



## CITY OF BELOIT OUTDOOR VENDOR'S PERMIT SUPPLEMENTAL INFORMATION SHEET

Please review the following additional information regarding outdoor vending in the City of Beloit and contact the City Clerk's office at (608) 364-6680 for more information.

**PURPOSE:** The City of Beloit requires a permit for outdoor vending to protect the citizens of Beloit against criminal activity, including fraud and burglary; to ensure that outdoor vendors have written authorization from property owners for the use of the property for sales; and to ensure that outdoor sales and displays comply with the zoning code.

### **APPLICATION:**

- An annual application for a permit is required.
- The permit is valid for one calendar year from the date of issuance through December 31<sup>st</sup>.
- The investigation fee is \$100.00 per applicant, and there is a record check fee of \$7.00 for each of the following: the applicant; each principal or officer of the corporation, LLC, partnership, or organization; and the local manager/responsible party.
- Complete the applicable sections of the application depending on the type of organization.
- Every applicant must complete the applicant information, the operational information (Section E), and the acknowledgement (Section G). More information may be necessary depending on the type of organization the applicant represents.

### **LOCAL MANAGER/RESPONSIBLE PARTY:**

- Partnerships, LLCs, Corporations, Nonprofits, and all other types of organizations must appoint a local manager or responsible party. This individual serves as the local contact and is responsible for the conduct of any sponsored individuals or other employees of the organization.
- JUVENILES SPONSORED:
  - The local manager is responsible for supervising and controlling the conduct of all persons under 18 years of age who engage in sales activities.
  - This individual is liable for payment of any forfeiture imposed for violations by any juvenile sponsored.
  - This individual must provide a badge or other easily readable form of identification which displays the name of the bearer and the name of the sponsor.
  - The names, addresses, and telephone numbers of all sponsored juveniles must be included in the application.
- ADULTS SPONSORED
  - Only tax exempt organizations may sponsor adults. If other types of organizations will have multiple adult vendors, each vendor must apply as a separate applicant. The company or corporation must still appoint one local manager.
  - A tax exempt organization (pursuant to §501(c)3, 4, 6, 7, and 10 of the Internal Revenue Code) may act as a sponsor for members of the organization engaged in sales activities on behalf of the organization only.
  - The local manager is responsible for supervising and controlling the conduct of all members engaging in sales activities.

- This individual is liable for payment of any forfeiture imposed for any violations.
- This individual must provide a badge or other easily readable form of identification which displays the name of the bearer and the name of the sponsor.
- The names, addresses, dates of birth, and telephone numbers of all sponsored adults must be included in the application.

**GENERAL REGULATIONS:**

- The sponsor must provide a badge or identification card to each vendor which includes the bearer's name and the name of the sponsor. Identification must be clearly visible at all times when engaging in sales activities.
- All vendors must carry a copy of the permit while engaging in sales activities and must display the permit upon request to any Police Officer or other person.
- No vendor may intentionally misrepresent the purpose or nature of the visit or solicitation; the source of the items being sold, or the disposition of the proceeds or profits from the sale of the items.
- No outdoor vendor may engage in outdoor vending within 2 blocks of any public or private grade school, middle school, or high school when school is in session.
- No outdoor vendor may engage in outdoor vending on any city street, alley, or sidewalk.
- No outdoor vendor may engage in outdoor vending in any city park, except as provided in §§15.06 and 18.02(15) of the Municipal Code.

**EXEMPTIONS FROM PERMIT REQUIREMENTS (but not regulations):**

- An ex-soldier who has submitted a copy of a current, valid Wisconsin License per §440.51 of Wisconsin Statutes.
- A charitable organization which provides the City Clerk with a copy of a current, completed, annual registration statement required under §440.42(1) or (5) of Wisconsin Statutes.

**GROUNDS FOR DENIAL:**

The Police Chief may deny the permit on one or more of the following grounds:

- The application is incomplete or contains inaccurate, false, or misleading statements.
- The criminal background check shows that the applicant, employee of the applicant, sponsored person, or other individual for whom a criminal background check is required, has been convicted of a crime or violation of a local ordinance and that the nature of the offence substantially relates to the activities of an outdoor vendor.
- The applicant, employee of the applicant, or sponsored person has failed to comply with any provision of Chapter 14.04 of the City of Beloit Municipal Code.

**SUSPENSION AND PENTALITIES:**

- The permit may be suspended or revoked by the Police Chief for violations of the outdoor vending regulations.
- The penalties for violating these regulations and requirements include forfeitures between \$100 and \$500.