



**CITY OF ROXBORO**

**APPLICATION FOR COMMERCIAL SOLICITATION PERMIT**

Applicant Name: \_\_\_\_\_

Permanent Residence Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_ Phone: \_\_\_\_\_

Business/Organization Name (if applicable): \_\_\_\_\_

Address of Business/Organization: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_ Phone: \_\_\_\_\_

Has applicant ever obtained another permit or license in the City of Roxboro? \_\_\_\_\_ If yes, please provide a detailed list of the type of permit/license and date of issuance.

Date(s) for Sales Activities: \_\_\_\_\_

Please list types of product(s) to be sold: \_\_\_\_\_

\_\_\_\_\_

Please list the address(es)/location(s) where sales will be conducted: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

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**Itinerant Merchants must provide written permission from the Property Owner to setup and sell at any location. Each location shall be identified above and an individual permission letter provided by the owner of each. Applications submitted without this required permission will be denied.**

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**Applicant must provide a copy of their criminal background record. This can be obtained at the Person County Court House. For questions regarding fees, hours of operation, or wait time, call 336-503-5218.**

**Complete applications shall be submitted to the City of Roxboro Planning & Development Department, with the application fee of \$10.00 and a copy of a photo ID. If the application is approved, the applicant will be notified in writing. The notification shall serve as the “permit” and must be in the possession of the salesman while conducting business, and shall be submitted upon request.**

**Violators of the City of Roxboro Code of Ordinances regarding Commercial Solicitation, Chapter 116, shall be subject to all penalties and violations outlined in the City Code of Ordinances for such infractions. All permittees shall comply with all other City of Roxboro Code of Ordinances, NC Department of Transportation regulations, and any and all other state, federal, or local laws.**

**\*Licensed and IRS approved non-profits exempt from permitting process.**

*Under penalty of law, I hereby affirm that the information provided on this application is true to the best of my knowledge and belief. By signing this form, I acknowledge that my application is subject to a review of all submitted materials and a determination will be made as a result of that review. Furthermore, my signature below also affirms that I have been provided a copy of the City of Roxboro Commercial Solicitation regulations, and have been given the opportunity to review any item which I do not understand.*

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

Printed Name: \_\_\_\_\_