



EL RENO
WE'RE PROUD OF OUR *routes.*

**Community Development
Department**

101 N. Choctaw El Reno, OK 73036 • (405)-295-9317

Itinerant Application

APPLICANT INFORMATION

Name: _____

Address: _____ City: _____ State: _____ Zip: _____

Phone: _____ Email: _____

If Individual Peddler, Solicitor, or Vendor please fill out this portion:

Social Security #: _____ - _____ - _____

Drivers License #: _____ State: _____ Expiration Date: _____

If Company Peddler, Solicitor, or Vendor please fill out this portion:

Federal Tax ID #: _____ OK Tax Commission #: _____

ALL APPLICATIONS MUST HAVE THE FOLLOWING ITEMS ATTACHED:

- A valid photo Identification, such as a driver's license, tribal or school identification card for the Applicant.
- A brief description of the business to be conducted and the items to be sold.
- The license number(s) and description(s) of any vehicle to be used.
- A complete site plan (only if selling from a static location). The plans must be illustrations to a common scale (or with accurate dimensions) to include:
 - Existing paving, parking areas, buildings, and driveway approaches.
 - The location of any temporary tents, structures, merchandise, stock, or vehicles associated with the sale.
- The time period for which the applicant desires to conduct business. (*Note: It is unlawful to engage in business between the hours of 6 p.m. to 9 a.m. local time in any Agricultural or Residential zoning district or between the hours of 9:00 p.m. to 7 a.m. in any other district.*)
- Application fee



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FOR INDIVIDUAL ITINERANT APPLICATIONS:

- An Oklahoma State Bureau of Investigation (OSBI) criminal history report generated no later than thirty (30) days prior to application for licensing, which includes the following searches:
 - Name based search of OSBI Criminal History database.
 - Search of Oklahoma Department of Corrections Violent Offender database.
 - Search of Oklahoma Department of Corrections Sex Offender database.
- Photograph I.D. (\$5.00 fee) & fingerprint (\$5.00 fee) to be taken by the ER Police Dept.

FOR COMPANY ITINERANT APPLICATIONS:

- The names and City license numbers of any individual working under the permit for the same company.
- A copy of a current Oklahoma Tax Commission Sales Tax permit, or proof of tax-exempt status.

APPLICATION FEES:

FOR COMPANY: \$10.00 / Day, \$50.00 / Week, or \$200.00/ Month

FOR INDIVIDUAL: \$20.00 Per Person

AFFIDAVIT

I attest all information attached and all information contained hereinabove is true to the best of my knowledge. Furthermore, I acknowledge the City of El Reno requires an active permit anytime an individual engages in peddling or soliciting, and that I have received a copy of the current City of El Reno regulations concerning itinerant vending.

Signature: _____ **Printed:** _____ **Date:** _____

FOR INTERNAL USE ONLY:

Received: _____ By: _____ Approved: Yes No By: _____

Application Fee: \$_____ Paid By: CASH CARD CHECK #: _____

License #: _____ Expiration Date: _____