



**TOWN OF FRONT ROYAL**  
**SOLICITOR, PEDDLER, & ITINERANT MERCHANT**  
**PERMIT APPLICATION**  
 \$20.00 Application Fee

EXEMPTION REQUEST (Application Fee is Waived)

COMMERCIAL SOLICITOR

PEDDLER

ITINERANT MERCHANT

PLEASE PRINT LEGIBLY

**APPLICANT:** \_\_\_\_\_ **DATE:** \_\_\_\_\_

**SOCIAL SECURITY NO.:** \_\_\_\_\_ **DATE OF BIRTH:** \_\_\_\_\_

**HOME ADDRESS** (street, city, state, zip): \_\_\_\_\_

**PHONE NUMBER:** \_\_\_\_\_ **EMAIL ADDRESS:** \_\_\_\_\_

**NATURE OF BUSINESS/PRODUCT:** \_\_\_\_\_

**DRIVER'S LICENSE OR ID** (State/Number): \_\_\_\_\_

*STOP HERE IF APPLYING FOR EXEMPTION*

**BUSINESS NAME:** \_\_\_\_\_

**BUSINESS FEDERAL ID NO.:** \_\_\_\_\_

**BUSINESS ADDRESS** (street, city, state, zip): \_\_\_\_\_

**NAME & CONTACT PHONE NO. OF LOCAL AGENT:** \_\_\_\_\_

**LOCATION OF OPERATION:** \_\_\_\_\_

**DAYS & HOURS OF OPERATION:** \_\_\_\_\_

**VEHICLE DESCRIPTION & LICENSE PLATE NO.:** \_\_\_\_\_

*I hereby certify that the statements made and constituting part of this application are true and correct. I am aware that any misrepresentation of any information may be grounds for denial. I have been provided and am familiar with the ordinances and regulation pertaining to this application. I further understand that any violation of the laws of the Commonwealth of Virginia or the Ordinances of the Town of Front Royal can result in the denial of this permit or suspension/revocation of my business license.*

*I have no previous criminal history and have never been charged or convicted with a criminal offense, fined, imprisoned, placed on probation, received a suspended sentence or forfeited bail for any offense in a criminal court. I have never had a business license denied, suspended, or revoked.*

*I hereby agree and indemnify, hold harmless, and defend the Town of Front Royal and its employees, officials, and agents from any and all liability or claims of liability arising from any operations, activities, or status of applicant performed or existing pursuant to the activities authorized under this application.*

\_\_\_\_\_  
*Signature of Applicant*

\_\_\_\_\_  
*Date*

\_\_\_\_\_  
*Approved by the Planning Director (Itinerant Merchant)*

\_\_\_\_\_  
*Date*

\_\_\_\_\_  
*Approved by the Town Manager*

\_\_\_\_\_  
*Date*



**TOWN OF FRONT ROYAL**  
**SOLICITOR, PEDDLER, & ITINERANT MERCHANT**  
**REGISTRATION**  
Town Code Chapters 98 & 138

To promote the safety of our residents, it shall be unlawful for any person to engage in the business of peddling, itinerant merchandising, soliciting or canvassing as defined in this Chapter without a permit. Permit holders must also obtain any necessary business licenses prior to operating. For the purposes of this permit application, the Town Code establishes the following definitions:

*Solicitor (Commercial Solicitor):* Any person, whether a principal, agent, or salesman, who engages in transient business by going from residence to residence for the purpose of taking orders or offering to take orders for the sale of goods, wares, or merchandise or taking orders for services to be performed in the future. A commercial solicitor shall not carry goods, ware, or merchandise except for display purposes only, and shall not sell items directly.

*Itinerant Merchant:* One who offers merchandise, goods, food or services for sale or barter from a stationary but temporary site within the Town.

*Peddler:* One who moves from place to place within the Town and offers merchandise, goods, food or services for sale or barter at no definite place of business.

In addition to the information requested on this application, the following will be required prior to permit approval:

1. Itinerant Merchants shall provide a plan/plat/sketch of the location for operation that demonstrates compliance with Town Code parking requirements and written permission from property owner.
2. The finger and thumb prints of the applicant shall be taken for peddlers and commercial solicitors.
3. The application shall provide two (2) recent front facing passport size photographs which accurately depict the applicant's appearance at the time of application.
4. Payment of an application fee of \$20.00 (Waived for Exemption Application)

Any individual who is determined to not meet the requirements established by the Town Code for issuance of a permit as determined by the Town Manager may appeal the decision to the Town Council through the Clerk of Council within ten (10) days of permit issuance denial.

Any person violating any provision of Chapter 138 by operating without a permit shall be guilty of a Class 1 misdemeanor. Every day of a continuing violation shall be deemed a separate offense for the purposes of these penalties.

**Special Provisions**

- Door-to-door sales shall only take place between the hours of 9:00 a.m. and 8:00 p.m.
- Peddlers or vendors are required to conspicuously display their permits at their vehicles or temporary stands or if they have none, to exhibit their permits or exemption letter upon request.
- Each peddler or vendor shall provide receptacles for the disposal of waste materials or other litter created in the immediate area of any stationary location from which sales, offers of sales or deliveries are taking place.
- No permittee shall enter upon private property posted "No Soliciting" or similar signage.
- No permittee shall enter uninvited into a private building, structure, or room.
- Peddlers and Itinerant Merchants shall be restricted to Commercial Zoning and Mixed Use Campus Districts.