

Receipt # \_\_\_\_\_

Date Submitted \_\_\_\_\_

Amount paid \_\_\_\_\_



AMENDMENT TO APPLICATION

Receipt # \_\_\_\_\_

Date Submitted \_\_\_\_\_

Amount paid \_\_\_\_\_

**COMMERCIAL VENDOR APPLICATION**

**PEDDLING, SOLICITING, SPECIAL EVENT VENDOR, VENDOR AT ATHLETIC EVENT**

**Chapter 26, Businesses, Article IV, Peddlers, Commercial Vendors & Solicitors**

*Applications must be submitted no later than fourteen days prior to the requested effective date. 26-113(a)  
Fees listed below. Fees are non-refundable.*

**Peddling** - traveling by foot or automotive vehicle from place to place or from street to street, carrying, conveying or transporting goods, wares, merchandise, including food products, offering and exposing the same for sale or making sales and delivering articles to purchasers, or taking or attempting to take orders for the sale of goods, wares and merchandise, books or magazines, personal property of any nature whatsoever for future delivery, or for services to be furnished or performed in the future, whether or not such individual has, carries or exposes for sale a sample of the subject of such sale or whether the subject is collecting advanced payments on such sales or not.

**Fees:** Application Fee: \$50.00  
Daily Fee Option: \$10.00 per day/peddler  
Yearly Fee Option: \$1,825.00 (calendar year – January 1 to December 31)  
Amendment to the Application: \$16.00

**Soliciting - charitable, religious, political organization** – any person who requests money, credit, property, financial assistance or other thing of value, by personal interview or otherwise, on the plea or representation that such money, credit, property, financial assistance or other thing of value, or the net proceeds over reasonable expenses thereof, will be used for a charitable, religious, patriotic, civic, educational or philanthropic purposes.  
*No application fee*

**Vending during special events** - any commercial vendor engaged in the sale of goods, wares, or merchandise, including food products, on public property at a stationary or fixed location during a special event in the location of the special event. (see definition of commercial vendor)

**NOTE:** Vendors who wish to operate during a special event must obtain approval from the event coordinator.  
The vendor application must be submitted at least two weeks prior to the event.

**Fees:** \*Application Fee: \$50.00  
\*Daily Fee: \$10.00 per day/per peddler/per location  
\*50% discount for Birmingham **licensed merchants**

**Vending at school or other athletic events in city parks** - any commercial vendor engaged in the sale of goods, wares, or merchandise, including food products, on City property at a stationary or fixed location during school or other athletic events at City parks. (see definition of commercial vendor)

**Fees:** \*Application Fee: \$50.00  
\*Daily Fee: \$10.00 per day/per peddler/per location  
\*50% discount for Birmingham **licensed merchants**

**Definition of Commercial Vendor:** *Commercial vendor* shall mean any person offering, exposing for sale or making available for a price or donation, making sales and delivering articles to purchasers, or taking or attempting to take orders for sale of goods, foodstuffs or services of any kind, for immediate or future delivery or performance, whether or not such person has, carries or exposes for sale a sample of the subject of such sale or whether or not the person is collecting advance payment on such sale, by any of the following: (1) *Frozen Confection Vendors*, (2) *Special Event Vendor*, (3) *School Vendor or other Vendor at an athletic event in a City park*.

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**APPLICANT INFORMATION - PLEASE PRINT**

1. Full Name: \_\_\_\_\_
2. Address (residence): \_\_\_\_\_  
(include city, state, and zip) \_\_\_\_\_
3. Phone: \_\_\_\_\_ Fax: \_\_\_\_\_
4. Email: \_\_\_\_\_
5. Length at residence: \_\_\_\_\_ years \_\_\_\_\_ months
6. Driver's License #: \_\_\_\_\_ Vehicle Plate #: \_\_\_\_\_  
If vehicle is to be used: Year \_\_\_\_\_ Make \_\_\_\_\_ Model \_\_\_\_\_
7. Height: \_\_\_\_\_ Weight: \_\_\_\_\_ Color of Hair: \_\_\_\_\_ Color of Eyes: \_\_\_\_\_  
Date of Birth: \_\_\_\_\_

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**ORGANIZATION/BUSINESS INFORMATION - PLEASE PRINT**

1. Organization/Business Name: \_\_\_\_\_
2. Address (business): \_\_\_\_\_  
(include city, state, and zip) \_\_\_\_\_
3. Phone: \_\_\_\_\_ Fax: \_\_\_\_\_
4. Is the organization/business tax exempt/charitable? \_\_\_\_\_
5. Is the organization/business licensed to solicit by the State of Michigan? \_\_\_\_\_
6. Type of organization/business? \_\_\_\_\_
7. If employed or acting as an agent for a parent company:  
Organization: \_\_\_\_\_ Phone \_\_\_\_\_  
Address (business): \_\_\_\_\_  
(include city, state, and zip) \_\_\_\_\_  
Type of Organization: \_\_\_\_\_

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**DETAILS OF ACTIVITY**

1. Date & Time of Operation: (Note: Soliciting and peddling is allowed from 9:00 AM to 5:00 PM EST and from 9:00 AM to 8:00 PM during State of Michigan daylight savings time.)

