



OFFICE OF THE CITY LICENSE INSPECTOR

320 EAST MCCARTY ST.
JEFFERSON CITY, MO 65101
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DOOR TO DOOR LICENSE APPLICATION

YOU MAY NOT CONDUCT BUSINESS UNTIL BUSINESS LICENSE IS APPROVED AND ISSUED.
LICENSE MUST BE TURNED IN AT LEAST 3 BUSINESS DAYS PRIOR TO CONDUCT OF BUSINESS

REQUIREMENTS:

1. Completed license application and license fee payment (\$10 per employee).
2. **License must be carried on applicant/person at all times while engaged in soliciting or canvassing.**
Each employee must wear a badge, supplied by the Finance Department, at all times.
3. List of all employees and basic information on each employee if applicable.
4. Criminal Record Fingerprint Search on every employee. These may be obtained from the Missouri State Highway Patrol, 1510 East Elm Street for a fee of \$20.00 (check or money order only).
5. Attach proof of employment if applicable.
6. Hours of operation may ONLY be from 8 am to 8 pm.
7. If food items are a part of your wares, you must contact the Environmental Health Division at (573) 634-6410 to obtain a Temporary Food Permit.

Applicant Name: _____
Business Name: _____
Business Mailing Address: _____
Business Physical Location: _____
Hours of Operation: _____
Phone #: _____ Fax #: _____
Email: _____ Sales Tax Number: _____
Type of Goods to be Sold and Value of: _____
Name and Address of Manufacturer of Goods: _____
Method of Delivery of Goods (if delivered at a later date, you will need to file a surety bond with the City in the amount of \$10,000): _____
Vehicle Year/Make/Model/Color: _____
Vehicle License Plate Number: _____

CONTINUED ON REVERSE SIDE →

EMPLOYEE LISTING (USE REVERSE SIDE OF SHEET IF NEEDED):

EMPLOYEE NAME:	_____	
MALE OR FEMALE:	_____	DATE OF BIRTH: _____
HEIGHT:	_____	WEIGHT: _____ DRIVER'S LICENSE # _____
EMPLOYEE NAME:	_____	
MALE OR FEMALE:	_____	DATE OF BIRTH: _____
HEIGHT:	_____	WEIGHT: _____ DRIVER'S LICENSE # _____
EMPLOYEE NAME:	_____	
MALE OR FEMALE:	_____	DATE OF BIRTH: _____
HEIGHT:	_____	WEIGHT: _____ DRIVER'S LICENSE # _____
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HEIGHT:	_____	WEIGHT: _____ DRIVER'S LICENSE # _____
EMPLOYEE NAME:	_____	
MALE OR FEMALE:	_____	DATE OF BIRTH: _____
HEIGHT:	_____	WEIGHT: _____ DRIVER'S LICENSE # _____
EMPLOYEE NAME:	_____	
MALE OR FEMALE:	_____	DATE OF BIRTH: _____
HEIGHT:	_____	WEIGHT: _____ DRIVER'S LICENSE # _____

APPLICANT SIGNATURE: _____ DATE: _____

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APPROVAL SIGNATURES

Director of Finance: _____ Date: _____

Individuals should contact the ADA Coordinator at (573) 634-6570 to request accommodations or alternative formats as required under the Americans with Disabilities Act. Please allow three business days to process the request.

ARTICLE II. DOOR TO DOOR SALES.

Sec. 24-50. License required for selling door to door.

Any person soliciting sales or orders of any good or service by going onto the property of another without first being invited onto said property by an occupant of said property on behalf of a for-profit business interest shall first obtain a "Door to Door Sales License".

Sec. 24-51. Application.

- A. Each applicant for a Door to Door License shall file a written application for such license on a form to be prescribed by the Director of Finance or his designee.
- B. The application may require:
 - 1. The name and description of the applicant.
 - 2. Permanent home address and full location address of the applicant.
 - 3. A brief description of the nature of the business and the goods to be sold and, in the case of products of farm or orchard, whether produced or grown by the applicant.
 - 4. If employed, the name and address of the employer, together with credentials establishing the exact relationship.
 - 5. The length of time for which the right to do business is desired.
 - 6. In the case of the applicant intends to use a vehicle, a description of same, together with license number or other means of identification.
 - 7. In the case that orders are being taken for delivery at a later time, the name of 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 such application is filed and the proposed method of delivery.
 - 8. A certified copy of a Missouri State Highway Patrol criminal records report for all employees who will be selling door to door.
 - 9. Whether or not the applicant will be taking orders for delivery of goods a later time.
 - 10. Such other reasonable information as the Director of Finance or his designee may deem proper to fulfill the purposes of this article in the protection of the public good

Sec. 24-52. Investigation; issuance or denial; contents.

