



4141 Douglas Drive North • Crystal, Minnesota 55422-1696

Tel: (763) 531-1000 • Fax: (763) 531-1188 • www.crystalmn.gov

CITY of CRYSTAL

APPLICATION FOR BUSINESS LICENSE – PEDDLER/SOLICITOR/TRANSIENT MERCHANT

Applicant Name:	
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City Code Chapters X and XI indicate all of the requirements for Peddler/Solicitor/Transient Merchant licenses.

City License Requirements:

- Application for Business License (only one required from primary contact if multiple applicants from the same business)
- Peddler/solicitor/transient merchant supplemental form – required from EACH applicant/person/licensee.
- List of persons working for business – required if there is more than one applicant.
- Background Investigation Consent Release Form(s) – required by each person working for the organization or business. Copy of front and back of driver’s license is required.
- Each person working for the organization or business must supply a recent 2x2 color photograph, showing head and shoulders in a clear and distinguishing manner.
- If applicable, Hennepin County License (required only if out-of-state business).
- Transient merchant: Must also provide a letter of permission for outside property use.
- Fees –Required at the time of submittal.
 - License Fee:
 - a. Peddler/Solicitor: \$15/Day; \$175/Month (consecutive days); \$300/Year (Jan-Dec, not prorated)
 - b. Transient Merchant: \$15/Day (Limited to 4 events per year of 1-4 days per each event)
 - Background Investigation Fee: \$120 first applicant; \$25 each additional applicant; \$125 for any applicant if they lived out of state within last 10 years

Questions? Contact Tracy Thorstenson, Permit and Licensing Technician at 763-531-1148 or tracy.thorstenson@crystalmn.gov

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Rec'd ___/___/___ by _____	Fee Total Rec'd _____ Payment Type _____
(License fee 0100-4105, investigation fee 0100-4605)	
Approval Date ___/___/___	_____ Assumed Name Verified
	_____ Background Check Information Sent
	_____ Background Check(s) Completed



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APPLICATION FOR BUSINESS LICENSE

If the applicant is an individual, this application must be completed by such person, if a corporation, by an officer; if a partnership, by one of the general partners; if an unincorporated association, by the manager or managing officer.

SECTION 1 – APPLICANT INFORMATION	
Name of applicant (name of individual, partnership, corporation or association):	
Applicant address (city, state and zip):	
Applicant cell phone:	Applicant email address:

Business name:	
Doing Business As (DBA) (also known as an Assumed Name):	
Business address (city, state and zip):	
Business phone:	Business email address:
Business website:	
Do you own the business premises (for business within the city of Crystal)? <input type="checkbox"/> Yes or <input type="checkbox"/> No or <input type="checkbox"/> N/A If no, attach a complete copy of the executed lease. Is the business premises either planned to be or under construction or undergoing substantial alteration? <input type="checkbox"/> Yes or <input type="checkbox"/> No If yes, attach a set of preliminary plans showing the design of the proposed premise to be licensed if you have not already.	

Are you registered to do business in Minnesota? <input type="checkbox"/> Yes or <input type="checkbox"/> No
Have you filed a "Certificate of Assumed Name" with the Office of the Minnesota Secretary of State? <input type="checkbox"/> Yes or <input type="checkbox"/> No
Check one: <input type="checkbox"/> Sole proprietor <input type="checkbox"/> Partnership <input type="checkbox"/> Minnesota corporation; date of incorporation: _____ <input type="checkbox"/> Out-of-state corporation; state of incorporation: _____ <input type="checkbox"/> If a subsidiary of any other corporation, please describe fully the relationship of the corporation to any other corporation including the name, business address, state of incorporation, and names of stockholders, directors and officers (attach additional pages as necessary): _____ _____
<input type="checkbox"/> Other, please describe: _____

Minnesota Tax ID Number (if sole proprietor, provide Social Security Number):	Federal Tax ID Number:
If a Minnesota Tax ID number is not provided (other than sole proprietor), please explain:	

