



Guidelines for Completion of Peddlers – Solicitors – Itinerant Merchants Permit Application  
Compliance with Chapter 113 of the Bowling Green Codified Ordinances

Obtain the Application from the City of Bowling Green  
Office of Municipal Administrator  
Online: [www.bgohio.org](http://www.bgohio.org)

Complete the Application and these appurtenances in full, which includes:  
(Codified Ordinance 113.04, 113.05, 113.07)

- Application Questionnaire
- Application signature
- Applicant Release Form for Investigation
- Completion of Income Tax Questionnaire – *in person* in City Tax Office
- Photographs (Two--Size 3 x 3)
- Fingerprint BCI & I Letter of Authentication (Bureau of Criminal Identification & Investigation)
- License Fee - \$100.00 Check payable to “City of Bowling Green”
- Deposit Fee - \$50.00 Separate check payable to “City of Bowling Green”

Applications are for an individual person. Each person must have their own permit. Applications are not able to be issued to a company who desires to send more than one representative simultaneously. If approved, an individual may not transfer the permit to a different company representative within the calendar year.

Applicants may obtain a fingerprint authentication letter by appointment only from Wood County Sheriff’s Department (419-354-9006). Ohio Driver License and Cash Only Fee required and payable by applicant.

No license shall be approved or denied until ten (10) days after the permit application and appurtenances are filed. The waiting period is not waivable (Codified Ordinance 113.04{b})

Turn the original application and all appurtenant documents into the Office of the Municipal Administrator.

Applications are not able to be submitted by postal mail or any electronic format due to the requirement for personal appearance with the Income Tax Commissioner.

Peddler, Solicitor, or Canvasser as defined in Chapter 113.01 must comply Chapter 113.07, 113.08, 113.09, and 113.10 when conducting business.

Itinerant Merchant applicants have additional restrictions which must be complied with in accordance with Chapter 113.11 when conducting business.

It is recommended applicants also print and review Chapter 113 and become familiar with the requirements of the laws to potentially assist them as they may prepare to conduct business in Bowling Green.

License # \_\_\_\_\_

APPLICATION FOR LICENSE  
FOR PEDDLERS — SOLICITORS — ITINERANT MERCHANTS  
CITY OF BOWLING GREEN, OHIO  
(Reference Chapter 113, Codified ordinance of the City of Bowling Green)

DATE OF APPLICATION: \_\_\_\_\_

NAME OF APPLICANT: \_\_\_\_\_

HOME ADDRESS: \_\_\_\_\_

NAME AND ADDRESS OF PERSON AND/OR COMPANY BY WHOM APPLICANT IS EMPLOYED: \_\_\_\_\_

NATURE AND CHARACTER OF GOODS TO BE SOLD OR SERVICES TO BE FURNISHED BY APPLICANT: \_\_\_\_\_

DOES THE APPLICANT HAVE A FIXED PLACE OF BUSINESS AND HAS HE OR SHE BEEN IN BOWLING GREEN MORE THAN ONE YEAR? YES \_\_\_ NO \_\_\_

IS THE PRODUCT TO BE SOLD ONE THAT WAS RAISED OR MANUFACTURED BY THE APPLICANT OR HIS AGENT? YES \_\_\_ NO \_\_\_

DOES THE APPLICANT WORK DIRECTLY FOR THE MANUFACTURER OR PERSON RAISING THE ARTICLES TO BE SOLD? YES \_\_\_ NO \_\_\_

IS THE PRODUCT BEING SOLD BY SAMPLE ONLY? YES \_\_\_ NO \_\_\_

IS APPLICANT MAKING DELIVERY ONLY OF GOODS, WARES, OR MERCHANDISE SOLD BY AN ESTABLISHMENT HAVING PERMANENT PLACE OF BUSINESS? YES \_\_\_ NO \_\_\_

IS THE APPLICANT SELLING BAKED GOODS, FRUITS, VEGETABLES, OR DAIRY PRODUCTS? YES \_\_\_ NO \_\_\_

IS APPLICANT SOLICITING THE PURCHASE OF GOODS, WARES, MERCHANDISE, OR GIFTS FOR OR ON BEHALF OF ANY RECOGNIZED EDUCATIONAL, CIVIC, RELIGIOUS, OR CHARITABLE ORGANIZATION? YES \_\_\_ NO \_\_\_

