



Permit Application

Permit I am applying for:

Peddler

Carrying goods for immediate sale from house to house or upon the public street

Solicitor

Sale of goods for future delivery or solicitation of contributions from house to house or upon public street

Transient Merchant**

Temporary merchandising or conducting business out of a vehicle parked within the City limits

Applicant Information: (please print)

Full Name: _____ Phone #: _____

Current Address: _____

Permanent Address: _____

Vehicle Information:

Make _____ Model _____ Year _____ Color _____

License Plate # _____ State _____

Have you had a municipal license in the City of West Branch before? Yes No

Have you been convicted of or plead guilty to any felony, misdemeanor, or other crime? Yes No

If yes, list the date(s) and nature of the charge(s): _____

Do you have any such charges pending now? Yes No If yes, give full details _____

As part of the application, each applicant shall provide an Iowa criminal history which shall be dated within one year of the application and shall be provided at the sole expense of the applicant. Criminal histories from other states may also be required. See page 2.

**Transient Merchants must supply a copy of the bond filed with the Iowa Secretary of State before a permit will be issued.

Please complete all of the above information prior to signing the application. Incomplete or unsigned applications will be denied.

Business Information:

If the employer is a corporation, the state of its incorporation whether it is authorized to do business in Iowa, and evidence that the corporation has designated a resident agent in the City upon whom legal service may be made aware and who will be responsible for the acts of its employees in the City must be submitted with the application.

Business Name: _____

Business Address: _____

Supervisor Name: _____ Email: _____

Business Phone: _____

Nature of business: _____

Products or Services to be sold: _____

Last three (3) cities and dates in which applicant engaged in similar activity:

1. City _____ Date(s) _____ Permit Issued Y / N

2. City _____ Date(s) _____ Permit Issued Y / N

3. City _____ Date(s) _____ Permit Issued Y / N

Additional requirements:

1. If a new applicant resided outside of Iowa anytime during the five years before applying, the person must also obtain, at his or her own expense, a copy of his or her current criminal history and a certified copy of his or her driving record from each state of residence during the prior five years.
2. Each applicant must provide a list of all convictions and guilty pleas for criminal offenses, other than traffic offenses, during the ten years immediately preceding the date of the application.

Please note: the process to obtain one or more of the above reports may take between two and six weeks.

I, the undersigned applicant, hereby swear that I will comply with all local, state, and federal laws when conducting the business enterprise described herein and that all information contained in this application is true. I am aware that statements given on this application are subject to investigation and verification. I understand that a permit shall be denied if the information provided on this application proves to be a misrepresentation of the facts. I further release the City of West Branch, Iowa, its official, agents or employees from any liability or damages which result from verifying the accuracy and reliability of the information contained on this application.

Signature of Applicant: _____ Date _____

For Office Use Only

Permit Application Attachment Checklist

- | | |
|--|---|
| <input type="checkbox"/> Completed and signed application | <input type="checkbox"/> Application fee (non-refundable) \$10.00 |
| <input type="checkbox"/> Copy of driver's license or ID | Permit Fee |
| <input type="checkbox"/> Criminal history report(s) | <input type="checkbox"/> 1 day \$25 |
| | <input type="checkbox"/> 1 week \$50 |
| | <input type="checkbox"/> 6 months \$ 100 |
| | <input type="checkbox"/> 1 year or major part thereof \$175 |
| <input type="checkbox"/> Evidence of bond (for transient merchants only) | |

For Clerk's Use Only

Result of investigation: _____

Permit was denied issued on _____ and expires _____

Permit was unpaid paid on _____ by cash check # _____ credit card

Permit fee refunded upon license denial by cash check # _____

Signature of City Clerk _____ Date _____