

Guidelines for Peddlers, Itinerant Merchants & Solicitors Permits

Thank you for applying to provide a service to our citizens. This permitting process involves the following departments: Police, Fire, Collections, Inspections, Zoning and may possibly involve the County Health Department and even your doctor.

- The application is not your permit. A permit will be issued to you and you must keep it with you at all times and you must display it openly. You must have an appropriate permit issued by the City before you begin selling or soliciting.
- Read this form carefully and follow the instructions. Make sure the type of business you wish to perform is included in these instructions. You must detail what type of business you wish to perform so that we can classify your license. Please look at the definitions below for assistance. If the type of business you wish to perform is included then proceed to step 2. If you do not see the type of business you wish to perform, call 252-972-1430.
- Once you have completed your application, report to the City of Rocky Mount Police Department's Record Center for a payment form.
- Once you have received your payment form, a \$25.00 fee must be paid to the City of Rocky Mount Collections Department on first floor of the City building in order for the Rocky Mount Police Department to conduct your criminal background investigation and fingerprinting services.
- You must bring your receipt with your permit application form in order for the Rocky Mount Police Department to take your photograph and fingerprints. **(Note: Photograph and Fingerprinting services are offered Mondays through Thursdays between the hours of 1:00pm – 2:00pm, and on Tuesdays and Thursdays from 7:00am – 9:00am.)** Your receipt and application will remain with the Rocky Mount Police Department to be forwarded to the various city departments for each department's input on your request. Once all city departments have completed their assessment of your application, you will be notified by the City of Rocky Mount Police Department's Records Unit **(Note: This process may take up to two (2) weeks.)**
- The City of Rocky Mount Police Department's Records Unit will advise you of the total remaining funds that you must pay the City of Rocky Mount Collections Department and provide you with another payment form.
- Once you have received your amount and payment form, you must return to the City of Rocky Mount Collections Department on the first floor of the City building and pay these fees. They will provide you with a receipt showing your final payment & your business license will be given to you at that time.
- You must RETURN all receipts and your business license to the City of Rocky Mount Police Department's Records Unit. Your Peddlers, Solicitors or Itinerant Merchants license, which bears YOUR picture, shall now be provided to you.
- If you are selling or preparing food that is not commercially prepared-and sealed, you will need a letter from the County Health Department stating that you have met all their requirements to sell food. Additionally, you must have a letter from a Medical Doctor stating, that you have been examined, are in good health and do not pose a public health risk by handling food items. If you are selling from a vehicle, this letter must state that this vehicle is allowed to be the point of sale. If the point of sale is a vehicle, this vehicle and any associated trailers, will also

have to be inspected by the City of Rocky Mount Police Department's Traffic Unit. They will call you when they need you to bring the vehicle to be inspected.

Definitions:

Assistant-for the purpose of this article an assistant is any manager, sponsor, coordinator, driver, or other person, who is inside the city limits and directly assists any peddler or solicitor.

Itinerant Merchant - for the purpose of this article an *Itinerant Merchant* is any person, other than a merchant at a retail store with a permanent physical address in the city limits, who transports an inventory of goods to a building, vacant lot, or other location within the city, and who, at that location, displays goods for sale at retail or offers to sell these goods at retail. ***Note-Itinerant Merchants require a Temporary Use Permit that has to be renewed EVERY thirty (30) days from the City Planning Department. This permit is part of the overall permit process and is free of charge. It can only be renewed (5) times in a calendar year. (see below 2.b-3).***

Peddler - for the purpose of this article a *Peddler* is any person or persons who go upon private residential property for the purpose of soliciting orders for or selling goods, wares, periodicals or merchandise, or for the purpose of distributing, disposing of, peddling or hawking goods wares, periodicals or merchandise.

Solicitor - for the purpose of this article a *Solicitor* is any person or persons who go upon public property for the purpose of soliciting orders for, or the sale of goods, wares, periodicals or merchandise, or for the purpose of distributing, disposing of, peddling or hawking. Persons operating vehicles or carts that dispense consumable items or act as a point of sale from city streets are included in this definition. This section shall not apply to bona fide sales made pursuant to order of court, mortgages, deeds of trust, or the laws of the state or of the United States.

If this includes a correct definition of what you are going to do then continue on- If not please call 972-1430 and we will assist you in locating the proper city department to assist you. If you are going to perform one of the above, your business, and every one assisting you or that are in your group, operating as the above, must EACH have a permit. *The only exception to this is that if your business is set up as an Itinerant Merchant, only the business has to be permitted.

The City's "Land Development Code" (LDC) Temporary Use Types, also regulates where, when and how many times certain types of sales may occur. The code states; "Temporary uses shall be deemed to include short-term or seasonal uses that are not otherwise allowed by the regulations of this LOC. The following uses and activities shall be considered temporary uses." The following uses and activities shall be considered temporary uses:

1. Residential.
 - a. Fundraising Activities (Non Profit). Fundraising or noncommercial events for nonprofit religious, educational or community service organizations where the public is invited to participate in the activities and which last not longer than forty-eight (48) hours. This description shall not preclude the use of existing religious institutions or other non-profit or nonprofit facilities for events conducted entirely within a building, between the hours of 7:00 a.m, and 10:00 p.m,
2. Non-Residential.
 - b. Special and Seasonal Sales Events. Significant commercial activities lasting not longer than thirty (30) days intended to sell, lease, rent or promote specific merchandise, service or product lines, including but not

limited to warehouse sales, tent sales, trade shows, flea markets, farmers' markets (including horticultural products), Christmas tree lot sales, product demonstration or parking lot sales of food, art work or other goods (non-profit sale events are exempt).

- 1.) Special and seasonal sales events shall only be conducted as part of an existing, operating, allowable, and permanent business use of which is in a permanent structure (farmer's market/produce and Christmas tree sales shall be exempt from this requirement).
- 2.) The frequency at a location for special or seasonal sales event shall be limited to six (6) times during a calendar year.
- 3.) An itinerant merchant (as defined in the city code) shall be limited to five (5) special or seasonal sales events in a calendar year.