- A. Upon receipt of an application under this article, the original shall be referred to the chief of police, who, with the finance department, shall cause an investigation of the applicant. If it is found that the applicant has been convicted within the past five (5) years of a crime or ordinance which relates to his fitness to carry on the proposed business or activity or has served any portion of a sentence or probationary period imposed for such crime or ordinance violation by a Court of the United States within the past five (5) years, the chief of police shall endorse on such application his disapproval, and his reasons for the same, and return the application to the finance department, which shall notify the applicant that his application is disapproved and that no license will be issued. (Ord. No. 15134, §1, 7-1-2013)
- B. If, as a result of such investigation, the applicant is found not to be ineligible for the license, the chief of

police shall endorse on the application his approval, execute a permit addressed to the applicant for the carrying on of the business applied for and return such permit, along with the application, to the finance department, which upon payment of the prescribed license fee, issues the license. Such license shall contain the signature and seal of the issuing officer and shall show the name, address and photograph of such licensee, the class of license issued and the kind of goods to be sold thereunder, the amount of fee paid, the date of issuance and the length of time the same shall be operative, as well as the license number and other identifying description of any vehicle used in such peddling, soliciting or canvassing.

Sec. 24-53. Door to Door License Fee. .

The City Administrator shall set a fee for this license which shall be set forth in Appendix Y.

Sec. 24-54. Bond.

Every applicant for a license under this article who is taking order for delivery of a good a later time shall file with the finance department a surety bond, running to the city in the amount of ten thousand dollars (\$10,000.00), with surety approved by the Director of Finance or his designee guaranteeing to any citizen of the city that all money paid as a down payment will be accounted for and applied according to the representations of the licensee, and further guaranteeing to any citizen of the city doing business with the applicant will be delivered the citizen's purchase according to the representations of the applicant. Action on such bond may be brought in the name of the city to the use or benefit of the aggrieved person.

Sec. 17-55. License year and due date.

The license year and due date for a Door to Door License merchants shall be the same as a business license.

Sec. 24-56. Transfer.

No license issued pursuant to this article shall in any case be transferred or assigned.

Sec. 24-57. Exhibition.

All licensees shall exhibit their license in an open and prominent manner upon their approach to any citizen or resident and at the request of any citizen or resident.

Sec. 24-58. Revocation and Appeal.

- A. Licenses issued under this section may be revoked in the same manner as provided in Chapter 17.
- B. In addition to the reasons for revocation identified in Chapter 17, a license issued pursuant to this article may be revoked for the following reasons:
 - 1. Any fraud, misrepresentation or false statement contained in the application for license.
 - 2. Any fraud, misrepresentation or false statement made in connection with the selling of goods, wares or merchandise.
 - 3. Any violation of this article.
 - 4. Conviction of the licensee of any felony or of a misdemeanor involving moral turpitude.

5. Staying on premises after being asked to leave by an occupant.
 6. Conducting the business licensed under this article in an unlawful manner or in such a
 7. Manner as to constitute a breach of the peace or to constitute a menace to the health, safety or general welfare of the public.
- C. Appeals of a revocation of any licenses issued under this section shall be appealed in the same manner as provided in Chapter 17.

Sec. 24-59. Loud noises prohibited.

No licensee under this article, nor anyone in his behalf, shall shout, make any outcry, blow a horn, ring a bell or use any other sound device, including any loud speaking radio or amplifying system, upon any of the streets, alleys, parks or other public places of the city or upon any private premises in the city where sound of sufficient volume is emitted or produced therefrom capable of being plainly heard upon the streets, alleys or parks or other public places, for the purpose of attracting attention to any goods, wares or merchandise which such licensee proposes to sell.

Sec. 24-60. Use of streets.

No licensee under this article shall have any exclusive right to any location in the public streets, nor shall he be permitted a stationary location, nor shall he be permitted to operate in any congested where his operations might impede or inconvenience the public. For the purposes of this section, the judgment of a police officer, exercised in good faith, shall be deemed conclusive as to whether the area is congested or the public impeded or inconvenienced.

Sec. 24-61. Hours of Operation.

No licensee under this article shall go door to door before 8:00 a.m. or after 8:00 p.m.

Sec. 24-62. Identification

Every licensee under this article shall have his or her name and the name of the company or business for which they are working identified on their person in an easily identifiable manner.