

WHAT RULES MUST I FOLLOW AS A PEDDLER/SOLICITOR?

- 1) You cannot make exclusive use of any location on any street, alley, sidewalk or right-of-way; that is, if you are making sales on any street, alley, etc., you must be constantly moving.
- 2) You cannot operate in a congested area where your operation may impede or inconvenience the public use of any street, sidewalk or right-of-way. This restriction includes operating on private property, (in an alcove, for example) where your customers will "spill out" into the public right-of-way and cause congestion.
- 3) You cannot occupy any structure for the purpose of selling or delivering goods, wares or merchandise unless the structure conforms with the City Zoning Code. Your approved location must be listed on your license. You may be cited for operating anywhere other than your approved location.
- 4) You cannot make loud noises or use speaking devices to attract attention to your merchandise.

DOES MY LICENSE HAVE TO BE DISPLAYED?

Yes. Your identification card must be visible at all times.

City Clerk's Office

201 S.Cortez Street
Prescott, AZ 86303
Phone: (928) 777-1437
Email: city.clerk@prescott-az.gov

Peddler and Solicitor Licensing



*Application can be accessed at:
**[https://prescott.seamlessdocs.com/
f/PeddlerSolicitorApplication](https://prescott.seamlessdocs.com/f/PeddlerSolicitorApplication)**

This publication is for general information regarding the Peddler/Solicitor ordinance and the associated licenses required. For complete details, refer to the City of Prescott CHAPTER 4-4: PEDDLERS AND SOLICITORS City Code at www.prescott-az.gov.



WHAT IS A PEDDLER?

You are a peddler if you go uninvited from house to house, place to place, or street to street to sell goods, wares, or merchandise you are carrying with you.

HOW IS A SOLICITOR DIFFERENT FROM A PEDDLER?

As a solicitor, you might go uninvited from house to house, place to place, or street to street just as a peddler does. The difference is that you will be taking orders of merchandise for future delivery or orders for services to be performed in the future.

DO I NEED ANY SPECIAL LICENSES TO ACT AS A PEDDLER OR SOLICITOR IN PRESCOTT?

Yes, you will need to obtain the following:

1. In most cases, a State of AZ Sales Tax License.
2. A City of Prescott Peddler/Solicitor License.

You can apply for the peddler/solicitor license online at www.prescott-az.gov/business-development/licenses-and-sales-tax/business-licenses/. Please apply for a Transaction Privilege Tax license through the Arizona Department of Revenue at www.azdor.gov.

Additionally, each individual must submit with the application a photo of themselves and a copy of their driver's license or other acceptable proof of identity.

WHAT DOES IT COST TO APPLY FOR A LICENSE?

Transaction Privilege Tax License \$5.00

Peddlers and solicitors must obtain a State of AZ Sales Tax License through Arizona Department of Revenue and report all sales.

Peddler/Solicitor License \$50.00 Peddlers, and solicitors are required to obtain this annual license.

Identification Card Fee \$10.00 each All individuals receiving a Peddler/Solicitor license must obtain an identification card. (Note: you must obtain approval from the Chief of Police to have more than twenty employees, agents or independent dealers working in Prescott at one time).

Cash Bond ~ \$200.00 plus an additional \$100.00 for each individual.

The Peddler/Solicitor ordinance also requires that you post a \$200.00 cash bond, plus \$100.00 bond for each employee, agent, or independent dealer you authorize. The maximum bond that will be required is \$1,000. This bond will be returned to you when the following conditions have been met:

- 1) All licenses and identification cards have been returned to the City Clerk's Department within sixty (60) days of their expiration date.
- 2) You have paid all of the applicable privilege tax for your business.
- 3) You have not violated any provisions of the City code.

ARE THERE ANY EXEMPTIONS FROM THESE LICENSING REQUIREMENTS?

You will not be required to obtain a Peddler/Solicitor license if:

- 1) You sell only at wholesale to dealers in the articles you are selling.
- 2) You are a newspaper carrier.
- 3) You are a vendor during a "Special Event".
- 4) You are a permanent business delivering goods in the regular course of your business.
- 5) You are conducting a bona-fide auction sale pursuant to a Court Order.
- 6) You have had prior contact with the owners or occupants of a private residence and have been invited to that residence for the purpose of making sales, soliciting orders or delivering goods.

Please submit application online at: <https://prescott.seamlessdocs.com/f/PeddlerSolicitorApplication>