

Door-To-Door Salesman Permit Application

The City of Chamblee has established the following application to allow for registration of persons, firms, or corporations to engage in the business of soliciting or calling on residences door-to-door in accordance with the City of Chamblee Ordinance Chapter 22, Article VII, Door-To-Door Salesmen as it pertains to door-to-door salesman.

By way of example, soliciting includes activities including seeking to: obtain orders for the purchase of goods, wares, merchandise, foodstuffs, services of any kind, character or description; seeking to obtain prospective customers for application or purchase of insurance or publication of any type; and seeking to obtain subscriptions to books, magazines, periodicals, newspapers, and other types of publications.

This excludes solicitation for charitable, political, or other nonprofit purposes provided that all sales proceeds are the property of and used by the nonprofit organization. This also excludes officers or employees of the city, county, state, or federal governments, or any subdivision thereof, when on official business.

Door-To-Door Salesman Permits are issued to individual applicants and each person shall at all times while soliciting in the City of Chamblee carry upon his or her person the permit so issued to be exhibited by such Door-To-Door Salesman whenever he or she is requested to do so by any police officer or person solicited. The permit will not be valid for more than 3 months and the permit shall state the expiration date thereof. Upon expiration of the maximum 3 month period, the permit holder may receive a renewal for an additional 3 month period, so long as no more than one (1) complaint has been submitted to the City concerning the permit holder.

Individuals applying for the permit shall make themselves available for photographing, fingerprinting, and such other investigation as may be required by the police department. As part of the application process, the Chief of Police or his designee shall have a complete and extensive search made to determine if there is a police record of such person. If there is a record of conduct prohibited by the City of Chamblee Ordinance Chapter 22, Article VII, Door-To-Door Salesmen or evidence that granting a Door-To-Door Salesman's Permit would adversely affect the public health, safety, or welfare, issuance of a permit shall be denied.

The fee for a Door-To-Door Salesman Permit is made up of two (2) components: a background check by the City of Chamblee Police Department for \$50.00 and the permit fee of \$50 totaling \$100.00.

Please submit the following Door-To-Door Salesman Permit Application and all required supplemental materials (detailed in the following checklist) to the Chamblee Police Department, located at 3518 Broad St, Chamblee, GA 30341. If you have questions, please do not hesitate to contact the Chamblee Police Department at (770) 986-5005.

Checklist

****Your application packet MUST INCLUDE a Comprehensive Plan detailing the specific days and times for each Chamblee route. Failure to include a Comprehensive Plan of your routes will delay your permit. NO EXCEPTIONS****

Application Requirements:

- Applicant Information
- Contact Information
- Vehicle Information
- Recent Communities Solicited
- Arrest and Conviction Information
- Places of Residences – past three (3) years
- Places of Employment – past three (3) years
- Signed & Notarized Affidavit from Applicant
- Door-To-Door Salesman Permit Acknowledgement Form
- Signed Authorization for Criminal Background Check
- Background Check by the City of Chamblee Police Department (Monday-Friday: 8:00am-6:00pm)
- Photographing/Fingerprinting by the City of Chamblee Police Department (Monday-Friday: 1:00pm-3:00pm)

Application Required Attachments:

- Copy of current driver's license
- Description of subject matter to be solicited
- Names of magazines, books, or journals to be solicited
- Proposed route
- Description of proposed method of operation

Door-To-Door Salesman Permit Fees:

- Background Check \$50.00*
- Permit Fee \$50.00*

*Permit Valid for 3 months, may apply for additional 3 months with no additional fee. Each 3 month period thereafter, will be charged the applicable fees.

Door-To-Door Salesman Permit Application

Applicant Information	Date of Application:		
	Latest Previous Application:		
	NAME Last:	NAME First:	NAME Middle:
	Aliases / Stage Names:		Social Security Number - -
	Sex: <input type="checkbox"/> Male <input type="checkbox"/> Female	Height:	Weight:
	Race:	Hair Color:	Eye Color:
	Date of Birth:	BIRTHPLACE City:	BIRTHPLACE State:
	Driver's License Number:		State Issued:
	Home Phone:		Cell Phone:
	Vehicle Information/Required Attachments/Arrest Information	Number of vehicles* intended to be operated by Applicant during solicitation:	
Make:		Model:	Color:
License plate number:			
<i>*If more than one (1) vehicle will be used during solicitation please attach a description of other vehicles including make, model, color, and license plate number.</i>			
Names of three (3) most recent communities where applicant has solicited house-to-house:			
1.		2.	3.
Required Description of subject matter of the soliciting – attached? (yes/no)			
<i>Please attach a description, sufficient for identification, of subject matter of the soliciting in which you will engage.</i>			
Required names of magazines, books, or journals to be sold – attached? (yes/no)			
<i>Please attach a list of names of magazines, books, or journals proposed to be sold.</i>			
Required proposed route – attached? (yes/no)			
<i>Please attach the proposed route, including streets to be included on each day, which you intend to follow.</i>			
Required description of proposed method of operation – attached? (yes/no)			
<i>Please attach a description of proposed method of operation.</i>			
Have you been arrested and/or convicted for a felony within the past five (5) years? (yes/no)			
<i>Please note that any applicant with felony convictions or open charges within the past five (5) years will be denied.</i>			
Have you been arrested and/or convicted for moral turpitude within the past five (5) years? (yes/no)			
<i>Please note that any applicant with moral turpitude convictions within the past five (5) years will be denied.</i>			

