

## APPLICATION FOR PEDDLING OR SOLICITATION PERMIT

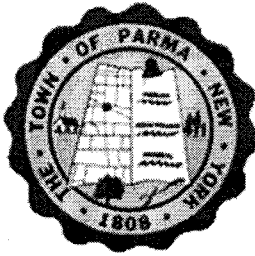
1. Name of Applicant: \_\_\_\_\_
2. Applicant's Permanent Home Address: \_\_\_\_\_  
\_\_\_\_\_
3. Applicant's Local Address: \_\_\_\_\_  
\_\_\_\_\_
4. Name and Address of the person or entity represented: \_\_\_\_\_  
\_\_\_\_\_
5. Length of time for which the license is required. \_\_\_\_\_
6. A description of the goods or services to be offered for sale.  
\_\_\_\_\_  
\_\_\_\_\_
7. The location or locations within the Town of Parma where the applicant's activity will take place.  
\_\_\_\_\_  
\_\_\_\_\_
8. All felonies or misdemeanors with which the applicant has been charged, and the disposition of each charge. A background check from the policing entity of the municipality where the applicant (or the individual representing the applicant) resides will also be required.  
\_\_\_\_\_  
\_\_\_\_\_
9. Provide certificate of insurance listing the Town of Parma as Certificate Holder.
10. Provide a copy of Monroe County Health Department Permit if preparing food.
11. Provide a copy of the current vehicle registration(s) for any vehicle that will be used
12. Valid Driver's License. (Provide a copy of license)

**Driver and Vehicle Identification:** Please provide for all vehicles you will be using

License Plate: \_\_\_\_\_ Year: \_\_\_\_\_

Make: \_\_\_\_\_ Model: \_\_\_\_\_ Color: \_\_\_\_\_

DL# \_\_\_\_\_ State Issued \_\_\_\_\_



THE APPLICANT MUST ATTACH A LETTER OF AUTHORIZATION ON COMPANY LETTERHEAD FROM ANY PERSON OR ENTITY WHICH THE APPLICANT PURPORTS TO REPRESENT.

Entities who want to have more than one representative must submit an application for each individual. All the information requested above must be provided for each representative.

We (I) hereby make application to the town of Parma for a Vendor/Solicitor Permit in accordance with the above referenced information which we (I) certify to be true and correct. We (I) realize that provision of incorrect information or violation of the requirements of Chapter 101 of the Code of the Town of Parma could result in revocation of the permit and loss of all fees paid.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

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**FOR OFFICE USE ONLY**

Date Application Rec'd: \_\_\_\_\_

Date Approved: \_\_\_\_\_

Fee Paid: \$ \_\_\_\_\_

\_\_\_\_\_ Cash

\_\_\_\_\_ Check # \_\_\_\_\_

\_\_\_\_\_ Credit/Debit

Approved By: \_\_\_\_\_

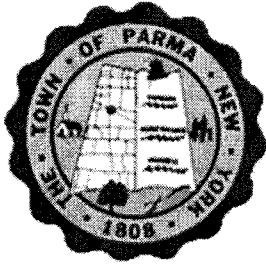
Town of Parma, NY  
Friday, May 27, 2022

## Chapter 101. Peddling and Soliciting

### § 101-4. Application for license.

[Amended 5-18-1993; 9-7-2010 by L.L. No. 1-2010; 5-16-2017 by L.L. No. 2-2017]

- A. Every applicant for a license is required to submit to the Town Clerk a written application supplying, under oath, the following information:
- (1) The name of the applicant.
  - (2) The applicant's permanent home address.
  - (3) The applicant's local address.
  - (4) The name and address of the person or entity represented.
  - (5) The length of time for which the license is required.
  - (6) A description of the goods or services to be offered for sale.
  - (7) The location or locations within the Town of Parma where the applicant's activity will take place.
  - (8) All felonies or misdemeanors with which the applicant has been charged, and the disposition of each such charge. A background check from the policing entity of the municipality where the applicant (or the individual representing the applicant) resides will also be required.
  - (9) A certificate of insurance listing the Town of Parma as certificate holder.
  - (10) A copy of a Monroe County Department of Health permit if preparing and/or vending food.
  - (11) Vehicle information, including year, make, model, color and license plate number; a copy of the current vehicle registration.
  - (12) Valid driver's license.
- B. The applicant must attach a letter of authorization from any person or entity who or which the applicant purports to represent.
- C. Entities who want to have more than one representative must submit an application for each individual. All the information requested above must be provided for each representative.



## TOWN OF PARMA VENDOR/PEDDLERS PERMIT FEES

A.	General Permit (Annual) Door to Door – Entire Town	\$600.00 + \$25 per person
B.	Limited Permit (30 Day maximum-date specified) Door to Door – Entire Town	\$100.00 + \$25 per person
C.	Stationary Location (Annual) Single Location must be specified	\$600.00
D.	Stationary Location – Daily Fee Date and location must be specified	\$25.00

**Note:**

- All Vending/Peddling permit applications should be directed to the Town Clerk's Office for processing.
- Vendor/Peddling permits must be displayed.
- All licenses expire on December 31<sup>st</sup> of the year issued, regardless of when they were issued.
- Some restrictions may apply. Requests to vend at Parma Town Park or other Town properties on various dates may be denied or considered "blackout dates" based on any planned Town sponsored events.
- Licenses may be revoked by the Town Clerk after notice and hearing for violators of code.
- If selling at a stationary location, annually, on property owned by the Town, the applicant must communicate vending dates with the Town Clerk.

### PROCEDURES FOR APPLYING FOR PERMIT

1. Applicant (individual(s) going door to door or manning a stationary location) completes application form, submits two weeks prior to when they want to start vending and provides all the information requested. If multiple individuals for a company, an application for each individual is required.
2. A letter of authorization on company letterhead from any person or entity which the applicant represents must be attached.
3. Appropriate fee paid – (Check made payable to Town of Parma).
4. Town reviews and issues permit.
5. When applicable, rental of a Town owned site (i.e. VFW) that application must be completed and all fees collected.
6. For Stationary Locations - Fire Marshall will be notified and may inspect the location when there is "set up" at a stationary location (i.e. VFW, Town building, Plantation) before the certificate can be issued. All paperwork and payment must be received timely for the Fire Marshall to issue permit.