



City of Richmond Building Department
600 MORTON STREET • RICHMOND, TEXAS 77469-3105
PHONE 281 / 232-6871 • FAX 281 / 238-1215

PEDDLERS, SOLICITOR, VENDOR PERMITS
INSTRUCTIONS TO APPLICANTS

General Information:

1. For persons that go from house to house or from place to place in the City of Richmond, Texas, soliciting, selling, or taking orders for or offering to sell or take orders for any goods, wares, merchandise, services, systems, photographs, newspapers, magazines, or subscriptions to newspapers or magazines.

Application Process:

2. Applications are obtained at the Permit Office or on-line at www.richmondtx.gov and returned to the Permit Office after completion.
 - a. Applicant fills out an **INTRASTATE** COMMERCE SOLICITORS APPLICATION FORM. Circle the correct one and mark through the other.
 - i. Each individual going door to door must complete an application and present in person.
 - b. A \$1,000.00 surety bond for the company, made out to the City of Richmond, is required with the application, obtainable from any insurance company.
 - c. In person, must present a valid Driver's License or Picture ID (State or federal) governmental ID is required for each applicant.
 - d. Must present a valid State of Texas Sales Tax Permit Number.
 - e. The license fee is \$50.00 for the first person selling and \$25.00 for each additional person selling shall accompany each application or group (Same Company) of applications.
3. CLERK PROCESSING the APPLICATIONS.
 - a. Received a completed legible application with payment. Carefully review the application and make sure all the information has been entered by the applicant. Return all applications to the applicants that are incomplete or unintelligible.
 - b. Enter into eWacker and put receipt number on the application.
 - c. Receive fees and give a receipt to the applicant.
 - d. Receive and make a copy of driver's license or Company picture card or picture ID. Clerk attaches copy to the application.
 - e. Receive a valid \$1,000.00 surety bond. In the case of multiple persons from one firm or company, only one bond is required to serve all employees. Mark N/A in Interstate Letter blank.
 - f. When all information is received and correct, route to PD dispatch for a dispatcher to sign for warrant check. This may be done by fax. Attach return fax with original application. If there are numerous applications they may have to be sent over for review and returned later.
 - g. Received return from the PD.

- h. Completion and issuance of license.
 - i. City Permit Clerk prints license, effective for the time period the applicant has declared on the application but may not exceed one year of the issuance date, signs original, and gives solicitor the original to have available while soliciting.
 - 1. Read the warning to the applicants.
 - ii. A copy of the license, other originals and other information is compiled and sent to The City Secretary, which are filed in the City Files.
 - iii. Send a copy to PD dispatch.
4. **INTERSTATE COMMERCE SOLICITORS LICENSE.** Sales of goods and services that originate and sold from outside the State of Texas.
- a. Applications are obtained at the Permit Office and returned to the Permit Office after completion.
 - b. Applicant fills out an **INTERSTATE COMMERCE SOLICITORS APPLICATION FORM.** Circle the correct one and mark through the other.
 - i. Each individual going door to door must complete an application.
 - c. Must present a valid Driver's License or Picture ID (State or federal) governmental ID is required for each applicant.
 - d. Must present a valid State of Texas Sales Tax Permit Number.
 - e. The company must provide a letter, on original company letterhead, stating that it comes under Interstate Commerce Laws.
5. **CLERK PROCESSING the APPLICATIONS.**
- a. Received a completed legible application. Carefully review the application and make sure all the information has been entered by the applicant. Return all applications to the applicants that are incomplete or unintelligible.
 - b. Enter into system and put receipt number on the application.
 - c. NO fees but give a receipt to the applicant.
 - d. Receive and make a copy of driver's license or Company picture card or picture ID. Clerk attaches copy to the application.
 - e. Receive the letter from the company, on original company letterhead, stating that it comes under Interstate Commerce Laws. Mark N/A in Bond.
 - f. When all information is received and correct, route to PD dispatch for a dispatcher to sign for warrant check. This may be done by fax. Attach return fax with original application. If there are numerous applications they may have to be sent over for review and returned later.
 - g. Received return from the PD.
 - h. Completion and issuance of license.
 - i. City Permit Clerk prints license, effective for the time period the applicant has declared on the application but may not exceed one year of the issuance date, signs original, and gives solicitor the original to have available while soliciting.
 - 1. Read the warning to the applicants.
 - ii. A copy of the license, other originals and other information is compiled and sent to The City Secretary, which are filed in the City Files.
 - iii. Send a copy goes to PD dispatch.