HOW LONG HAS APPLICANT BEEN EMPLOYED BY CURRENT EMPLOYER? \_\_\_\_\_

LIST ALL THE PLACES OF RESIDENCE OF APPLICANT DURING THE LAST YEAR: \_\_\_\_\_

LIST ALL EMPLOYMENT OF APPLICANT DURING THE LAST YEAR: \_\_\_\_\_

LIST ALL OTHER CITIES OR TOWNS IN WHICH APPLICANT CONDUCTED BUSINESS DURING LAST YEAR WHICH REQUIRED A LICENSE: \_\_\_\_\_

**DESCRIPTION OF APPLICANT:**

COLOR OF EYES \_\_\_\_\_

COLOR OF HAIR \_\_\_\_\_

WEIGHT: \_\_\_\_\_ POUNDS; AGE \_\_\_\_\_

HEIGHT: \_\_\_\_\_ ' \_\_\_\_\_ "

DATE OF BIRTH: \_\_\_\_\_

PLACE OF BIRTH: \_\_\_\_\_

MAKE OF VEHICLE: \_\_\_\_\_

AUTO LICENSE NUMBER: \_\_\_\_\_ STATE \_\_\_\_\_

**PHOTOGRAPH OF APPLICANT:** Photo furnished by applicant must be approximately 3" x 3" and not more than one year old.

**FINGERPRINTS OF APPLICANT:** May obtain a fingerprint authentication letter by appointment only from Wood County Sheriff's Department (419-354-9006). Ohio Driver License and Cash Only Fee required by applicant.

**INCOME TAX REQUIREMENT:** Applicant must register in person in the office of the City Income Tax Commissioner , 304 North Church Street, Bowling Green, Ohio, and furnish all requested information. Upon which time, the applicant may obtain the confirmation by signature in this section.

I hereby confirm that \_\_\_\_\_ has registered in person and has furnished all necessary information.  
(Name of Applicant)

\_\_\_\_\_  
City Income Tax Commissioner Signature Date

**LICENSE FEE - \$100.00 Payable to "City of Bowling Green" upon date of application; Non-refundable**  
**Receipt # \_\_\_\_\_ Date Issued \_\_\_\_\_**

**DEPOSIT - \$50.00 Separate Check Payable to "City of Bowling Green"** The purpose of this check fulfills Section 113.12 and is refundable at the end of the license period accordingly.

**LAW ENFORCEMENT CHECK** (Signature is required on the Applicant Release Form for completion of a background check)  
Have you been convicted of a felony within the last seven (7) years? YES \_\_\_\_\_ NO \_\_\_\_\_  
If yes, please explain \_\_\_\_\_

The applicant must submit the application and all required appurtenances to the office of Municipal Administrator a minimum of ten (10) days in advance of the anticipated date the applicant proposes to conduct business in the corporate limits of Bowling Green, Ohio. The ten day waiting period shall not be waived per Section 113.04 (B).

**STATEMENT OF APPLICANT**

I hereby certify the foregoing statements are true and correct to the best of my knowledge and belief and that any falsification of facts shall automatically void this application.

\_\_\_\_\_  
Applicant Signature DATE

**AUTHORIZATION OF MUNICIPAL ADMINISTRATOR**

Upon review of this application and confirmation of the foregoing statements, I hereby \_\_\_\_\_ approve or \_\_\_\_\_ deny the applicant as a PEDDLER - SOLICITOR - ITINERANT MERCHANT to conduct business in the City of Bowling Green in accordance with all the requirements of Chapter 113 and/or other requirements of the Bowling Green Codified Ordinances. I hereby authorize the issuance of the required identification card from this office.

