

## REQUIREMENTS TO RECEIVE A SOLICITOR'S/PEDDLER'S LICENSE

### LOCATION

#### **If the person is to remain in one place to sell, the following requirements must be met:**

1. The location must be commercially zoned property and the applicant must obtain the property owner's permission in writing to submit with the application.
2. The applicant's business must not reduce off-street parking of the host business.
3. The applicant's business cannot extend onto the public right-of-way and cannot obstruct traffic or sight of traffic.
4. The applicant must submit an Oklahoma State Bureau of Investigation background report dated no more than 30 days prior to application for each person selling. **(6600 N. Harvey Place- 405-848-6724 – [www.osbi.state.ok.us](http://www.osbi.state.ok.us))**
5. The applicant must submit \$10,000 cash or bond issued by a corporate surety authorized to do business in this state and shall be payable to the City of Norman good for one year from date of application or \$1,000 cash or bond for a one day permit payable to the City of Norman good for one year from date of application.
6. The applicant must fill out the application in full for the business and each person selling must submit some type of description, i.e., a copy of a photo ID or Drivers License.
7. The applicant must submit a copy of materials to be presented to customer (brochure/order form) and a blank copy of company receipt that will be issued to customer.
8. An Oklahoma sales tax permit number is REQUIRED from the Oklahoma Tax Commission. Any vendor operating under a casual sales tax permit will be required to submit proof that sales tax has been paid within 90 days of the expiration of the permit. If proof is not submitted, future permits can be denied or the bond may be used as collection.
9. If applicable, a nursery & floral inspection certificate needs to be obtained from the Oklahoma State Department of Agriculture.
10. If a sign is to be used, the vendor must contact Code Enforcement to make sure the sign meets all Code requirements.

#### **If the person is a door-to-door vendor, the following requirements must be met:**

1. The applicant shall submit, with the application, the area(s) in which he/she will be soliciting.
2. No applicant shall enter any premises where the owner or occupant has placed a "NO SOLICITORS" sign.
3. The applicant must submit an Oklahoma State Bureau of Investigation background report dated no less than 30 days prior to application for each person selling. **(6600 N. Harvey Place- 405-848-6724 – [www.osbi.state.ok.us](http://www.osbi.state.ok.us))**
4. The applicant must submit \$10,000 cash or bond issued by a corporate surety authorized to do business in this state and shall be payable to the City of Norman good for one year from date of application or \$1,000 cash or bond for a one day permit payable to the City of Norman good for one year from date of application.
5. The applicant must fill out the application in full for the business and each person selling must submit some type of description, i.e., a copy of a photo ID or Drivers License.
6. The applicant must submit a copy of materials to be presented to customer (brochure/order form) and a blank copy of company receipt that will be issued to customer.
7. An Oklahoma sales tax permit number is REQUIRED from the Oklahoma Tax Commission. Any vendor operating under a casual sales tax permit will be required to submit proof that sales tax has been paid within 90 days of the expiration of the permit. If proof is not submitted, future permits can be denied or the bond may be used as collection.
8. An applicant selling a service shall file a certificate of insurance from the appropriate insurer that the applicant has general liability and workers compensation insurance in the amount required by the State of Oklahoma.
9. If applicable, a nursery & floral inspection certificate needs to be obtained from the Oklahoma State Department of Agriculture.

**All roofing contractors must submit proof they have registered with the Oklahoma State Construction Industries Board. (2401 N.W. 23RD – 405-271-5217 – [www.cib.state.ok.us](http://www.cib.state.ok.us))**

### COST

1. Thirty day door-to-door permit is \$100. Each additional seller, operating under one thirty day permit shall pay a fee of \$50.00.
2. Sixty day door-to-door permit is \$200. Each additional seller, operating under one sixty day permit shall pay a fee of \$100.
3. Thirty day permit for outdoor stationary vending is \$500.
4. One day permit is \$20