Door-To-Door Salesman Permit Application Residence & Employment Information

Places of Residence	Places of Residence		
	<i>Starting with your current residence, please list your places of residence and length of residence at such address for the past three (3) years. If more space is needed please attach a listing of places of residences including street address, city, state, zip, and length of time at that residence.</i>		
	1. Current Residence Street Address:		
	City:	State:	Zip:
	Length of time at current residence:		
	2. Previous Residence Street Address:		
	City:	State:	Zip:
	Length of time at residence:		
	3. Previous Residence Street Address:		
	City:	State:	Zip:
	Length of time at residence:		
	Employment Information	Places of Employment	
<i>Starting with your current employer, please list your place of employment and length of employment at such person, firm, or corporation for the past three (3) years. If more space is needed please attach a listing of places of employment including employer, job title, supervisor, street address, phone number and length of time with that employer.</i>			
1. Current Employer:			
Job Title:		Supervisor:	Phone:
Street Address:			
Length of time with employer:			
2. Previous Employer:			
Job Title:		Supervisor:	Phone:
Street Address:			
Length of time with employer:			
3. Previous Employer:			
Job Title:		Supervisor:	Phone:
Street Address:			
Length of time with employer:			

Door-To-Door Salesman Permit Applicant's Affidavit and Signature

Applicant: _____

Job Title: _____

I hereby agree that as a condition to the issuance of a Door-To-Door Salesman's Permit, the Applicant shall indemnify and hold the City harmless from claims, demand or cause of action which may arise from activities associated with the permit.

I hereby solemnly swear, subject to criminal penalties for false swearing, that the statements and answers made by me to the foregoing questions in this application for a Door-To-Door Salesman's Permit, are true, and no false or fraudulent statement or answer is made herein to procure the granting of such permit.

I hereby state and understand that any conviction for violation of the provisions of the City of Chamblee Ordinance Chapter 22, Article VII, Door-To-Door Salesmen Ordinance shall result in the automatic suspension of the Door-To-Door Salesman's Permit. Furthermore, the Chief of Police may revoke said Door-To-Door Salesman's Permit and demand its return if the Applicant becomes disqualified for the issuance of a permit.

I hereby understand that it shall be unlawful for an Applicant whose Door-To-Door Salesman's Permit has been revoked and upon whom demand for return of the permit has been made to refuse to return the permit.

Applicant's Signature: _____

Sworn and Attested before me on this _____ day of _____, 20_____.

Notary Signature/Seal: _____

Georgia Code section 16-10-71 provides that a person who makes a lawful oath or affirmation or who executes a document knowing that it purports to be an acknowledgement of a lawful oath or affirmation commits the offense of false swearing when, in any matter or thing other than a judicial proceeding, he knowingly and willfully makes a false statement.

Staff Use Only	
Permit #:	Permit Fees:
Approved/Denied By:	Expiration Date:
Approval Date:	Denied Date:

Background Check Consent Form

*****PLEASE NOTE: Background Checks are only performed between the hours of 8:00am-6:00pm on Monday-Friday**

I authorize the Chamblee Police Department to receive any criminal history record information pertaining to me, which may be in the files of any federal, state, and/or city criminal justice agency in Georgia pursuant to O.C.G.A. 35-3-35.

Print Full Name: _____

Maiden Name/Previous Name/Alias Info: _____

Date: _____ Telephone Number: _____

Are you a U.S. Citizen? Yes _____ No _____

If no, you will need to have your Green Card available. Country of Birth: _____

Date of Birth: _____ Race: _____ Sex: _____ Social Sec#: _____

Street Address: _____

City: _____ County: _____ State: _____ Zip: _____

Business Name: _____

Business Address: _____

Signature of Applicant: _____

For Finance Dept Use Only:

Door-To-Door Salesman's Permit (Photo, Background Check, Fingerprints)-Issue to Applicant (Valid for 3 Months.)