\_\_\_\_\_  
Municipal Administrator DATE

License Expires December 31, \_\_\_\_\_ (Calendar Year in which it was issued)  
Date it license was picked up \_\_\_\_\_  
Office Staff person who completed issuance \_\_\_\_\_

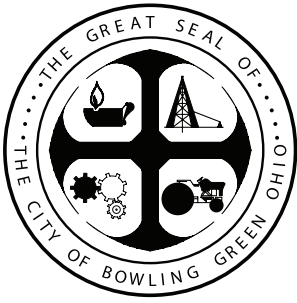
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**INSPECTION OF PREMISES**

I hereby certify that the premises occupied by \_\_\_\_\_ for the sale of goods or services specified on the foregoing application has been inspected and is in acceptable condition for release of the required deposit.  
(Name of Applicant)

\_\_\_\_\_  
Public Works Director DATE

Date Deposit Returned: \_\_\_\_\_  
Amount Deducted for Clean Up \_\_\_\_\_  
Amount of Deposit Returned \_\_\_\_\_



**City of Bowling Green**

304 North Church Street  
Bowling Green, Ohio 43402

**Peddlers - Solicitors - Itinerant Merchants Permit  
Applicant Police Investigation Release Form**  
(See Codified Ordinance Section 113.04)

I, \_\_\_\_\_, presently residing at \_\_\_\_\_  
(Print Applicants Full Name) (Street Address)  
\_\_\_\_\_, have applied for a Peddlers, Solicitors, Itinerant Merchants  
(City, State, Zip Code)

permit with the City of Bowling Green, Ohio. I have been advised and am fully aware that a representative of the Bowling Green Police Division will be conducting a thorough investigation of my background to assist in determining my suitability for this license. I realize that, in conducting this background investigation, officers will be making inquiries of: officials and record offices at schools which I have attended; physicians and/or other persons who may have examined or treated me for any physical or other type of illness or injury; police or courts with whom I have an arrest or conviction record; credit bureaus and/or firms who may have information regarding any credit record and/or financial standing; present and previous employers; and any other persons who may be able to provide information about me which the Bowling Green Police Division has been assigned to ascertain.

I hereby give my permission and waive all provisions of law forbidding any physician or other person who has attended me or any other school official, court, police agency, credit bureau, employer, firm or person, from disclosing any knowledge or information they have concerning me which is requested or desired by the Bowling Green Police Division. I further consent and request that the Chief of the Bowling Green Police Division, or his representative, be provided with a copy of any such record concerning me which they may desire.

I recognize the right of the Bowling Green Police Division to treat, at its discretion, certain sources as confidential, and its right to withhold from me or my agent the names of such confidential sources, and information obtained therefrom.

**WITNESSES:**

\_\_\_\_\_  
(Signature)

\_\_\_\_\_  
(Printed Name)

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

\_\_\_\_\_  
DATE

\_\_\_\_\_  
(Signature)

\_\_\_\_\_  
(Printed Name)

CITY OF BOWLING GREEN  
Income Tax Division  
304 North Church Street  
Bowling Green, OH 43402-2399  
(419) 354-6212 Telephone  
(419) 354-5122 Fax  
bgtax@bgohio.org E-mail (Not Encrypted)  
www.bgohio.org Web

We want you to know that BG has an income tax of 1.92%. And everyone must file a tax return unless the tax is properly withheld by a BG employer on all taxable income. So that you are properly identified in our files, please complete and return this questionnaire.

PLEASE ANSWER ALL APPLICABLE QUESTIONS:

You have lived in Bowling Green since \_\_\_\_\_.

Name and address of your employer \_\_\_\_\_  
\_\_\_\_\_

This employer since \_\_\_\_\_ Is your tax withheld \_\_\_\_\_ For what city \_\_\_\_\_

Please list other employed member(s) of this household:

<u>NAME</u>	<u>NAME &amp; ADDRESS OF EMPLOYER</u>	<u>SINCE</u>
_____	_____	_____
_____	_____	_____
_____	_____	_____

4. Do you own all or part of a Farm \_\_\_\_\_; Business \_\_\_\_\_; Rental Property \_\_\_\_\_ anywhere?

Aside from the income listed above, pension, military pay, interest and dividends, list all other income sources

\_\_\_\_\_

6. If you are not employed, are you a student \_\_\_\_\_; retired \_\_\_\_\_; other (please explain) \_\_\_\_\_

\_\_\_\_\_

7. Please provide the name and address of your landlord:

\_\_\_\_\_

Your Name \_\_\_\_\_ Social Security # \_\_\_\_\_

(First) (Middle) (Last)

Spouse Name \_\_\_\_\_ Social Security # \_\_\_\_\_

(First) (Middle) (Last)

Address \_\_\_\_\_ Telephone \_\_\_\_\_

Please be assured that all information will be held as confidential and used for tax administration purposes only. Thank you.