



**VENDOR'S, PEDDLER'S, AND  
SOLICITOR'S PERMIT**

Town of Little Elm  
100 W Eldorado Pkwy  
Little Elm, TX. 75068  
214-975-0456  
[permits@littleelm.org](mailto:permits@littleelm.org)

Print the Solicitor Permit Application Packet

Complete all applicable documents for your Solicitor's Permit

Email to [permits@littleelm.org](mailto:permits@littleelm.org) with the required items below:

Completed Solicitor Permit Application Packet

Drivers License or State ID.

Company Approval Letter for soliciting on their behalf

Social Distance Plan

Liability Insurance on vehicles used

Texas tax permit, or state that tax is collected

Building Safety & Permits will contact you once your application has been received with all required documentation, a non-refundable payment is required at this time, your application will then be submitted to the LE police department for the background check.

Once the background check is complete, Building Safety & Permits will contact you to schedule your appointment to pick up your ID Badge(s).



**VENDOR'S, PEDDLER'S, AND SOLICITOR'S PERMIT**  
 Town of Little Elm  
 100 W Eldorado Pkwy  
 Little Elm, TX. 75068  
 214-975-0456  
 permits@littleelm.org

\_\_\_\_\_

Application Date Permit #

Name of Applicant: \_\_\_\_\_

Applicant's Address: \_\_\_\_\_ City, St, Zip \_\_\_\_\_

Applicant's Phone #: \_\_\_\_\_ Driver's License #: \_\_\_\_\_ State issued. \_\_\_\_\_

Company Name: \_\_\_\_\_

Company Address: \_\_\_\_\_ City, St, Zip \_\_\_\_\_

Company Phone: \_\_\_\_\_

**PROVIDE THE FOLLOWING INFORMATION IN FULL:**

Full description of goods/merchandise to be sold / posted door-to-door. List the kind, type and character of goods or services proposed to offer for sale, including the name brand, manufacturer and distributor of food, goods, and commodities and the name, publisher and distributor of all books, magazines or periodicals to be offered for sale:

\_\_\_\_\_

**(attach on separate sheet, if applicable)**

List cities in which you have obtained a permit within the previous 5 years: \_\_\_\_\_

\_\_\_\_\_

**(attach on separate sheet, if applicable)**

Complete the attached form listing all agents or employees for whom identification cards are to be issued. **These cards are non-transferrable.**

Attach written proof that the undersigned is authorized to represent the applicant.

Has any individual listed in this application ever been arrested or convicted for anything other than a minor traffic violation? YES \_\_\_\_\_ NO \_\_\_\_\_

If yes, please list name(s) and conviction or violation:

\_\_\_\_\_

\_\_\_\_\_

**...(continue list on a separate sheet if necessary)**

List all agents or employees for whom identification cards are to be issued.

*Identification cards are non-transferable.*

Name: \_\_\_\_\_

Residence Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Phone #: \_\_\_\_\_

Date of Birth: \_\_\_\_\_ Race: \_\_\_\_\_ Sex: M \_\_\_ F \_\_\_

Driver's License #: \_\_\_\_\_ State Issued: \_\_\_\_\_ Exp. Date: \_\_\_\_\_

.....  
Name: \_\_\_\_\_

Residence Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Phone #: \_\_\_\_\_

Date of Birth: \_\_\_\_\_ Race: \_\_\_\_\_ Sex: M \_\_\_ F \_\_\_

Driver's License #: \_\_\_\_\_ State Issued: \_\_\_\_\_ Exp. Date: \_\_\_\_\_

.....  
Name: \_\_\_\_\_

Residence Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Phone #: \_\_\_\_\_

Date of Birth: \_\_\_\_\_ Race: \_\_\_\_\_ Sex: M \_\_\_ F \_\_\_

Driver's License #: \_\_\_\_\_ State Issued: \_\_\_\_\_ Exp. Date: \_\_\_\_\_

.....  
Name: \_\_\_\_\_

Residence Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Phone #: \_\_\_\_\_

Date of Birth: \_\_\_\_\_ Race: \_\_\_\_\_ Sex: M \_\_\_ F \_\_\_

Driver's License #: \_\_\_\_\_ State Issued: \_\_\_\_\_ Exp. Date: \_\_\_\_\_

.....  
Notes/Comments: \_\_\_\_\_

\_\_\_\_\_

**VENDOR'S, PEDDLER'S AND  
SOLICITOR'S PERMIT**  
 Town of Little Elm  
 100 W Eldorado Pkwy  
 Little Elm, TX. 75068  
 214-975-0456  
 permits@littleelm.org

RESTRICTIONS:

Ord.949, Sec. 26-281...*Residential*; No person shall peddle, solicit, hawk, sell or take orders for or offer to take orders for any item or service at a private residence in the Town of Little Elm after sunset on any day until 9:00a.m., Monday through Saturday, unless the transaction is the result of a request made to such person by the occupant of such private residence. For purposes of this Section "sunset" means the time of day identified by the National Weather Service as the time for sunset for that day for the Town. There shall be no solicitations on Sunday, New Year's Day, Fourth of July, Memorial Day (observed), Labor Day (observed), Thanksgiving, or Christmas Day.

PERMIT APPLICATION:

- (1) Whether the person represents a partnership, corporation or association, and:
  - a. If a partnership, the names of all partners and the principal business address and telephone number of each partner...**(attach on separate sheet, if applicable)**
  - b. If a corporation, the person applying shall state whether it is organized under the laws of Texas or is a foreign corporation, and must show the mailing address, business location, telephone number, name of the individual in charge of the Texas office of such corporation, and the names and addresses of all officers and directors or trustees of said corporation, and, if a foreign corporation, the place of incorporation; ...**(attach on separate sheet, if applicable)**
  - c. If an association, the application shall show the association's principal business address and telephone number. If the association is part of a multistate organization or association, the mailing address and business locations of its local office.
  