PREVIOUS BUSINESSES/EMPLOYMENT (Required for Sole Proprietors only)

List every business or occupation in which you have been engaged during the preceding five years, as well as the names and addresses of your employers and partners, if any. *Attach additional pages as necessary.*

COMPANY NAME	TYPE OF BUSINESS	ADDRESS	DATES OF EMPLOYMENT	PARTNERS (if any)

SECTION 2– LICENSE INFORMATION

<p>Do you hold a business license from any other governmental unit? <input type="checkbox"/> Yes or <input type="checkbox"/> No</p> <p>If yes, please provide details, including the type of license(s) and from which governmental unit: _____ _____ _____</p> <p>Have you made application for a business license from any other governmental unit which was denied, revoked or suspended? <input type="checkbox"/> Yes or <input type="checkbox"/> No</p> <p>If yes, please explain the details including date, location, reason and any other applicable information: _____ _____</p> <p>Renewal license information should be sent to the following address: <input type="checkbox"/> Applicant address <input type="checkbox"/> Business address <input type="checkbox"/> Other (Indicate name, title, address below) _____ _____</p>	<table border="1" style="width:100%; border-collapse: collapse;"> <thead> <tr> <th colspan="2" style="text-align: center;">Check License Type Applying For</th> </tr> </thead> <tbody> <tr><td> </td><td>Consumer Fireworks</td></tr> <tr><td> </td><td>Tobacco</td></tr> <tr><td> </td><td>Peddler/Solicitor/Transient Merchant</td></tr> <tr><td> </td><td>Tree Trimming</td></tr> <tr><td> </td><td>Secondhand Goods Dealer</td></tr> <tr><td> </td><td>Pawnbroker</td></tr> <tr><td> </td><td>Adult Establishments</td></tr> <tr><td> </td><td>Therapeutic Massage (Enterprise and/or Therapist)</td></tr> <tr><td> </td><td>Animal Kennel</td></tr> <tr><td> </td><td>Refuse Hauler</td></tr> </tbody> </table>	Check License Type Applying For			Consumer Fireworks		Tobacco		Peddler/Solicitor/Transient Merchant		Tree Trimming		Secondhand Goods Dealer		Pawnbroker		Adult Establishments		Therapeutic Massage (Enterprise and/or Therapist)		Animal Kennel		Refuse Hauler
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	Refuse Hauler																						

SECTION 3 – BUSINESS INFORMATION - PARTNERS OR CORPORATE OFFICERS**PARTNERSHIPS**

If the applicant is a partnership, please provide:

- a copy of the partnership agreement.
- names and addresses of all general and limited partners and each partner is required to submit a Background Investigation Consent Release Form.
- names of the managing partners and the percent of interest of each partner in the licensed business.
- a copy of federal and state tax returns for the partnership for the two years prior to this application.

CORPORATIONS

If the applicant is a corporation, please provide:

- a copy of the Certificate of Incorporation, Articles of Incorporation or Association Agreement, and By-laws.
- Name of the managers or other persons in charge of the business (in Section 4) and each manager, proprietor, or agent is required to submit a Background Investigation Consent Release Form.

If the applicant is a corporation, and applying for a license to be owned and operated by it:

Is the corporation's stock publicly traded on a stock exchange? Yes or No

- Complete the below ownership information for all persons who control or own an interest in the corporation in excess of 5%. Additionally, attach a list of owners, officers and/or general and limited partners and their respective percentages totaling 100%.
- Corporations that are publicly traded on a stock exchange do not require owners or officers to submit a Background Investigation Consent Release Form.

OWNERSHIP

Name and Title:		Percent stock or partnership interest: _____%
Residence Address (city, state and zip):		
Cell Phone:	Email Address:	
Business Phone:	Business Email Address:	

Name and Title:		Percent stock or partnership interest: _____%
Residence Address (city, state and zip):		
Cell Phone:	Email Address:	
Business Phone:	Business Email Address:	

SECTION 4- PERSON(S) IN CHARGE OF THE LICENSED BUSINESS

Manager is defined as the person responsible for overseeing the daily operations of the business.

