



A Step-By-Step Guide to the Peddler Permit Application Process

Submit Application, Required Documents, and Fee at City Hall

203 E. Grand Blanc Rd.

Applicants must submit the City application, a copy of their driver's license and the report from the [Michigan Internet Criminal History Access Tool \(ICHAT\)](#) when applying for a Peddler Permit. An investigation fee of \$20 per applicant must be paid at the time of application. City Administration hours are 8 AM to 5 PM Monday through Friday. **All applications must be submitted and paid for at the same time to be included on the same permit.**

Investigation and Approval or Denial

Applications are forwarded to the Police Department for investigation of persons and vehicles. Applicants (or company representative) will be notified of their approval status. Individuals who are approved must then be fingerprinted by the Police Department before any permit is issued. There is no additional fee for this. Fingerprinting may be scheduled by calling (810) 694-1111.

Pay Permit Fee & Receive Permit

One permit is issued which covers all approved applicants provided they applied together. Permits may be purchased at weekly or monthly rates. Fees are \$40 per week or \$100 per month for the entire group and may be paid by cash or check. Each approved applicant will receive a copy of the permit which **MUST** be carried during soliciting.



PEDDLER/SOLICITOR PERMIT APPLICATION

Date: _____ Investigation Fee Paid: _____ ICHAT Submitted: _____

Name: _____ Phone: _____

Address: _____ Email: _____

Have you ever been convicted of a crime? YES NO

If YES, explain: _____

Employer Name: _____

Address: _____

Phone: _____

Type of Goods to be Sold: _____

Selling Dates: From _____ To _____

Vehicle Color/Make/Model _____ License Plate #: _____

Driver's License # (ATTACH COPY TO THIS APPLICATION) _____

Approved Denied Date _____

Brian J. Lipe, Chief of Police _____

Mary B. Hopkins, City Clerk _____

PERMIT FEE PAID: _____

(Permit Fee: \$40 per week, \$100 per month per company - for all applications turned in AT THE SAME TIME)

APPLICANTS PLEASE NOTE:

INVESTIGATION FEE: \$20 per person required at time of application

ICCHAT (Internet Criminal History Access Tool) REPORT: required at time of application:

<http://apps.michigan.gov/ichat/home.aspx>