_\_

Name of any business or organization that may be associated with the applicant’s use of the license, if granted, including the full address and contact information for any such entity: \_\_\_\_\_

The applicant  does  does not propose to handle or sell food or other items for human consumption.

[If the applicant does propose to handle or sell food or other items for human consumption, the applicant must provide proof of any required health license/s issued by the local Health Department or Michigan Department of Agriculture, or a written explanation as to why the applicant contends that such licenses are either not required or not yet available for inspection].

Brief description of the nature of the business and the goods to be sold: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

If a vehicle is to be used, license number and state of issue \_\_\_\_\_

Type of License Sought:

- Peddlers License (public or private property) [\$10 per day or \$50 for six-month license]
- Solicitor License (door to door sales) [\$10 per day, or \$50 for six-month license]

The applicant is a non-profit organization and request to have the license fees waived by vote of City Council. (Include a copy of the non-profit license)

**Violations and Penalties**

Each day that a violation [of the City of West Branch’s Peddlers and Solicitors Ordinance] continues shall constitute a separate violation punishable as a Municipal Civil Infraction, pursuant to Section 1-50 of the City of West Branch Code of Ordinances.

**Sworn Statement:**

I, the applicant signed below, hereby state that I  have  have not been convicted of any crime, misdemeanor or violation of any municipal ordinance (and if I have been so convicted, the following statement explains the nature of the offense and the punishment or penalty assessed therefore): \_\_\_\_\_

**Site Plan:**

Please use the lines below (or attach additional pages, if needed) to submit a site plan showing the place or places where the goods or property are proposed to be sold or offered for sale, as well as a general listing of the type of goods to be offered, and the proposed method of delivery of goods after purchase. The site plan must also show the location and size of any trucks, trailers, carts, or stands proposed to be used, and applications involving the proposed use of fixed stands must also include in the site plan any buildings, structures, signs, roads, driveways, waste receptacles, restrooms, and parking areas in and around the area of proposed use.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Check off list

- Completed application
- Copy of driver's license
- Copy of approved permit from a local health department or Michigan Department of Agriculture (if applicant proposes to sell any food or other item for human consumption.) or reason why they are exempt.
- Copy of approval of landowner if operating on private property

By signing this application, I hereby state that I have read the entirety of the ordinance that applies to peddling/soliciting/vending within the City of West Branch and I that I agree to comply with all the provisions.

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

\_\_\_\_\_  
Date

\_\_\_\_\_  
Printed Name of Applicant

Approved     Not Approved    Date: \_\_\_\_\_    Signature: \_\_\_\_\_