Are you the manager of this business? Yes or No

If no:

1. A Background Investigation Consent Release form is required from each person in charge of the business except in the case of a corporation whose stock is publicly traded on a stock exchange and is applying for a license to be owned and operated by it.
2. When a licensee places a manager in charge of a business, or if the named manager in charge of a business changes, the licensee must complete and submit the appropriate documentation required for managers within 14 days, and if a background investigation of the manager is required, the licensee must pay an amount equal to the cost to the investigation.

MANAGEMENT INFORMATION – REQUIRED

Full Name:

Title:

Residence Address (city, state and zip):

Cell Phone:

Email Address:

Business Phone:

Business Email Address:

Is the manager the emergency contact for the business? Yes or No If no, provide alternate contact information below.

Full Name:

Title:

Phone Number:

SECTION 5- WORKERS' COMPENSATION INSURANCE

A valid workers' compensation policy must be kept in effect at all times by employers as required by law.

Any workers' compensation policy information changes must be submitted to the city.

1. Complete if insured by business.

I have a workers' compensation insurance policy.

Insurance company name (*not* the insurance agent):

Policy Number:

Effective Date:

Expiration date:

2. Complete if self-insured.

I am self-insured for workers' compensation and have attached a copy of the authorization to self-insure from the Minnesota Department of Commerce.

3. Complete if exempt.

I am not required to have workers' compensation insurance because:

I have no employees.

I only have employees who are not required to be covered by the workers' compensation law.

(See Minnesota Statutes § 176.041 for a list of excluded employees.)

Explain why your employees are not covered by the workers' compensation law: _____

SECTION 6- FINANCIAL RESPONSIBILITY

Prior to the issuance of a license, the applicant/business must be current on the following financial obligations.

- 1. Property taxes are current. Yes or No
- 2. Utility bills are current. Yes or No
- 3. State taxes are current. Yes or No
- 4. Federal taxes are current. Yes or No
- 5. Other governmental obligations or claims concerning the applicant/business entity named in this license application are current. Yes or No

If you or the business entity named in this license application have received a notice of delinquency or default, please provide details: _____

If "No" is checked for any of the above, describe the payment plan or other agreement approved by the applicable government entity: _____

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UB Prev UB UB Cert Tax Prev Tax

Date Verified compliance on: _____ by staff initials: _____

SECTION 7- DATA PRIVACY ADVISORY

All of the information that you are required to provide on this form is considered to be public data pursuant to the Minnesota Government Data Practices Act, Minnesota Statutes Chapter 13, *with the exception of social security numbers which are considered to be private data*. In the event that a member of the public requests a copy of this application from the City, the City is required to provide the application to that person (all social security numbers will be removed or redacted).

Social security numbers that are being provided on this form are considered to be private data on individuals pursuant to Minnesota Statutes Section 13.355. It is understood that the applicant is not required to provide this information. However, the City will not be able to process the application unless all required social security numbers are supplied.

I have read and understand the above data practices advisory.

Applicant's Signature

Date

SECTION 8 - VERIFICATION

I authorize the City of Crystal to investigate and make whatever inquiries that are necessary to verify the information in this application. If I am signing on behalf of a business, I certify that I am authorized to sign on behalf of the business. The documents and information I have submitted are true and correct to the best of my knowledge.

I, (print name) _____, certify or declare under penalty of perjury under the laws of the State of Minnesota that the foregoing is true and correct to the best of my knowledge.

Applicant's Signature

Date



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PEDDLER/SOLICITOR/TRANSIENT MERCHANT SUPPLEMENTAL FORM

Applicant Name:	
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SECTION 1 – COMPANY INFORMATION (or applicant if individual working alone)	
Describe the nature or purpose of the business and the goods to be sold or services to be provided.	

Name, address and phone number of your employer, principal, or the supplier of the goods to be sold or services to be provided.	