- (2) The specific location in which the applicant intends to solicit under the permit:
 

---

...**(continue list on a separate sheet if necessary)**
  
- (3) How often the applicant will solicit during the year; \_\_\_\_\_
  
- (4) The time period within which the solicitation is to be made, giving the date of the beginning of solicitation and its projected conclusion.
 

---

...**(continue list on a separate sheet if necessary)**

- (5) A description of the methods and means by which the solicitation of funds is to be accomplished.

---

---

**(continue list on a separate sheet if necessary)**

- (6) If a motor vehicle is to be used during the time when the applicant will be soliciting, a description of the vehicle, together with the motor vehicle registration number, license number, and, and a copy of the vehicle's current proof of liability insurance;

Description of vehicle: \_\_\_\_\_

Vehicle Registration Number: \_\_\_\_\_ License Plate Number: \_\_\_\_\_

Proof of up to date liability insurance provided? \_\_\_\_\_ yes \_\_\_\_\_ no

- (7) A copy of the applicant's current State of Texas Sales Tax Permit together with written documentation from the State Comptroller that all sales taxes that may be due and owing by the applicant have been fully paid.
- (8) Two (2) recent photographic likeness of the applicant's face, and any solicitor soliciting under said permit, which photographs shall not exceed one (1) inch square in size.
- (9) A certificate or letter from the president, vice-president, general manager, sales manager, assistant sales manager or district or area manager of the company for which the applicant works, sells or solicits stating that the applicant is an employee and/or agent of such company.
- (10) A copy of a valid health permit for any applicant engaged in the sale or distribution of food or beverages shall be included. A solicitor shall be subject to inspections by the health department at the time of application and at periodic intervals thereafter.
- (11) A sworn statement from the property owner, if applicable, consenting to the applicant's use of his/her property for the solicitation activities indicated in the permit application.
- (12) If any portion of a parking lot will be used by a solicitor, a site plan must be submitted that indicates no required parking will be used or impacted.
- (13) If property that has a permanent business on site is to be used, a site plan must be submitted that shows that walkways, ingress and egress to the onsite business will not be impacted.
- (14) Submit a social distancing plan. Please follow CDC guidelines for social distancing and sanitation. For more information please go to <https://www.cdc.gov/coronavirus/2019-ncov/community/large-events/considerations-for-events-gatherings.html>

PLEASE NOTE:

Solicitation shall be deemed completed when made, regardless of whether the person making the solicitation receives any contribution or makes any sale.

It shall be unlawful for an itinerant vendor to sell or attempt to sell or to establish a location for business within the Town of Little Elm without first obtaining a permit. For sales on private property, the itinerant vendor must provide a letter from the property owner sufficient to demonstrate permission for the itinerant vendor to conduct business on the property.

It shall be unlawful for any person to solicit on Town Property unless the person has obtained a permit in connection with an authorized Town Event, as set forth in Section 26-283(d) of Ordinance 949.

Applicant's Name: \_\_\_\_\_ Permit # \_\_\_\_\_

By signing this permit application, I hereby agree (1) to comply with all regulations within the Town of Little Elm's Ordinance No. 949 (Peddler's and Solicitor's), (2) agree and understand that everyone in my party or working on our behalf shall have a valid state issued ID, (3) agree to have everyone in my party or working on our behalf display the official Solicitor's Permit badge, issued by TOLE, and (4) agree and understand that any flyers or information distributed will be securely attached in a manner as to not create litter, (5) agree that all flyers or information distributed will display a contact name, valid business address and valid business phone number (a copy of the flyer or information MUST be attached hereto), and (6) agree and understand that our party or anyone working on our behalf is prohibited from soliciting in residential districts after sunset.....until 9:00am. I furthermore agree and understand that if anyone in my party or working on our behalf violates any of the above statements or other regulations within Town Ordinance No. 600, such violation constitutes a material breach of this permit and is grounds for IMMEDIATE revocation of this permit and grounds for suspension from receiving any future permits. A copy of Ordinance No. 949 is available from the Police Department, the Town Secretary's office in Little Elm Town Hall Center or in our municipal code at :

[https://library.municode.com/tx/little\\_elm/codes/code\\_of\\_ordinances?nodeId=PTIICOR\\_CH26BUBURE\\_ARTVIVEPESO\\_S26-273PERE](https://library.municode.com/tx/little_elm/codes/code_of_ordinances?nodeId=PTIICOR_CH26BUBURE_ARTVIVEPESO_S26-273PERE)  
APPLICATION FEE:

Sec. 26-275...The peddler / solicitor application shall be accompanied by a \$100.00 fee for the original applicant, plus a \$50.00 fee for EACH additional peddler / solicitor who works for or provides services for the original applicant, for the investigation and administration of the provisions of the Article. All fees shall be paid to the Town of Little Elm prior to acceptance of a permit application. I affirm that I have read the application and that all information contained herein is true and correct. I understand that failure to provide all information requested or providing false information is ground for denial or revocation of a permit and attest that such permit will not be used as or represented.

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

\_\_\_\_\_  
Position

Permit is valid from: 9:00 AM \_\_\_\_\_ and expires at sunset on \_\_\_\_\_

Permit Approved / Denied by: \_\_\_\_\_