

# VILLAGE OF NORTH UTICA

P.O. Box 188 – Utica, IL 61373  
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## Application Form for Vendor, Peddler, Solicitor License

License Required: It shall be unlawful for any business, person or organization to engage in the business of hawker, seller, peddler or transient merchant of any product, food, merchandise, article or thing without having first secured a license from the Village Clerk.

**Name of Applicant:** \_\_\_\_\_

**Street Address:** \_\_\_\_\_

**City:** \_\_\_\_\_ **State:** \_\_\_\_\_ **Zip Code:** \_\_\_\_\_

**Phone:** \_\_\_\_\_ **Email:** \_\_\_\_\_

**Items for Sale:** \_\_\_\_\_

**\*\*NOTE: ALL ITEMS INCLUDING SIGNAGE, DEBRIS, TENTS, TABLES, CHAIRS, TRASH CANS AND ALL OTHER ITEMS RELATED TO SALES AND SET UP OF MERCHANT SHALL BE REMOVED FROM THE PROPERTY AT THE END OF EACH DAY.**

**Address / Location for which you are requesting a license for:**

\_\_\_\_\_

**Written Permission from property owner:** Yes \_\_\_ No \_\_\_ N/A \_\_\_  
(Must be attached if applicable)

**Health Department Certificate (Food Related Sales):** \_\_\_\_\_

**Illinois Certificate of Registration Number (Sales Tax ID):** \_\_\_\_\_

**Tax Exempt ID:** \_\_\_\_\_

**Bond / Cash Deposit in the amount of \$500** \_\_\_\_\_

**N/A (Non-Sales / Information Only):** \_\_\_\_\_

**\*\*\*NOTE:** All taxable sales made within the Village of North Utica must be reported to the Illinois Department of Revenue by the applicant

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**Licenses and Fees**

**(CHECK ONE)**

**Peddlers (Door to Door Sales): NO SUNDAYS OR HOLIDAYS**

- \_\_\_\_\_ #1: **Daily:** \$25.00 per peddler per day  
\_\_\_\_\_ # 2: **Monthly:** \$150.00 valid for 30 days  
\_\_\_\_\_ #2: **Summer:** \$500.00 valid from 8am on May 1<sup>st</sup> – Sept. 30th

**Transient Merchants / Vendors:**

- \_\_\_\_\_ #1: **Daily:** \$25.00 per peddler per day (8 am – 7 pm)  
\_\_\_\_\_ # 2: **Monthly:** \$150.00 valid for 30 days  
\_\_\_\_\_ #2: **Summer:** \$500.00 valid from 8am on May 1<sup>st</sup> – Sept. 30th

**Flea / Farmers Markets:**

- \_\_\_\_\_ #1: \$40.00 per weekend for 10 to 20 participating Vendors.  
\_\_\_\_\_ #2: \$50.00 per weekend for 21 to 40 participating Vendors.  
\_\_\_\_\_ #3: \$60.00 per weekend for more than 40 participating Vendors.

**Total Amount:** \$ \_\_\_\_\_

**Dates requesting license for:** \_\_\_\_\_

**Hours requesting license for:** \_\_\_\_\_

**Signature of Applicant:** \_\_\_\_\_

**Date of Application:** \_\_\_\_\_

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**Approved:** \_\_\_\_\_ **Date:** \_\_\_\_\_  
                  Village Clerk

\*\*\* To obtain a copy of the Ordinance please contact the Village Clerk. (Ord. 2001-09; 2004-24; 2006-40; 2010-13; 2017-15)