Provide dates conducting business within the city	___/___/___ to ___/___/___
For sale of goods only: Provide the supply source of the goods, or property prepared to be sold, or orders taken for the sale thereof, and the current location of such goods or products.	

Method of delivery: _____	
Transient Merchant only: There is a limit to 4 events per year for 1-4 days. Select the number of events you have held within Crystal this calendar year, including this application:	
1 st 2 nd 3 rd 4 th	

SECTION 2 – APPLICANT INFORMATION	
Applicant Name:	
Applicant Address:	
Applicant Phone:	
Name up to three other cities where you conducted similar business immediately preceding this application and the addresses from which such business was conducted within those cities.	

Applicant Physical Description			
Hair color:	Eye color:	Height:	Weight:
Distinguishing marks or features:			

Vehicle Description (used during sale of goods or services)		
License Plate Number:	Make:	Model:

I certify that the information in this supplemental application for a city license is true and complete to the best of my knowledge. I have read, understand and agree to abide by Crystal City Code Section 1110, Peddlers, Solicitors and Transient Merchants.

Signature of Applicant

Date



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BACKGROUND INVESTIGATION CONSENT RELEASE

The following information is required per Crystal City Code Chapters 10, 11 and 12 which requires a comprehensive background investigation for the approval or denial of a City license and Minnesota Statutes Section 299C.72, subd. 2, which authorizes a Minnesota computerized criminal history check for approval or denial of a City license.

Business or Organization Name:	
License Type Applying For:	
Officer/Position Title:	

Name (first, middle, last):		
Former Name(s) (if applicable):		
Date of Birth:		
State ID: <i>(Please provide a copy, front and back, of your driver's license or State issued identification card)</i>	ID Number:	State:
Current Home Address:		
City/State/Zip Code:		
Phone Number:		
Email Address:		

1. Have you lived in Minnesota for all of the past 10 years? Yes or No
If no, provide previous addresses (*attach additional sheets as necessary*).

Address:	
City/State/Zip:	
Dates at Address:	

Address:	
City/State/Zip:	
Dates at Address:	

2. Have you ever been convicted of a felony, crime or violation of any ordinance, other than a traffic violation? Yes or No

If yes, list all such matters including the time, place and offense of all such convictions (*attach additional sheets as necessary*).

I hereby authorize the Minnesota Bureau of Criminal Apprehension and other municipal, state, and federal law enforcement agencies to disclose all criminal history record information on me to the City of Crystal for the purpose of receiving a license from the City. I further authorize any such persons to answer any inquiries concerning my criminal history which may be submitted to them by representatives of the City. I fully understand that the City will use this information in its evaluation of my City license application. Certain information that I am providing on this form is considered to be not public pursuant to the Minnesota Government Data Practices Act, Minnesota Statutes Chapter 13. I understand that I am not required to provide this information or to have the background check conducted. However, the City will not be able to process my license application unless all of the information being requested is supplied and I authorize the background check. The expiration of this authorization shall be for a period of no longer than one year from the date of my signature.

Applicant Signature:	
Printed Name:	Date:

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City Code Section: _____
Requested By and Return To: _____

Section 1110 - Peddlers, solicitors
and transient merchants

1110.01. Definitions. For purposes of this section, the terms defined in this subsection have the meanings given them.

Subd. 1. Person. “Person” means any person, individual, co-partnership, limited liability company and corporation, both as principal and agent, who engage in, do, or transact any temporary and transient business in the state or city regulated by this section.

Subd. 2. Peddler. “Peddler” means a person who goes from house to house, door to door, business to business, street to street, or any other type of place to place for the purpose of offering for sale, selling or attempting to sell, and delivering immediately upon sale the goods, wares, products, merchandise, or other personal property that the person is carrying or transporting; the term does not include vendors of milk, bakery products or groceries who distribute their products to regular customers on established routes. The term Peddler shall mean the same as the term “hawker.”

