

Watertown Police Department
195 French St.
Watertown, CT 06795

Directions to apply for Solicitor/Vendor Permit:

Complete Application

Application needs to be notarized

Pre-register for your fingerprints within the Connecticut Criminal History Request System. <https://ct.flexcheck.us.idemia.iof.CCHRSPreEnroll/>
Watertown CT Solicitor Code is **FD62-6C6B**. Follow instructions within the portal to complete the pre-registration and payment process.

At the end of the pre-registration and payment process you will receive an Applicant Tracking Number. The tracking number information will be emailed to the address provided in the registration process.

You will then send your fingerprint card and the applicant tracking email confirmation to the State. Your results will be emailed to you.

Once you have background results attach them to your application and submit entire packet to the Watertown Police Records Division, Monday-Friday 8a-4p.

Cost for Soliciting in Watertown is: \$20.83 per person/per month

- ▶ **Fingerprints will be offered on the 1st and 3rd Thursday of each month from 3:00 pm to 6:00 pm in the lobby of the Watertown Police Department on a first come basis (*no appointment required*) The fee for fingerprints is \$25.00 payable to Biometric Identification Services. Fingerprints **MUST** be paid by cash, bank check, or money order at the time of fingerprinting. Credit cards and personal checks **WILL NOT** be accepted.**

APPLICATION FOR SOLICITOR/VENDOR PERMIT

*Pursuant to Connecticut General Statutes Sec. 21-9 and 21-10
Town of Watertown Ordinances Sec. 20-52-20-58*

Date:

Applicant Name: _____

Address: _____

City: State:

Home Phone: _____ Cell Phone:

If less than one year at present address, list previous address: _____

Applicant Description:

Race ___ Height ___ Hair ___ Sex ___ Weight ___ Eyes ___ DOB _____

Have you ever been convicted of a misdemeanor or felony crime? Yes_ No_

If yes, please state full details:

Company: _____

Address: _____

Company Tax Number: _____

Applicant Supervisor: _____ Phone: _____

State the location(s) you will be selling from: _____

Permission was given to use this property by _____

*This information will need to be verified in writing by property owner. Phone: _____

Brief description of business service to be rendered and goods to be sold:

Vehicle(s) to be used: Make: _____ Year: _____

Color: _____ Reg.# _____

Banking: (Vendor or Peddler Only)

Name of Bank Applicant and/or Company Does Business With:

Name: _____

Address: _____ City/State: _____

Phone: _____

How long have you and/or your company done business with this Bank? _____

Connecticut State Tax Permit Number: _____

Federal Tax Identification Number:

Signature of Applicant: _____

Zoning Board Approval: _____

Board of Health Approval: _____

I understand that false statements are punishable in Connecticut by statute (Sec.53a-157b, C.G.S. Class A Misdemeanor). I further understand that any statements in this application that are determined to be false or inaccurate shall constitute grounds for the permit or certificate not to be issued, or if issued before all facts are known, shall cause revocation. My signature below attests to the accuracy, completeness and truth of all the information supplied on this application.

I declare under the penalties of False Statement, that the answers to the above are true and correct.

Date: _____ Applicant Signature: _____

Subscribed to and sworn to, before me

This _____ day of _____, 20__ .

Notary Public. _____ My commission expires: _____

Office Use Only

Application approved by: _____

Joshua Bernegger
Chief of Police

Date License Issued: _____

Fee Paid: _____

Received by: _____

. ARTICLE I. IN GENERAL

Secs. 20-1-20-30. Reserved.

ARTICLE II. PEDDLERS AND SOLICITORS

DIVISION 1. GENERALLY

Secs. 20-31-20-50. Reserved.

DIVISION 2. LICENSE

Sec. 20-51. Definitions.

The following words, terms and phrases, when used in this division, shall have the meanings ascribed to them in this section, except where the context clearly indicates a different meaning:

Itinerant vendor means any person, whether principal or agent, who shall engage in a temporary or transient business in this town, selling goods, wares and merchandise, and who, for the purpose of carrying on such business, shall hire, lease or occupy any building or structure for the exhibition and sale of such goods, wares, merchandise in the town.

Nonprofit means any organization recognized by the Internal Revenue Service as tax exempt,

Peddler and *hawker* mean any person who goes from town to town or from place to place in the town selling, bartering, vending or peddling, or carrying for sale or barter, or exposing therefor, any goods, wares, or merchandise either on foot or from any animal or vehicle.

Person means any individual, partnership, corporation, association, club, organization or group acting on his, her or its own behalf, or as an agent or employee of any other individual, partnership, corporation, association, club, organization or group.

Solicitor means any person who goes door to door visiting homes and/or apartments and:

- (1) Distributes papers, flyers, advertisements, circulars or promotional materials of any kind; or
- (2) Speaks in person to occupants regarding the sale or promotion of products, services or events of any kind.

Town means the Town of Watertown.

Transaction means the completion of a sale or any attempt to complete a sale.
(Ord. No. 09-17-01,239, § 1, 9 17-2001)

Cross reference-Definitions generally, § 1-2.

