



VILLAGE OF PINGREE GROVE LICENSE APPLICATION INFORMATION: PEDDLERS, SOLICITORS, ITINERANT MERCHANTS, ICE CREAM VENDORS, AND HANDBILLS

It is the responsibility of the applicant(s) to refer to Village Code - Title 4: Business and License Regulations, Chapter 5 – Peddlers, Solicitors, Itinerant Merchants, Ice Cream Vendors, and Handbills. It is unlawful to engage in any commercial activity or the activity of an itinerant merchant, peddler, or solicitor without first obtaining a license from the Village Clerk.

Applications for consideration to obtain a Solicitation Vendor License are to be made on a **Peddlers, Solicitors, Itinerant Merchants, Ice Cream Vendors, and Handbills - License Application**. Consideration will only be given to applications completed in their entirety, including signatures, application and license fees, and all required documentation. Applications to the Village Municipal Center during normal business hours, Monday through Friday 8:30 a.m. – 5:00 p.m. (closed for lunch hour from noon to 1:00p.m.).

APPLICATION & LICENSE FEES:

Application Fees: \$90 non-refundable application fee **per applicant/solicitor**. Includes the cost of a background check (\$40).

Peddler License Fee - \$25 per day, per applicant/solicitor; not to exceed 30-days.

Solicitor License Fee - \$25 per day, per applicant/solicitor; not to exceed 30-days.

Itinerant Merchant License Fee: \$25.00 per day, per applicant/solicitor; not to exceed 180-days.

***Food & Beverage Vehicle / Ice Cream Vendor License Fee:** \$50.00 per applicant/solicitor, per one-month period.

- Applicants should allow up to two weeks for the approval process.
- An individual license is required for each person engaged in solicitation activities.
- Each applicant must submit to the completion of a criminal background check, by arranging such with the Village Police Department at (847) 464-4600.
- Applicants must include a copy of a Retailers Occupational Tax Certificate.
- Food & Beverage Vendor Applicants must include a completed Prepared Food Tax Registration form found on the village website:
<https://www.villageofpingreegrove.org/DocumentCenter/View/1072/Prepared-Foods-Tax-Registration-Form-20191028-PDF?bidId=>

- Upon approval, a Village-issued ID card will be provided by the Village Police Department and must be returned upon completion of the solicitation term.
- Village-issued ID must be displayed on your person, along with an approved permit, prior to soliciting.
- Solicitation may only be conducted during the hours of 9:00 am – 7:00 pm, of any day.
- Solicitors shall not enter upon any business or private residence that has any signage posted bearing the legend "No Peddlers," "No Solicitors," or "No Canvassers," or words similar.
- Failure to obtain a permit, or any violations of Village ordinance, may result in fines of \$300/day/incident.
- All other rules and regulations found under Title 4, Chapter 5, must also be adhered to.

***Food & Beverage Vehicle / Ice Cream Vendors:**

In addition, vendors of food and beverage vending vehicles shall be covered by a policy of automotive liability insurance and a policy of comprehensive general liability insurance issued by a solvent and responsible insurance company authorized to do business in Illinois. Each such policy shall carry a minimum limit of coverage of one million dollars (\$1,000,000.00) per occurrence and provide the Village with a certificate of insurance naming the Village of Pingree Grove as an additional primary insured without right of subrogation.

Applicants will be contacted by phone and/or e-mail with their approval status.

Questions can be directed to Laura Ortega, Village Clerk, (847) 464-5533 x1507.

DEFINITIONS:

FOOD OR BEVERAGE: Any product, whether a food or beverage, intended to be consumed by persons for the purpose of providing nourishment or flavor, including but not limited to snacks, ice cream, beverages, frozen confections, cookies, chips, hot dogs, fruit, or any other food or beverage, whatsoever.

FOOD OR BEVERAGE DELIVERY VEHICLE: A vehicle utilized to make pre-arranged deliveries of food or beverage to a single location of private property within the Village, without soliciting or making additional retail sales that are not pre-arranged (e.g., a pizza truck, a "peapod truck" or similar truck, making a delivery of food to a single residential location after said food was ordered via telephone or internet).

FOOD OR BEVERAGE VENDING VEHICLE: A vehicle from which the retail sale of food or beverage for human consumption is conducted (including ice cream vehicles). **ICE CREAM VEHICLE:** A food or beverage vending vehicle used for the retail sale of ice cream, frozen confections, or similar desserts.

ITINERANT MERCHANT: A person engaged in business in the Village offering for sale any commercial item, who intends to continue such business in the Village for not more than one hundred eighty (180) days and

who, for such purpose, leases or occupies all or part of any room, structure, or vacant lot in the Village for the display of such commercial item, or in connection with the offering of such services.

