

**CITY OF CLARKSBURG LICENSE APPLICATION
HAWKER / PEDDLER / CANVASSER / SOLICITOR / ITINERANT VENDOR**

NAME OF APPLICANT: _____

PERMANENT HOME ADDRESS:
(must provide) _____
Street City State Zip

_____ HOME PHONE NO. CELL PHONE NO.

LOCAL ADDRESS OF APPLICANT (during license period): _____ LOCAL TELEPHONE #: _____

APPLICANT'S SS # _____ DRIVER'S LICENSE # _____ State _____
(Must Provide)

NAME OF BUSINESS REPRESENTED(If applicable) _____ FEIN# _____

BUSINESS ADDRESS: _____
Street City State Zip

CAPACITY: () PROPRIETOR /INDIV () PTNRSHIP () CORP - State _____ () ASSOC. OR LLC? () AGENT () EMPLOYEE () OTHER _____

NAME OF PRINCIPAL OFFICERS OR OFFICERS: _____ TITLE _____
_____ TITLE _____

HAS APPLICANT OR BUSINESS EVER APPLIED FOR A BUSINESS LICENSE IN ANOTHER CITY: () YES - Where? _____ () NO

LIST REFERENCES (*PERSONAL – BUSINESS*): (May be substituted by letters of recommendation)

	NAME	ADDRESS	PHONE
1	_____	_____	_____
2	_____	_____	_____
3	_____	_____	_____

AREA OF CITY OR LOCATION/S WHERE BUSIENSS IS TO BE CONDUCTED: (BE SPECIFIC) _____

WILL YOU SELL OR SOLICIT DOOR TO DOOR? ____ **YES** ____ **NO**

NATURE OF BUSINESS, GOODS TO BE SOLD, OR SERVICES SOLICITED: _____

HAVE YOU EVER BEEN CONVICTED OF A CRIME? () **YES** – When? _____ Crime: _____ () **NO**

I HEREBY CERTIFY THAT THE ABOVE INFORMATION IS TRUE AND CORRECT AND I WILL CONDUCT MY BUSINESS AS A HAWKER OR PEDDLER / CANVASSER / ITINERANT VENDOR IN ACCORDANCE WITH ARTICLE 729 OF THE CODE OF THE CITY OF CLARKSBURG.

FAILURE TO PROVIDE ALL INFORMATION REQUESTED AND TO SIGN APPLICATION MAY RESULT IN NO CONSIDERATION OR DENIAL OF LICENSE.

SIGNATURE OF APPLICANT _____ TITLE _____ DATE _____

REQUESTED DURATION OF LICENSE: START _____ THROUGH FINISH _____

(APPLICATIONS MAY TAKE A “MINIMUM” OF 24 HOURS TO 48 HOURS TO PROCESS THE ISSUANCE OF LICENSE)

(✓) Check Type of License

() **ON FOOT** (Door to door)
MAXIMUM DURATION OF LICENSE: (60 days / 2 months)

Resident of Harrison County	_____	@ \$20.00/person	\$ _____
Non-Resident of Harrison County	_____	@ \$60.00/person	\$ _____
*Cash Bond (Cash or Certified Check)			
Resident of Harrison County	_____	\$20.00	\$ _____
Non-Resident of Harrison County	_____	\$60.00	\$ _____
	_____	(Rolled Over)	
TOTAL FEE			\$ _____

() **CART/STAND/TENT**
MAXIMUM DURATION OF LICENSE: (60 days / 2 months)

Resident of Harrison County	_____	\$30.00/person	
Non-Resident of Harrison County	_____	\$75.00/person	\$ _____
*Cash Bond (Cash or Certified Check)			
Resident of Harrison County	_____	\$25.00	\$ _____
Non-Resident of Harrison County	_____	\$75.00	\$ _____
	_____	(Rolled Over)	
TOTAL FEE			\$ _____

() **SMALL PICK-UP TRUCK**
MAXIMUM DURATION OF LICENSE: (60 days / 2 months)

Resident of Harrison County	_____	\$50.00/person	
Non-Resident of Harrison County	_____	\$100.00/person	\$ _____
*Cash Bond (Cash or Certified Check)			
Resident of Harrison County	_____	\$50.00	\$ _____
Non-Resident of Harrison County	_____	\$75.00	\$ _____
	_____	(Rolled Over)	
TOTAL FEE			\$ _____

() **LARGE PICK-UP TRUCK/VAN**
MAXIMUM DURATION OF LICENSE: (60 days / 2 months)

Resident of Harrison County	_____	\$100.00/person	
Non-Resident of Harrison County	_____	\$150.00/person	\$ _____
*Cash Bond (Cash or Certified Check)			
Resident of Harrison County	_____	\$100.00	\$ _____
Non-Resident of Harrison County	_____	\$125.00	\$ _____
	_____	(Rolled Over)	
TOTAL FEE			\$ _____

() **BOX TRUCK/OTHER LARGE TRUCKS**
 MAXIMUM DURATION OF LICENSE: (30 days / 1 month)

Resident of Harrison County	_____	\$150.00/person	
Non-Resident of Harrison County	_____	\$200.00/person	\$ _____
*Cash Bond (Cash or Certified Check)			
Resident of Harrison County	_____	\$125.00	\$ _____
Non-Resident of Harrison County	_____	\$175.00	\$ _____
	_____	(Rolled Over)	
TOTAL FEE			\$ _____

() **TRAILER TRUCKS**
 MAXIMUM DURATION OF LICENSE: (15 days / ½ month)

Resident of Harrison County	_____	\$250.00/person	
Non-Resident of Harrison County	_____	\$300.00/person	\$ _____
*Cash Bond (Cash or Certified Check)			
Resident of Harrison County	_____	\$200.00	\$ _____
Non-Resident of Harrison County	_____	\$250.00	\$ _____
	_____	(Rolled Over)	
TOTAL FEE			\$ _____

() **ITINERANT VENDOR (TEMPORARY RENTAL OF BUILDING)**
 MAXIMUM DURATION OF LICENSE: (Resident of Harrison County – 1 month)
 (Non-Resident of Harrison Co – 15 days)

Resident of Harrison County	_____ @ \$100.00	\$ _____
Non-Resident of Harrison County	_____ @ \$200.00	\$ _____
*Cash Bond (Cash or Certified Check)		
	_____ \$250.00	\$ _____
	_____ (Rolled Over)	
TOTAL FEE		\$ _____

*CASH BOND shall be refunded at the end of cessation of the business within 30 days, **upon written request**, or may be "Rolled Over" for the following license term. **However, in the event that the taxpayer fails to pay business and occupation taxes due and owing to the City, within 30 days after the end of each quarter, cash bond shall automatically be forfeited unto the City as payment toward said taxes.** If the Finance Director obtains information indicating that the amount of bond forfeited is not sufficient to cover the amount of taxes due, he shall issue a supplemental assessment of estimated tax, mailed to the address shown on the license application.

LICENSE IS HEREBY APPROVED FOR THE PERIOD _____ THRU _____.

Approved by: _____ Date: _____
 Kim A. Karakiozis, Director of Finance
