Application for Commercial Solicitation License

CASH OR CHECK ONLY

☐ Original Application

☐ Renewal License #_____

FEES ARE NON-REFUNDABLE

☐ Company License (CLLCMS) $207.00

☐ Addt'l Employee License (CLLCME) $57.00

Date Recv'd _____/_____/_____

Total $_____

Receipt #:_____

LICENSE PERIOD IS 6 MONTHS

April 1st - September 30th
October 1st - March 31st

Note: Please allow 7 business days for application processing

SECTION 1 – COMPANY INFORMATION – Answer all questions completely. Please PRINT clearly.

Name of Company Holding License			
Company Street Address	City	State	Zip
Company Telephone Number Company Email Address	Type of Sales: ☐ Door to Door Solicitation ☐ Specific Location in City _____		
Type of Merchandise or Services – List specific product(s) or actual services being provided:			
Contact Phone Number while in the City of Appleton: [**REQUIRED**] (_____) - _____ - _____	Main Employee Contact for Company: **[REQUIRED]** _____		

SECTION 2 – EMPLOYEE INFORMATION – Every employee over 18 years of age is required to complete an application form. If employees are minors, you must show proof of State Street Trade Permit pursuant to Wisconsin Act 113.

Name of Employee (First, M, Last)			
Employee Home Address	City	State	Zip
Date of Birth _____/_____/_____	Gender	Driver's License number	State Licensed in

SECTION 3 – VEHICLE IDENTIFICATION – Vehicle to be used for solicitation purposes

Make of Vehicle	Year	Color	License Plate No.	State Licensed In

SECTION 4 – PENALTY NOTICE

Under penalty of law, I swear that the information provided in this application is true and correct to the best of my knowledge and belief.

Signature of Applicant: _____

FOR OFFICE USE ONLY

Date Sent for Approvals _____/_____/_____	Approve	Deny	Date of Recommendation	Staff Member
POLICE			_____/_____/_____	
CITY SEALER			_____/_____/_____	

Denial Reasoning	Date Issued _____/_____/_____	Expiration Date _____/_____/_____	License Number

Return completed form to: Office of the City Clerk, 100 N Appleton St, Appleton WI 54911-4799

COMMERCIAL SOLICITATION LICENSE INFORMATION

- A Commercial Solicitation License is required within the City of Appleton where individuals are intending to solicit business while in direct contact with the public. This includes transient merchants, peddlers, solicitors, and canvassers. See City of Appleton Municipal code Sec. 9-611 for more information and definitions.

- Commercial Solicitation Licenses are valid for a 6-month time period. There are two license periods per calendar year: from April 1st - September 30th and October 1st - March 31st.

- Once a completed Commercial Solicitation License application is returned to the Office of the City Clerk it is reviewed by several City Departments for approval. This process takes approximately 7 business days, so please plan accordingly.

- To apply for a Commercial Solicitation License, return the completed, signed application to the Office of the City Clerk. If any employees are 16 years old or younger pursuant to Wisconsin Act 113 they must provide proof of a State Street Trade Permit at time of application.

- Commercial Solicitation Licenses contain a current photo of the license holder. The license needs to be prominently displayed on your person when performing door to door solicitation. Photos are to be taken of applicants at the time of application.

- Company Licenses are required for each business soliciting services and goods. Each company license includes one employee.

- License fees are non-refundable and are to be paid at the time of filing the application form. Fees are as follows:

    - Company License - $207.00 (includes one employee)
    - Additional Employee License - $57.00

- Licenses issued shall not be valid on public or private property located within the CBD (Central Business District) on the following special event days: Flag Day Parade, Octoberfest, and Christmas Parade, or within 2 (two) block radius of any other special event.

- Commercial Solicitation is permitted to take place within City of Appleton limits from 8:00 A.M. – 8:00 P.M. daily.

Additional Questions?

Please contact the Office of the City Clerk at (920) - 832 - 6443.