



CITY OF BELOIT DOOR-TO-DOOR SALESPERSON SUPPLEMENTAL INFORMATION SHEET

Please review the following additional information regarding door-to-door sales 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 door-to-door sales to protect the citizens of Beloit against criminal activity, including fraud and burglary, and to minimize the disturbance of citizens and the disruption of their privacy while at their residences.

APPLICATION:

- An annual application for a permit is required.
- The permit is valid for one calendar year from the date of issuance through December 31st.
- The investigation fee is \$25.00 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 salespersons, each salesperson 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 Salesperson 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.
- No Door-to-Door Salesperson may engage in sales activities at any dwelling or business where a “No Soliciting” or “No Peddlers” sign is displayed (or a sign with similar words or meaning).
- Sales activities are permitted between the hours of 9:00 a.m. and 9:00 p.m. only.
- Any Salesperson must leave private property when requested by the owner, occupant, or other person having authority over the premises.
- All Salespersons 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 Salesperson 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 item.

EXEMPTIONS FROM PERMIT REQUIREMENTS (but not regulations):

- An ex-soldier who has submitted a copy of a current, valid Wisconsin Statewide Peddler’s 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

GROUNDINGS FOR DENIAL:

The Police Chief may deny the license 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 a door-to-door salesperson.
- 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 door-to-door sales regulations.
- The penalties for violating these regulations and requirements include forfeitures between \$100 and \$500.