**Dates: From:** \_\_\_\_\_, 20\_\_\_\_ **To:** \_\_\_\_\_, 20\_\_\_\_  
(Month and Day) (Month and Day)

**Hours: From:** \_\_\_\_\_ A.M. / P.M. **To:** \_\_\_\_\_ A.M. / P.M.

2. Brief Description of activity to be conducted: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

3. Indicate type of soliciting/peddling/vending: **FOOD ( ) MERCHANDISE ( )**

4. Goods or services to be sold: (Sales are limited to the products specified on the application.)  
\_\_\_\_\_  
\_\_\_\_\_

5. Location of activity to be conducted (check all applicable):

- residential - door to door
- business - door to door
- special event \_\_\_\_\_ (approval by event coordinator is required)
- other \_\_\_\_\_

6. Number of peddlers, solicitors or vending locations (as set by event coordinator): \_\_\_\_\_

7. Are you a vendor for a Special Event? Yes \_\_\_\_\_ No \_\_\_\_\_

Name of Special Event \_\_\_\_\_

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**ADDITIONAL INFORMATION**

1. Is this your first time applying for a soliciting/peddling/vending permit in Birmingham this year?

\_\_\_\_\_

If no, list the dates of your previous application: \_\_\_\_\_

2. Have you or your employer ever been convicted of any crime, misdemeanor, felony, or violation of any municipal ordinance? YES \_\_\_\_\_ NO \_\_\_\_\_

If answer is yes, give particulars of each charge and state disposition of each: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

3. Have you or your employer ever had a vendor/soliciting/peddling license revoked in another City? YES \_\_\_\_\_ NO \_\_\_\_\_

If answer is yes, please describe the circumstances, including the year(s) the license was revoked: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

4. List three references, who will certify as to the applicant's good moral character and business responsibility:

Name: \_\_\_\_\_ Phone #: \_\_\_\_\_

Name: \_\_\_\_\_ Phone #: \_\_\_\_\_

Name: \_\_\_\_\_ Phone #: \_\_\_\_\_

5. Vendors Only: Do you plan to use a tent? \_\_\_\_\_ If yes, how many? \_\_\_\_\_

Size of each tent: Tent #1 \_\_\_\_\_ Tent #2 \_\_\_\_\_ Tent #3 \_\_\_\_\_

*Contact the Community Development Department for information on tent, electrical, and sign permits. (248.530.1850)*

6. Solicitors, peddlers, and vendor must include the following information for each solicitor/peddler/vendor. Attach additional sheet if necessary. PLEASE PRINT CLEARLY. Include a copy of the Drivers License or State ID.



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**The following information must be submitted with the application:**

- Application and Daily Fees (payable to the City of Birmingham)
- Insurance Certificate (See Standard Insurance Requirements)
- 2" x 2" photograph of applicant (taken within 60 days)
- Copies of drivers license or state ID for applicant and each solicitor, peddler, vendor
- Copies of licenses/permits required by state law
  - (example: State of MI solicitor license or tax exempt/charitable status)
  - List document(s) submitted: \_\_\_\_\_
- Must comply with all requirements of the Oakland County Health Department

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**FOR CITY USE ONLY**

**DEPARTMENT REVIEWS:**

**APPROVAL BY CLERK'S OFFICE** \_\_\_\_\_  
(review of application to confirm all required information has been submitted)

**APPROVAL BY POLICE DEPT** \_\_\_\_\_  
(review of applicant and employee background, inspection of frozen confection vehicle)

If denied, reason for denial: \_\_\_\_\_

*Revised 06/28/17*

## STANDARD INSURANCE REQUIREMENTS

Where insurance is required to be carried to make application for a permit or license, the applicant shall procure and maintain the following coverages and limits unless otherwise specified in this document.

*Workers' compensation insurance.* Workers' compensation insurance, including employers' liability coverage, in accordance with all applicable statutes of the state.

*Commercial general liability (CGL) insurance.* Commercial general liability insurance on an "occurrence basis," with limits of liability not less than \$1,000,000 per occurrence combined single limit, personal injury, bodily injury and property damage. Coverage shall include broad form general liability extensions or equivalent.

*Motor vehicle liability insurance.* Motor vehicle liability insurance, including all applicable no-fault coverages, with limits of liability of not less than \$1,000,000 per occurrence combined single limit bodily injury and property damage. Coverage shall include all owned vehicles, all non-owned vehicles, and all hired vehicles.

*Additional insured.* Commercial general liability insurance and motor vehicle liability insurance as described above shall include an endorsement stating the following shall be *Additional Insureds*: The City of Birmingham, including all elected and appointed officials, all employees and volunteers, all boards, commissions and/or authorities and board members, including employees and volunteers thereof. This coverage shall be primary to any other coverage that may be available to the additional insured, whether any other available coverage be primary, contributing or excess.

*Professional liability.* Professional liability insurance with limits of not less than \$1,000,000 per claim if providing service that is customarily subject to this type of coverage.

*Cancellation notice.* Thirty days advance written notice of insurance cancellation, non-renewal and/or reduction or material change in coverage shall be provided to the city. Notice of cancellation, material change or reduction shall be attached to the certificate of insurance, or otherwise evidenced as in effect under the policy listed.

*Proof of insurance coverage.* The city shall be provided with certificates of insurance evidencing the coverages outlined above.

*Expiration.* If any of the above coverages expire, renewal certificates and/or policies must be provided to the city at least ten days prior to the expiration date.

*Acceptability of insurance company.* All coverages shall be with insurance carriers licensed to do business in the state. All coverages shall be with carriers acceptable to the city.