



STEPS FOR OBTAINING A VENDOR LICENSE FROM THE CITY OF KANKAKEE

Initial application fee: \$15.00

You must submit the following:

- (1) A copy of your actual Illinois Retailer's Occupation Tax number (*see page 7 for information*)**
- (2) A copy of your contractual proof of employment (if in business for yourself, something with your business name on it)**
- (3) A copy of a valid State ID or Driver's License**
- (4) A copy of your current Vehicle Insurance Card**
- (5) A copy of your valid Vehicle Registration Card**

All these must be attached to the completed application.

If you are selling food, you must have a letter of approval from the County Health Department. If you are an itinerant merchant and are setting up shop in front of a business, you must have a letter of permission from the business owner.

**ALL APPLICANTS MUST HAVE THEIR PHOTOS TAKEN BY CITY CLERK'S
OFFICE AS PART OF THEIR APPLICATION PROCESS.**



CITY CLERK'S OFFICE
304 SOUTH INDIANA AVENUE
KANKAKEE, ILLINOIS 60901
PHONE 815-933-0480
FAX 815-933-0482

APPLICATION FOR PEDDLER, ITINERANT MERCHANT,
OR TRANSIENT VENDOR

THIS APPLICATION MUST BE FILLED OUT COMPLETELY

***THIS APPLICATION MUST BE SUBMITTED AT LEAST 72 HOURS
(THREE BUSINESS DAYS) PRIOR TO THE DATE(S)
ON WHICH YOU WANT TO SOLICIT ***

Date: _____

- COPY OF RETAILER'S OCCUPATION TAX ID NUMBER SUBMITTED AND ATTACHED
- COPY OF CONTRACTUAL PROOF OF EMPLOYMENT SUBMITTED AND ATTACHED
- COPY OF VALID STATE ID OR DRIVER'S LICENSE SUBMITTED AND ATTACHED
- COPY OF CURRENT VEHICLE INSURANCE CARD SUBMITTED AND ATTACHED
- COPY OF VALID VEHICLE REGISTRATION CARD SUBMITTED AND ATTACHED
- PHOTO TAKEN BY CITY CLERK'S OFFICE
- PAID AND RECEIPT ATTACHED

1. Name of Applicant _____ Telephone _____
Street _____ Cell Phone _____
City, State, Zip _____ Date of birth _____
Email Address _____ Social Security# _____
Drivers License # _____ State Issued in _____

2. Name of Employer _____ Telephone _____
Fax Number _____ Hire Date _____
Street _____ City, State, Zip _____
Website address: _____ Business Type _____
Company's Establishment Date _____ Employer Identification # _____
Retailer's Occupation Tax # _____
Immediate Supervisor: _____

3. Nature of business and description of products/services to be sold: _____

4. Method of delivery for products/services sold: _____

5. Length of application requested: from _____ to _____

a) Hours of the day to be operating: from _____ to _____

Per Section 19-12 of the Municipal Code Book: "No person shall engage in or carry on any such activities permitted by this chapter prior to: sunrise or after sunset on any day except Sundays and national holidays; prior to twelve noon, or after six p.m. or sun-down, which ever first occurs, on Sundays; and, at any time on national holidays."

b) Approximate area within the city where the solicitation, peddling, or canvassing will take place _____

6. Type of transportation: Model _____ Color _____ Year _____
License plate number: _____
License number and date of sticker expiration _____

Name and Address of Owner if different from applicant:
Name _____
Street _____
City, State, Zip _____

7. Have you ever been licensed by the City of Kankakee? yes no
When? _____ Was license ever revoked? yes no
If so, explain: _____

8. Direct contact as a registered agent (for purpose of receiving notices, claims, or process)
Name: _____ Telephone _____
Street _____ City, State, Zip _____
Fax _____ Title _____

9. Have you ever been convicted of any crime, misdemeanor, or violation of a Municipal Ordinance? yes no
If yes, state the nature of the offense and the punishment or penalty:

10. Have you ever been convicted of any crime, misdemeanor, or violation under State or Federal law? yes no
If yes, state the nature of the offense and the punishment or penalty:

11. Names of two (2) business references who will certify as to the applicant's good reputation and business responsibility (please list full mailing address):

1. _____
Name Company Address Phone

2. _____
Name Company Address Phone

12. Names of two (2) personal references who will certify as to the applicant's good reputation (please list full mailing address):

1. _____
Name Address Phone

2. _____
Name Address Phone

13. List all licenses to conduct business as a Transient Vendor, Itinerant Merchant or Peddler obtained in the State of Illinois within the last twelve (12) months. _____

14. *For Itinerant Merchants and Transient Vendors only:* Location and permission to operate from owner _____

the place or places, other than the *permanent* place of business of the applicant, where applicant within the last six (6) months preceding the date of this application conducted a transient business and stating the nature thereof: _____

Signature of Applicant

OFFICE USE ONLY:	
PROCESSED BY:	_____
DATE:	_____
<input type="checkbox"/> APPROVED	<input type="checkbox"/> DENIED

PEDDLERS AND SOLICITORS

DOOR TO DOOR

APPLICATION FEE: \$ 15.00

ONE PEDDLER WORKING ALONE:

PER DAY: \$ 10.00
EACH ADDITIONAL DAY \$ 5.00

PER WEEK: \$ 30.00
EACH ADDITIONAL WEEK: \$ 15.00

PER MONTH: \$ 60.00
EACH ADDITIONAL MONTH: \$ 30.00

FOR SIX (6) MONTHS: \$105.00
EACH ADDITIONAL MONTH: \$ 45.00

PER YEAR: \$165.00

For each additional person or peddler accompanying and working with a peddler: 40% of the foregoing schedule of fees for one peddler working alone.

No license shall be issued to extend beyond April 30 of the fiscal year in which the license is issued, and there shall be no additional fee for solicitors or canvassers other than the initial application fee of \$15.00. No application fee shall be required for solicitors, peddlers, or canvassers representing a charitable, community or religious organization. (Ord. 92-12, 3-16-92)

LICENSE FEES – ITINERANT MERCHANTS/TRANSIENT VENDORS

TRANSIENT VENDORS have push carts, trucks, etc.

ITINERANT MERCHANTS set up in front of businesses, with owners' permission.

INITIAL APPLICATION FEE: \$15.00

	Non-perishable goods	Perishable Goods
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Per day	\$ 25.00	\$ 10.00
Each additional day	\$ 10.00	\$ 5.00
Per week	\$ 60.00	\$ 30.00
Each additional week	\$ 30.00	\$ 15.00
Per month	\$120.00	\$ 60.00
Each additional month	\$ 60.00	\$ 30.00
For six (6) months	\$210.00	\$105.00
Each additional month	\$ 90.00	\$ 45.00
Per year	\$330.00	\$165.00

No license shall be issued to extend beyond April 30 of the fiscal year.