



# Application for Hawkers, Peddlers & Solicitors License

Fee for each additional day after first day – \$10.00

Background Check Fees – See OHPD Fee Schedule

License No.: \_\_\_\_\_

## Section 1: Applicant Information: (OHMC 5.52.030)

Business Name:

Applicant Name:

Date of Birth:

Race:

Sex:

Physical Address:

Mailing Address (*if  
different from above*):

Phone:

Email:

## Section 2: Employer Information (OHMC 5.52.030)

Employer Name:

Address:

Phone:

Email:

Relationship with Employer:

Provide letter from the property owner indicating approval (if applicable) and attach to the application.

## Section 3: Business License (OHMC 5.52.030)

State Sales Tax ID No.:

State UBI No.:

Driver's License No.  
and Issuing State:

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Description of Vehicle:

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Requested Dates to per- From (date):  
form business:

To (date):

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Total days on License:

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Description of Busi-  
ness:

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Type of Selling loca-  Fixed Site  
tion:  Door to Door  
 Mobile

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Description of Goods to  
be sold, including the  
name and address of  
supplier:

#### Section 4: Qualification of Applicant (OHMC 5.52.040)

1. Have you ever been convicted of a crime of moral turpitude?  Yes  No
2. If yes, to question 1, please state the nature, date, penalty, and place of offense:

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#### Section 5: Acknowledgement of OHMC 5.52

*I acknowledge that I have read and understand Oak Harbor Municipal Code 5.52. The above information is true and correct and provided for the purpose of obtaining a Hawkers, Solicitors & Peddler's License under Chapter 5.52 of the Oak Harbor Municipal Code.*

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

#### Section 6: Fee Waiver Request (OHMC 5.52.050)

**Nonprofit Organizations** – The City may, upon review of application, waive the license fee for nonprofit organizations.

**Public Places** – The Council may, upon application, permit the use of streets, parks, walks and other public places for the sale and/or display of wares or goods and may set dates and hours of operation and may waive the fees required in this section.

**Section 7: Application Instructions**

- **Step 1:** Complete the License application, background check application and pay applicable fees.
- **Step 2:** If you successfully complete background check, you will receive the license.
- **Step 3:** If you request a fee waiver from City Council, the City Clerk will inform you when the application is schedule on the Agenda.
- **Step 4:** Following Council Review, the Clerk will contact you with results.
- **Step 5:** If Council approves the application, you will not be required to pay license fees. You are still required to pay background check fees.
- **Step 6:** If Council denies the waiver, you must pay required license fees.

**Section 8: Police Department Background Check (OHMC 5.52.040)**

WSP WATCH Background Check Results    Approved    Denied By: \_\_\_\_\_  
Police Dept. Official   Date

Notes: \_\_\_\_\_

DRIVER’S CHECK – Run each state listed on the application and enter state name below.

State \_\_\_\_\_ State \_\_\_\_\_ State \_\_\_\_\_ State \_\_\_\_\_ State \_\_\_\_\_

VEHICLE REGISTRATION/CHECK STOLEN

WATCH \_\_\_\_\_ WACIC/NCIC \_\_\_\_\_ LOCAL RECORDS \_\_\_\_\_

**Section 8: City Council Action (If Requested) OHMC 5.52.050**

Approval/Denial Date	Business License No. Issued	Fees Waived

Attest:

\_\_\_\_\_  
City Clerk Date

Contact the City Clerk with questions at [athompson@oakharbor.org](mailto:athompson@oakharbor.org) or 360-279-4539.