



**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: \_\_\_\_\_