Subd. 3. Solicitor. “Solicitor” means a person who goes from house to house, door to door, business to business, street to street, or any other type of place to place for the purpose of obtaining or attempting to obtain orders for the sale of goods, wares, or merchandise including magazines, books, periodicals, other personal property or services of which they may be carrying or transporting samples, or that may be described in a catalog or by other means, and for which delivery or performance shall occur at a later time. The absence of samples or catalogs shall not remove a person from the scope of these provisions if the actual purpose of the person’s activity is to obtain or attempt to obtain orders as discussed above. The term solicitor shall mean the same as the term “canvasser.”

Subd. 4. Transient merchant. “Transient merchant” means a person, whether as owner, agent, consignee, or employee who engages in a temporary business out of a vehicle, trailer, box car, tent, other portable shelter, store front, or from a parking lot for the purpose of displaying for sale, selling or attempting to sell, and delivering goods, wares, products, merchandise or other personal property and who does not remain or intend to remain in any one location for more than four consecutive days as part of four sale events each year.

1110.03. License required. It is unlawful to engage in the business of peddler, solicitor, or transient merchant in the city without first obtaining a license therefore as provided by this section, unless exempt from such license pursuant to Crystal city code, subsection 1110.07. In addition, no person shall conduct business as a transient merchant for an out-of-state business within the city limits without first having obtained the appropriate licensure from Hennepin County.

1110.05. Application. Applications for a city license under this section must be filed with the city clerk and must contain all information required in the city's application form, including:

- (a) Physical description of the applicant (hair color, eye color, height, weight, distinguishing marks or features);
- (b) Complete permanent home and local address of the applicant; and in the case of transient merchants, the local address from which proposed sales will be made with a letter of signed permission from the property owner;
- (c) A brief description of the nature of the business and the goods to be sold or services to be provided;
- (d) The name, address, and phone number of the employer, principal, or supplier of the applicant, together with credentials establishing the exact relationship;
- (e) The dates during which the applicant intends to conduct business and the names of its agents conducting business in the city;
- (f) The supply source of the goods, or property prepared to be sold, or orders taken for the sale thereof, the location of such goods or products at the time of the application, and the proposed method of delivery;
- (g) A recent photograph (approximately two inches by two inches) of the applicant, showing the head and shoulders of the applicant in a clear and distinguishing manner;
- (h) A statement as to whether the applicant has been convicted of any crime or violation of any municipal ordinance other than traffic violations, the nature of the offense, and the punishment or penalty assessed therefore;
- (i) The names of up to three other municipalities where the applicant conducted similar business immediately preceding the date of the current application and the addresses from which such business was conducted within those municipalities;
- (j) The applicant's driver's license number or other acceptable state-issued identification;
- (k) The license plate number(s) and description of the vehicle(s) to be used in conjunction with the licensed business, if applicable; and
- (l) Proof of county license (applicable to out-of-state transient merchants only).

1110.07. Exemptions.

Subd. 1. General exemptions. No license under this section shall be required for:

- (a) Any person selling or attempting to sell, or taking or attempting to take orders for, any product grown, produced, cultivated, or raised on any farm;
- (b) Sales exempt under Minnesota Statutes, section 329.14; or
- (c) Any person going from house-to-house, door-to-door, business-to-business, street-to-street, or any other type of place-to-place movement for the primary purpose of exercising that person's state or federal constitutional rights such as the freedom of speech, freedom of the press, freedom of religion, and the like. This exemption will not apply if the person's exercise of constitutional rights is merely incidental to what would properly be considered a commercial activity.

Exemptions from this section shall not excuse any person from complying with any other applicable statutory provision or local ordinance.