NON-COMMERCIAL ACTIVITY: Activities that are not commercial in nature, such as activities that do not involve sale of any commercial item or the exchange of any item of economic value, but rather which are solely consisting of: a) religious or political free speech without any corresponding financial or commercial activity; or, b) other similar activities not involving commerce or trade or the sale of any commercial item. If there is any element of commercial activity, a given activity shall not qualify as non-commercial activity (e.g., the solicitation of payments in exchange for a commercial item shall be deemed commercial activity).

PEDDLER: A person engaged in business who engages in the sale of any commercial item on any street, sidewalk, park, or public place, or who travels from place to place in the Village, or who engages in the sale and delivery from any vehicle or pushcart going from place to place in the Village any commercial item, and who carries such commercial item with him for delivery at the time of sale. Notwithstanding the foregoing, a company that is engaged in sales of commercial items from a fixed location and which engages in otherwise lawful sales of commercial items upon the sidewalk or right-of-way adjacent to their fixed place of business shall not be deemed to be a peddler.

SOLICITOR: A person engaged in business, going from place to place in the Village or on any street, sidewalk, park, or public place, who takes orders for future delivery of any commercial item, who solicits subscriptions for books, magazines, newspapers or other periodicals, publications, or commercial items for immediate or future delivery, or who offers to furnish services or invites orders for services or any commercial item.

VEHICLE: For purposes of this chapter, the term "vehicle" shall include a) every motor vehicle which is mechanically propelled and designed to transport one or more persons; b) any pushcart, bicycle cart, or other device used to transport food which is propelled by the person(s) operating said device; or, c) any other mobile or portable device utilized in regulated activity. (Ord. 2017-O-05, 3-20-2017).



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SOLICITOR PERSONAL INFORMATION					
NAME: LAST, FIRST, MI					
PERMANENT ADDRESS:			CITY/STATE/ZIP:		
E-MAIL:			CELL PHONE:		
DATE OF BIRTH: mm/dd/yyyy	HEIGHT:	WEIGHT:	HAIR COLOR:	EYE COLOR:	
VALID DRIVER'S LICENSE NUMBER:			STATE ISSUED BY:		
SOLICITOR BUSINESS/EMPLOYER INFORMATION					
NAME OF BUSINESS/EMPLOYER SOLICITING FOR:			BUSINESS TAX I.D.		
BUSINESS ADDRESS:			CITY/STATE/ZIP		
BUSINESS OWNER NAME:			BUSINESS PHONE	BUSINESS E-MAIL	
VEHICLE MAKE & MODEL, YEAR & COLOR:		VEHICLE LICENSE PLATE #:	VEHICLE INSIGNIA:		
BRIEF DESCRIPTION OF THE NATURE OF BUSINESS, THE GOODS TO BE SOLD, OR THE SERVICES BEING OFFERED:					
NON-REFUNDABLE APPLICATION & LICENSE FEES					
<input type="checkbox"/> Application and Background Fee - \$90 per applicant/per solicitor. <input type="checkbox"/> Peddler License Fee - \$25 per day, per applicant; not to exceed 30-days. <input type="checkbox"/> Solicitor License Fee - \$25 per day, per applicant; not to exceed 30-days. <input type="checkbox"/> Itinerant Merchant License Fee: \$25.00 per day, per applicant; not to exceed 180-days. <input type="checkbox"/> Mobile Food & Beverage Vehicle / Ice Cream Vendor License Fee: \$50.00 per each one-month period. [THIS DOES NOT INCLUDE FIXED LOCATION FOOD TRUCKS – PLEASE SEE SEPARATE APPLICATION ON VILLAGE WEBSITE]					
SCHEDULED DATES OF SOLICITATION:				NUMBER OF DAYS:	

APPLICANT ACKNOWLEDGEMENT

By signing below, I affirm that I have not been convicted in the past four (4) years of a felony, any sex offense as defined in Article XI of the State of Illinois Criminal Code, assault, aggravated assault, battery, aggravated battery, eavesdropping, theft, deception, criminal damage to property, criminal trespass to land or vehicles, unauthorized possession of weapons, sale, or possession of any dangerous or narcotic drug, or disorderly conduct.

By signing below, I affirm that the information provided is true and correct, and that an approved status of an issued license under this application is dependent upon compliance with all Village ordinances, and Municipal Code Title 4, Chapter 5, while this license is in effect. Non-refundable application and license fees, and documentation are due at time of application. Incomplete applications will not be considered.

APPLICANT'S PRINTED NAME:**APPLICANT SIGNATURE (wet signature required):****DATE:****VILLAGE USE ONLY****Date Application Received:****License Type Applied:****Backup Documents Verified:****Amount Paid and Method of Payment:****Date Background Check Completed:** **Application Approved** **Application Denied*****Date ID Issued to Applicant****Date ID Returned by Applicant*****If application denied, state reason:**