



City of White Bear Lake
4701 Highway 61
White Bear Lake, MN 55110

Licensing Agent
businesslicenses@whitebearlake.org
(651) 429-8539

Solicitor, Peddler and Transient Merchant Permit Application

It is unlawful for any peddler, solicitor or transient merchant to engage in any such activity within the City of White Bear Lake without first registering with the City in compliance with the provisions of Municipal Code 1118.

Instructions: The application must be submitted and approval granted before business can be conducted (approximately 7 to 10 business days). Attach the applicable application fee as provided in Fee Schedule; checks made payable to the City of White Bear Lake. Return complete form with copies of solicitor’s valid identification and other supporting documentation to the business license agent.

Permit Ineligibility: The following shall be grounds for permit denial or permit revocation:

- 1) Failure of the applicant to truthfully provide any of the information requested in this application;
- 2) Peddler, solicitor or transient merchant license revocation or denial or conviction of an applicant within the past five years from date of application for any violation of federal or state statute or regulation, or any local ordinance which adversely reflects on the person’s ability to conduct the business in an honest and legal manner for which the permit is being sought. This shall include but not be limited to burglary, theft, larceny, swindling, fraud, unlawful business practices and any form of actual or threatened physical harm against another person;
- 3) Applicant/business is found to have a bad business reputation as evidenced through the existence of more than three complaints against the applicant/business with the Better Business Bureau, the Attorney General’s office or other similar business or consumer rights office or agency, within the preceding 12 months.

1. Business Name _____

2. Business Address _____
(Street) (City) (State) (Zip)

3. Supervisor’s Name _____

4. Business Phone _____ 5. E-mail _____

6. MN Tax ID Number _____ 7. Federal Tax ID Number _____

8. Describe the nature of solicitation, peddler, transient merchant activity (goods sold) _____

**In accordance with Minnesota Statute 329.14, no permit shall be required for persons selling products of the farm or garden. Non-profit canvassers are also exempt from permitting requirements per the City’s Municipal Code 1118 (attach 501(c)3).*

9. Requested Permit Date(s) _____ 10. Hours From _____ To _____
Door knocking activities are not permitted between the hours of 7:00 p.m. – 8:00 a.m.

11. In cases of transient merchant sales setting up at specific site(s), applicant(s) must also be attached:
- Proof of permission to operate on the proposed site;
 - Sketch layout of the proposed set-up with a list of equipment and supplies (include signs / tents)
 - [Temporary sign permit needed?](#) [Tents at the site?](#): # _____ Size _____

State Statute Requirements

Tax Clearance

Minnesota Statute Chapter 270C, Section 72 requires the licensing authority to provide to the Minnesota Commissioner of Revenue the Minnesota business tax identification number and social security number of each license applicant. Social security numbers shall be provided on the last page of this application for each license applicant. Under the Minnesota Government Data Practices Act and the Federal Privacy Act of 1974, the City is required to advise you of the following regarding the use of this information.

1. This information may be used to deny the issuance or renewal of your license in the event you owe Minnesota sales, employer's withholding or motor vehicle excise taxes;
 2. Upon receiving this information, the licensing authority will supply it only to the Minnesota Department of Revenue. However, under the Federal Exchange of Information Agreement, the Department of Revenue may supply this information to the Internal Revenue Service;
 3. Failure to supply this information may jeopardize or delay processing of your license or renewal.
- Attach a copy of the firm or individual's MN Business Tax Identification number or copy of 501(C)3 slip for non-profits.

Workers' Compensation

Minnesota Statute 176.182 requires local licensing agencies to withhold the issuance or renewal of a license or permit to operate a business in Minnesota until the applicant presents acceptable evidence of compliance with workers' compensation insurance coverage as required pursuant Section 176.181, Subd. 2., and this information will be furnished upon request to the Department of Labor and Industry to ensure compliance with this Statute.

This information is required by law and if not provided, or falsely reported, may result in a \$1,000 penalty assessed against the applicant by the Commissioner of the Department of Labor and Industry.

Must check at least one of these and provide appropriate back-up:

- I carry Workers' Compensation Insurance (attach your certificate of insurance)
- I am Self-Insured (attach your permit to self-insure)
- I am not required to have workers' compensation liability coverage because:
- I have no employees
 - I have employees but they are not covered by Workers' Compensation Law (refer to MN Statute §176.041 for a list of excluded employees). Explain why employees are not covered:

Background Check Authorization

Unless otherwise indicated, the data in this application will be used to approve your license or permit. Upon approval of the license or permit, the information contained in this application shall be deemed public unless classified as private by State Statute. Private data is available to you and the City or State who need this information to perform their duties, but is not available to the public. You are not legally required to provide this data, but the City may not be able to approve your license or permit if you do not provide it.

I have received a copy of White Bear Lake Municipal Code 1118: Solicitors, Canvassers, Hawkers and Peddlers and will familiarize myself with the provisions contained within it. You may sign up for "Notify Me" on the City's website at www.whitebearlake.org to receive email notifications anytime the City posts a Public Notice. Public Notices may contain information relating to Ordinance revisions or updates, which could potentially modify business license fees and requirements.

I declare that the information I have provided on this application is truthful and I understand that falsification of answers will result in denial of the application. I authorize the City of White Bear Lake to investigate and make whatever inquiries necessary to verify accuracy of the information provided.

By signing below, each applicant agrees to this background check authorization. If applicant has no driver's license, attach copy of government issued identification. Attach additional "Background Check Authorization" sheets as needed to include all solicitors, peddlers or transient merchants.

Applicant's Signature: _____ Social Security # _____

Driver's License # _____ State _____ (attach copy of driver's license)

Year, Make, Model, Color, License Plate, State (Complete vehicle information only if used in connection with this permit)

Applicant's Signature: _____ Social Security # _____

Driver's License # _____ State _____ (attach copy of driver's license)

Year, Make, Model, Color, License Plate, State (Complete vehicle information only if used in connection with this permit)

Applicant's Signature: _____ Social Security # _____

Driver's License # _____ State _____ (attach copy of driver's license)

Year, Make, Model, Color, License Plate, State (Complete vehicle information only if used in connection with this permit)

Internal Use Only

Background completed by: _____ Effective dates of permit: _____

Complaints past 12 months: _____ (more than three complaints in past year disqualifies applicant)