



- ☐ Renewal
☐ New

**PEDDLER, SOLICITOR OR ITINERANT
MERCHANT
LICENSE APPLICATION**

Municipal Code, Chapter 33

**DO NOT MAIL THIS APPLICATION.
ALL APPLICANTS MUST APPLY IN PERSON**

Submit application to:
City of DeKalb
Finance Division
164 E. Lincoln Hwy
DeKalb, Illinois 60115
815-748-2000

FEES ARE NOT REFUNDABLE OR PRORATED

Peddler or Solicitor

- Application Fee: \$25.00 each
- Background Check: \$50.00 each
- Daily Fee: \$25.00 per day per person
- License Period: Limited to 30 days

Itinerant Merchant

- Application Fee: \$25.00 each
- Background Check: \$50.00 each
- Daily Fee: \$25.00 per day
- License Period: Limited to 180 days

**Food Vendor or Food &
Beverage Vehicle**

- Application Fee: \$25.00
- Operating Fee: \$50.00 annually
(April 1- March 31)

The undersigned hereby makes application for (choose one):

- ☐ **Peddler:** A person engaged in business who engages in the sale of any commercial item on any street, sidewalk, park or public place, or who travels from place to place in the City, or who engages in the sale and delivery from any vehicle or pushcart going from place to place in the City and who carries such commercial with him/her for delivery at the time of sale.
- ☐ **Solicitor:** A person engaged in business, going from place to place in the City or on any street, sidewalk, park or public place, who takes orders for future delivery of any commercial item, who solicits subscriptions for books, magazines, newspapers or other periodicals, publications or commercial items for immediate or future delivery, or who offers to furnish services or invites orders for services or any commercial item.
- ☐ **Itinerant Merchant:** A person engaged in business in the City offering for sale any commercial item, who intends to continue such business in the City for not more than one hundred and eighty (180) days and who, for such purpose, leases or occupies all or part of any room, structure or vacant lot in the City for the display of such commercial item, or in connection with the offering of such services.
- ☐ **Food & Beverage Vending Vehicle:** A vehicle from which the retail sale of food or beverage for human consumption is conducted (including ice cream vehicles).

Period beginning on _____ and ending _____ as indicated hereafter.

Business Name: _____

Business Address: _____

Telephone No.: _____

Name of Applicant: _____

Home Address: _____

Email Address: _____

Driver's License No.: _____

APPLICANT MUST PRESENT A VALID DRIVER'S LICENSE OR STATE ID UPON SUBMISSION OF THIS APPLICATION

Make of Vehicle: _____ **Model:** _____ **Year:** _____

License Plate No.: _____

Type of Business to be Conducted: _____

Goods to be Sold: _____

Location of Sales: _____

Owner of Property: _____

Property Owner Address: _____

Property Owner Telephone No.: _____

List the two most current cities in Illinois that you conducted this type of business and the dates business was conducted:

1. _____

2. _____

Required Documents (application will not be accepted without the following documents):

FOR SOLICITORS:

1. A copy of the business' Illinois Business Authorization / Retailer's Occupation Tax Certificate (blue card from the department that carries the business name and tax number).
2. A complete, fully executed, and notarized Background Check form.

FOR FOOD VENDORS

1. A copy of the business' Illinois Business Authorization / Retailer's Occupation Tax Certificate (blue card from the department that carries the business name and tax number).
2. A copy of the DeKalb County Food Service/Establishment License/Permit along with a copy of any required inspection, permit or insurance.
3. Certificate of Insurance: Every food or beverage vending vehicle operated within the City on any public roadway shall be covered by a policy of automotive liability insurance and a policy of comprehensive general liability insurance issued by a solvent and responsible insurance company authorized to do business in Illinois. Each such policy shall carry minimum limits of coverage of \$1,000,000.00 per occurrence. Each vendor shall provide the City with a certificate of insurance naming the City of DeKalb as an additional primary insured without right of subrogation.
4. A letter of permission from the property owner where the Food Vending Vehicle will be located (if applicable).

I hereby state that I have not been convicted in the past four years of a felony, any sex offense as defined in Chapter 720, Act 5, Article 11 of the Illinois Compiled Statutes, or any of the following crimes as defined in said Chapter 720: assault, deception, criminal damage to property, criminal possession of any dangerous or narcotic drug, or disorderly conduct. I certify the above to be true and correct to the best of my knowledge and that I shall not violate any of the laws of the State of Illinois or the ordinances of the City of DeKalb. I further state that I have read and understand the regulations regarding Sales Tax in the City of DeKalb.

Signature of Applicant: _____ **Date:** _____

IMPORTANT INFORMATION

Applicants Must Register with the Illinois Department of Revenue for Payment of Sales Tax.

For sales tax questions or registration forms, call the Illinois Department of Revenue at:

Central Registration: (217) 785-3707; or

Rockford Office: (815) 987-5210

To register online: www.tax.illinois.gov [Click on "e-services" under Businesses (green box)]

Sales Tax for the City of DeKalb is 8.0%

This is the amount you will collect and report to the State of Illinois. Compliance is required and will be verified. Failure to comply with these rules and regulations will result in termination of your license and possible legal action.

Food Vendors must also register with the City of DeKalb Finance Department at 164 E. Lincoln Highway, and are required to **collect and pay an additional 2% of sales tax directly to the City** as required in Municipal Code Chapter 60: http://www.cityofdekalb.com/CityClerk/Municipal_Code.htm.

Contact the Finance Department at (815) 748-2000 to register.