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.
- Two ID card Photographs. Photographs must be new, 2 x 2 in size and face front passport quality.
- 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.
Peddlers—Solicitors—Itinerant Merchants Permit LICENSE Application
Compliance with Chapter 113 of the Bowling Green Codified Ordinances

APPLICANT INFORMATION:
Name of Applicant: __________________________________________________________
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

[ ] YES [ ] NO

Does the applicant have a fixed place of business and has he/she been in Bowling Green more than 1 year?

Does the applicant work directly for the manufacturer or person raising the articles to be sold?

Is the applicant making delivery only of goods, wares, or merchandise sold by an establishment having permanent place of business?

Is the applicant selling baked goods, fruits, vegetables, or dairy products?

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?

Is the product to be sold one that was raised or manufactured by the applicant or his agent?

Is the product being sold by sample only?

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:
____________________________________________________________________________
____________________________________________________________________________
____________________________________________________________________________

Revised: 11/19
Peddlers—Solicitors—Itinerant Merchants Permit
LICENSE Application
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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: ____________

Revised: 11/19
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 con-
ducting 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 exam-
ined 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 re-
garding 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 Po-
lice 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 confi-
dential sources, and information obtained therefrom.

WITNESSES:

____________________________________
(Signature)
(Signed Name)

____________________________________
(Signature)
(Printed Name)

____________________________________
(Signature)
(Printed Name)
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) ________________________________________________
4. Mailing Address ___________________________________________________
5. B.G. Address/Work Location _________________________________________
6. Accountant Name and Address _______________________________________
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____________________________

Permit #: ____________________ Application Date: ________________

To be completed by staff

INCOME TAX DIVISION
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)