- (4) The number of households the applicant will visit within one year from the date of issuance of the license, including all visits made by the applicant and any agents or employees;
- (5) When activities requiring licensing under this division are being conducted by agents and/or employees, the names and addresses of all agents and/or employees who will be conducting such activities for the applicant within one year from the date of issuance of the license;
- (6) The license number, description and other means of identification for each vehicle which will be used by the applicant and applicant's agent and/or employees;
- (7) Upon request, photographs of the applicant and all agents and/or employees conducting activities requiring licensing under this division, taken within 60 days immediately prior to the date of filing the application, which pictures shall be two inches by two inches, showing the head and shoulders in a clear and distinguishing manner;
- (8) Upon request, the fingerprints of the applicant, its principal officer if a corporation, and all agents and/or employees who will be conducting activities for which a license is required under this division; also the names of at least two reliable property owners of the state who will certify as to the applicant's good character and business responsibility, or in lieu of the names of references, any other available evidence as to the good character and business responsibility of the applicant as will enable an investigator to properly evaluate such character and business responsibility;
- (9) A statement as to whether or not the applicant, or any agent or employee of the applicant who will be conducting activities requiring licensing under this division has been convicted of any crime, misdemeanor or violation of any municipal ordinance and the nature of the offense and the punishment or penalty assessed therefor;
- (10) The place where the goods or property proposed to be sold, or orders taken for the sale thereof, are manufactured or produced, where such goods or products are located at the time the application is filed, and proposed method of delivery;
- (11) Proof of all licenses, permits, and registrations required by the United States, the state or town, including but not limited to, a current state sales tax permit, all licenses or registrations issued by the state consumer protection agency, certification by the director of health that the operation complies with the public health code, corporate certificate of good standing, Federal Tax Identification Number;
- (12) The application shall be signed under penalties of false statement. If an application is for a partnership, a general partner shall sign and show evidence of partnership authorization to sign the application; if signed on behalf of a corporation, the application shall be signed by the president, a vice president or the secretary;
- (13) When any person licensed under this division has additional or replacement agents and/or employees conducting activities requiring licensing under this division, and/or

- (2) Use any false or deceptive inducements;
 - (3) Fail to conduct himself in an orderly and lawful manner or fail to comply with the provisions of this division;
 - (4) Fail to exhibit the license at all times; or
 - (5) Transfer the license to any other person.
- (Ord. No. 09-17-01-239, § 6, 9-17,2001)

Sec. 20-57. Suspension and revocation of license.

(a) Any license issued under the provisions of this division may be suspended or revoked, after notice and hearing by the police chief for violation of this division or any ordinance of the town, any statute of the state, or upon receipt by the police chief of a complaint verified by a reliable person or persons concerning false advertising or representations by such licensee, or upon a finding that the license should not have been issued because of any fact unknown to the town at the time of issuance of license.

(b) Every suspension or revocation of a license shall be in writing and state the reason for such suspension or revocation and be dated. A notice in writing shall immediately be sent by the police chief by certified or registered mail to the licensee and to the principal at the address shown on the application. Such suspension or revocation shall be effective as of the time of sending such notice; provided, however, that the person whose license has been suspended or revoked may within five days after sending such notice, appeal to the police commission for reinstatement, by a request in writing for such relief directed to the police chief. The police commission shall give the person so appealing a hearing within 14 days after receipt of such request, and upon such hearing shall sustain or reverse the action of the police chief. Failure to hold the meeting within the 14-day period shall cause an automatic reinstatement of the license.

(Ord. No. 09-17.01-2::39, § 7, 9-17-2001)

Sec. 20-58. Application fees.

(a) *Itinerant vendor.* At the time of filing an application for an itinerant vendor license as required by this division, the applicant shall pay a nonrefundable license fee of \$25.00 to the town to cover the cost of investigation and processing.

(b) *Peddler and hawker.* At time of filing an application, peddlers and hawkers will pay a license fee of \$250,00 per year for the privilege of vending or hawking upon the public streets of the town. The initial license fee will be prorated for the period from issuance until the following October 1 renewal date.

(c) *Veteran's exemption.* Any resident of the state who has resided within the state for two years next preceding the date of application for a license as an itinerant vendor, peddler or hawker and who is a veteran, with an honorable discharge who served in time of war as defined in the General Statutes shall be exempt from the fee requirements under this section.

(2) Such person is in one great location for more than two hours per day. (Ord. No. 09,17-01-239, § 10, 9-17-2001)

Sec. 20C61. Use of town property.

Unless otherwise permitted by state statute or ordinance of the town, no peddler, hawker, or itinerant vendor shall use town property other than streets and rights-of-way to conduct business. Any person who acts for and on behalf of any nonprofit, political, charitable, civic, volunteer fire, religious, service or school-sponsored organization or any person who transacts business at any event conducted by such organization or by the town, shall be exempt from the prohibition of this section, provided such person receives the prior authorization of the police chief or of the director of parks and recreation.

(Ord. No. 09-17-01-239, § 11, 9-17-2001)

Sec. 20-62. Use of private property.

No licenses shall be issued for vending or peddling on private property without the written consent of the property owner affected and the certification of the zoning enforcement officer that the use complies with all applicable zoning regulations.

(Ord. No. 09-17-01-239, § 12, 9-17-2001)

Sec. 20-63. Records.

Lists of all persons issued Permits or licenses shall be made available by the police chief to the town clerk in order that residents may obtain information concerning the person to which such permits or licenses have been granted.

(Ord. No. 09-17-01-239, § 13, 9-17-2001)

Sec. 20-64. Violation, enforcement and penalty.

(a) It shall be the duty of the police department to require any person seen peddling or vending who is not known by such officer to be duly licensed, to produce a valid license and to enforce the provisions of this division against any person found to be violating same.

(b) Each transaction or sale is deemed a separate violation hereof, and any person violating any provision of this division shall be fined not more than \$100.00.

(c) The provisions of this division shall be enforced by the police department in accordance with section 1-12.

(d) A licensee under this division shall abide by all pertinent ordinances as well as provisions of the state statutes governing itinerant vendors and peddlers. For any violation as described in this section that also violates state statute, the state statute will control.

(Ord. No. 09,17-01-239, § 14, 9-17-2001)