Subd. 2. Non-profit organizations and free expression exemption. Any organization, society, association, or corporation with a non-profit status approved by the state or federal government desiring to solicit or to have solicited in its name money, donations of money or property, or financial assistance of any kind or desiring to sell or distribute any item of literature or merchandise for which a fee is charged or solicited from persons other than members of such organizations for a charitable, religious, patriotic, or philanthropic purpose by going from house to house, door to door, business to business, street to street, or other type of place to place, or when such activity is for the purpose of exercising that person's state or federal constitutional rights relating to the free exercise of religion or speech, is exempt from the licensing requirements of this section, provided there is a registration filed in writing on a form provided by the city clerk which contains the following information:

- (a) Organization's name and specific cause for which exemption is sought;
- (b) Names and addresses of the officers and directors of the organization;
- (c) Period during which solicitation is to be conducted;
- (d) Whether any commission, fee, wages, or emoluments are to be expended in connection with such solicitation and the amount thereof; and

- (e) Names and addresses of all persons involved in canvassing efforts. Persons exercising constitutional rights may lose their exemption from licensing if the person's exercise of constitutional rights is merely incidental to a commercial activity. Professional fundraisers working on behalf of an otherwise exempt person or group shall not be exempt from the licensing requirements of Crystal city code, subsection 1110.03.

1110.09. Investigation and issuance. A background investigation of all interested individuals for non-exempt licenses is required and shall be conducted pursuant to Crystal city code, subsection 1000.19 prior to the issuance of a license or license renewal.

1110.11. License requirements. The license will contain information deemed necessary by the city and shall be valid only for the period specified, though no license may extend beyond the 31st day of December of the year in which it is granted. Licensees must wear some type of identification conspicuously showing their name and the organization for which they are working and must carry their city-issued license when conducting the licensed business or activity.

1110.13. Prohibited activities.

Subd. 1. Loud noises and speaking devices. A person licensed under this section may not shout, cry out, blow a horn, ring a bell, or use any sound amplifying device upon any of the streets, alleys, parks, or other public places of the city or upon private premises where sound of sufficient volume is emitted or produced therefrom to be capable of being plainly heard upon the streets, alleys, parks, or other public places, for the purpose of attracting attention to any goods, wares, or merchandise which such licensee proposes to sell.

Subd. 2. Use of streets. A person licensed or regulated under this section does not have an exclusive right to any location in the public streets, nor is such person permitted a permanent stationary location thereon. A person licensed under this section may not operate in a congested area where such operation might impede or inconvenience the public use of streets.

Subd. 3. Private property. Issuance of a license under this section does not permit the license holder to conduct the licensed activity on private property without the ongoing permission of the property owner or the property owner's authorized agent. If such property is conspicuously posted by the owner or person in control with a sign stating "no trespassing", "no solicitors", "no solicitors or peddlers", or similar language, the entry thereon by any person subject to the licensing or registration requirements of this section without the permission of the owner or agent shall be unlawful and deemed a public nuisance. To be conspicuously posted, the sign shall be at least 3¾ inches long, 3¾ inches wide, the printing must not be smaller than 48 point type, and placed near the principal entrance to the premises such that it is plainly visible prior to reaching the door of the premises. No person other than the owner or occupant of the premises shall remove, injure, or deface the sign.

Subd. 4. Practices prohibited. No peddler, solicitor or transient merchant shall conduct business in any of the following manners:

- (a) Obstructing the free flow of either vehicular or pedestrian traffic on any street, alley, sidewalk, or other public right-of-way;
- (b) Creating a direct threat to the health, safety, or welfare of any individual or the general public;
- (c) Entering upon any residential premises for the purpose of carrying on the licensee's or registrant's trade or business between the hours of 8:00 p.m. and 9:00 a.m., unless such person has been expressly invited to do so by the property owner or occupant thereof;
- (d) Ringing the doorbell, knocking on the door, or entering any residential or commercial premises that is conspicuously posted as provided in subdivision 3 of this subsection; or
- (e) Harassing, intimidating, abusing, or threatening a person, continuing to offer merchandise for sale to any person after being told not to do so by that person, or failing or refusing to leave the premises of the resident occupant after being told to do so by the resident occupant.

1110.15. Records. The chief of police must report to the city clerk all convictions for violation of this section. The city clerk must maintain a record for each license issued and record the reports of violation therein.