



CITY OF BOWLING GREEN OHIO

Peddlers—Solicitors—Itinerant Merchants Permit Application

Compliance with Chapter 113 of the Bowling Green Codified Ordinances

The following guidelines for completion of the ***Peddlers-Solicitors-Itinerant Merchants Permit*** will help ensure that you have completed all of the necessary documents required by the City of Bowling Green.

No license shall be approved or denied until ten (10) days after the permit application and supporting documents are filed. The waiting period can not be waived. (Codified Ordinance 113.05)

Turn the completed application and all supporting documents into the Office of the Municipal Administrator located at 304 N. Church Street, Bowling Green, Ohio 43402. Questions about this form or the submission process may be directed to the Municipal Administrator's Office at bgcity@bgohio.org (419) 354-6204.

Applications must be submitted in person.

COMPLETE & SUBMIT THE FOLLOWING (Codified Ordinance 113.05):

- Peddlers-Solicitors-Itinerant Merchants Permit Application. The application is available online www.bgohio.org under Departments/Municipal Administrator/Permits.
- Investigation Release Form (*included in the online application; page 4*)
- Questionnaire (*included in the online application; page 5*)
- Income Tax Questionnaire—this must be completed *in person*, and Income Tax Commissioners signature obtained on page 2 of the Permit License Application, in the City Tax Office located at 304 N. Church Street, Bowling Green, Ohio.
- Fingerprint BCI Authentication Letter. Applicants may obtain a fingerprint authentication letter by appointment only from the Wood County Sheriff's Office (419) 354-9006. Ohio Driver License and Cash Only Fee required and payable by applicant.
- License Fee. \$125.00 non-refundable check for each applicant/person payable to "City of Bowling Green" upon date of application. (Codified Ordinance 113.05; 35.70)
- Deposit Fee. \$100.00 refundable check for each applicant/person payable to "City of Bowling Green". This check is refundable at the end of the license period. (Codified Ordinance 113.05)

It is recommended applicants print and review **Chapter 113**, available to you at www.bgohio.org under Codified Ordinances, and become familiar with the requirements of the laws to potentially assist them as they may prepare to conduct business in 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.

Peddler, Solicitor, or Canvasser as defined in Chapter 113.01 and must comply with Chapter 113.05 when conducting business.



Permit #: _____
Application Date: _____
To be completed by staff
Page 1 of 2

CITY OF BOWLING GREEN OHIO

Peddlers—Solicitors—Itinerant Merchants Permit LICENSE Application
Compliance with Chapter 113 of the Bowling Green Codified Ordinances

APPLICANT INFORMATION:

Name of Applicant: _____
Phone Number: _____
Home Address (street, city, state, zip) : _____
Email Address: _____
Date of Birth: _____ Make of Vehicle: _____
Place of Birth: _____ License Number: _____
Eye Color: _____ License State: _____
Hair Color: _____
Age: _____ Weight: _____
Height: ____ ft. ____ in.

COMPANY INFORMATION:

Company Name Applicant is Employed by: _____
Address of Company Applicant is Employed by: _____
Nature and character of goods to be sold _____
or services to be furnished by applicant : _____

APPLICANT QUESTIONNAIRE

- Does the applicant have a fixed place of business and has he/she been in Bowling Green more than 1 year? [] YES [] NO
- Does the applicant work directly for the manufacturer or person raising the articles to be sold? [] YES [] NO
- Is the 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 the 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
- Is the product to be sold one that was raised or manufactured by the applicant or his agent? [] YES [] NO
- Is the product being sold by sample only? [] YES [] NO

How long has the 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: _____

**Peddlers—Solicitors—Itinerant Merchants Permit
LICENSE Application**

Compliance with Chapter 113 of the Bowling Green Codified Ordinances

Permit #: _____
Application Date: _____
To be completed by staff
Page 2 of 2

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.

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

City Income Tax Commissioner Signature date

FEES License Fee: \$125.00 non-refundable per person/applicant payable to “City of Bowling Green” upon date of application. *(Codified Ordinance 113.05; 35.70)*

Deposit Fee: \$100.00 separate check per person/applicant payable to “City of Bowling Green”. This check is refundable at the end of the license period. *(Codified Ordinance 113.05)*

LAW ENFORCEMENT CHECK

Signature is required on the Applicant Police Investigation Release Form (page 4 of this packet) 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 here: _____

STATEMENT OF APPLICANT

The applicant must submit the application and all required documents 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 113.05.

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

This section to be completed by Bowling Green City Staff

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 license was picked up _____

Office Staff who completed issuance _____

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

Deposit Returned (date): _____

Deposit Returned Amount: _____

Amount Deducted for Clean Up: _____



Permit #: _____
Application Date: _____
To be completed by staff

CITY OF BOWLING GREEN OHIO

Peddlers—Solicitors—Itinerant Merchants Permit
Applicant POLICE INVESTIGATION RELEASE FORM
Compliance with Chapter 113 of the Bowling Green Codified Ordinances

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

(Signature)

(Printed Name)

date

TAX RATE 2.00%



Permit #: _____
Application Date: _____
To be completed by staff

**CITY OF BOWLING GREEN OHIO
INCOME TAX DIVISION—QUESTIONNAIRE**

304 N. Church St., Bowling Green, OH 43402-2399
Ph: (419) 354-6212 Fx: (419) 354-5122
bgtax@bgohio.org www.bgohio.org (select income tax)

- 1. Company and Trade Name _____ EID No. _____
- 2. Name of Officer (if a Corporation) and Title _____
- 3. Name of Owner(s) _____ Soc. Sec. _____
- 4. Mailing Address _____ Phone _____
Fax _____
- 5. B.G. Address/Work Location _____ Phone _____
- 6. Accountant Name and Address _____ Phone _____
- 7. Starting Date of Bowling Green Activities _____ If temporary, anticipated ending date _____
- 8. Type: Individual Proprietor ; Partnership ; Corporation ; Sub-S Corporation ; LLC (Sole Proprietor)
LLC (Partnership) ; LLC (Corporation) ; Non-Profit Corporation ; Association

If a partnership, list on the back of this form the names and addresses of all partners.

If "S" Corporation, list on the back of this form the names and addresses of all shareholders.

- 9. A. Do you have employees working in Bowling Green? YES NO
- B. Are you withholding BG taxes for BG residents who work outside of BG? YES NO

If Yes, what date did you begin BG city tax withholding _____

- C. Do you need withholding forms? YES NO
- If you want us to provide you with your account number to give to a payroll provider, please provide us with your
Payroll Provider _____ Email Address _____,
Fax # _____, or Phone # _____.

- 10. Accounting Period: Calendar Year (Y/N) _____ **OR** Fiscal Year Ending (mm/dd) _____
- 11. Nature of business _____
- 12. Is this local address the Home Office or a Branch _____

If no Bowling Green address, do you have net profit/loss attributable to Bowling Green? YES NO

your email address: _____

If Business Was Outgrowth of Another, Please Complete the Following:

- 14. Name of former owner(s) _____
- 15. Trade Name (If Any) _____ ID # _____
- 16. Mailing Address _____
- 17. Type of Organization: Individual Partnership Corporation S Corporation Association
- 18. Nature of change: Sale Discontinuance Change in Organization Other

Date _____ Signature _____ Title _____