Employee Completing: _____ Date Complete: _____

Record Attached: _____ No Record: _____

Door-To-Door Salesman Permit Acknowledgement

Pursuant to the City of Chamblee Ordinance Chapter 22, Article VII, Door-To-Door Salesmen, all Door-To-Door Salesman permit holders must adhere to the regulations below and consent to a background check by the Chamblee Police Department. Below is an excerpt of Article VII, Door-to-Door Sales and Similar Occupations from the Chapter 22.

Article VII- DOOR-TO-DOOR SALESMEN

Sec. 22-200. – Definitions

The following words, terms and phrases, when used in this article, shall have the meanings ascribed to them in this section, except where the context clearly indicates a different meaning:

Licensed Door-To-Door Salesman means and includes any person who has obtained a valid permit as hereinafter provided, which permit is in the possession of the Door-To-Door Salesman on his person while engaged in soliciting.

Residence means and includes every separate living unit occupied for residential purposes by one or more persons, contained within any type of building or structure.

Soliciting means and includes any one or more of the following activities:

- (1) Seeking to obtain orders for the purchase of goods, wares, merchandise, foodstuffs, services, of any kind, character or description whatever, for any kind of consideration whatsoever;
- (2) Seeking to obtain prospective customers for application or purchase of insurance of any type, kind or publication; or
- (3) Seeking to obtain subscriptions to books, magazines, periodicals, newspapers and every other type or kind of publication.

Sec. 22-201. – Permit Required.

- (a) It shall be unlawful for any person to engage in the business of soliciting, calling on residences, door-to door without first having obtained a permit in accordance with the provisions contained in this chapter.
- (b) The requirement of subsection (a) of this section is meant to apply to door-to-door solicitations for commercial transactions for profit only.
 - (1) It is not meant to regulate solicitation for charitable, political, or other nonprofit purposes provided that all sales proceeds are the property of and used by the nonprofit organization.
 - (2) It does not apply to officers or employees of the city, county, state, or federal governments, or any subdivisions thereof, when on official business.
- (c) Each person shall at all times while soliciting in the city wear and display upon his person the permit so issued and the same shall be exhibited by such solicitation whenever he is requested to do so by any police officer or by any person solicited.
- (d) Each permit issued shall contain the name of the Door-To-Door Salesman, the name and address of the person, firm or corporation or association by whom the Door-To-Door Salesman is

employed or represents and photograph of the Door-To-Door Salesman.

- (e) The permit shall state the expiration date thereof. In no event shall a permit be valid for more than three months. Upon expiration of the maximum three-month period, the permit holder may receive a renewal for an additional three-month period without any additional fees and without having to comply with section 22-202, so long as no more than one complaint has been submitted to the city concerning the permit holder.

Sec. 22-203. – Permit revocation.

- (a) Any permit issued hereunder shall be revoked by the city manager if the holder of the permit is convicted of a violation of any of the provisions of this chapter or has made a false material statement in the application, or otherwise becomes disqualified for the issuance of a permit under the terms of this chapter.
- (b) The permit may be revoked by the city manager after a hearing in front of the city manager or designee if the city receives at least two complaints against the permit holder alleging any violations of this article. The hearing shall be noticed in writing, by certified mail, return receipt requested, to the permit holder and shall not be less than ten days following the receipt of the notice by the permit holder. The notice shall state in specificity the time and place of the hearing and the reason(s) for the intended revocation. At the hearing, the city shall present evidence of the permit holder's violation of this article either through documents or affirmative testimony of the complaining parties and the permit holder shall be given an opportunity to rebut same and present his own evidence that no such violations have occurred. The burden of proof shall be on the city by preponderance of the evidence. If the city meets its burden, the city manager shall revoke the permit no later than five days following the date of the hearing.
- (c) Immediately upon such revocation, written notice thereof shall be given to the holder of the permit in person or by certified United States mail addressed to his residence address set forth in the application.
- (d) Immediately upon the giving of such notice the permit shall become null and void and must be turned in to the city manager's office.
- (e) A permit holder whose permit has been revoked in accordance with subsection (b) shall have the right to appeal said revocation to the city council or designated hearing officer by giving notice to the city manager no later than ten days following receipt of the revocation notice by the permit holder. The appeal hearing shall be scheduled no later than 30 days following the receipt of said appeal request and notice of same given to permit holder by mail no later than ten days prior to the hearing. At the hearing, the permit holder shall have the right to present evidence as to why the decision of the city manager or designee should be overturned and shall have the burden to show same by the preponderance of the evidence. The city council or designated hearing officer shall make a decision to sustain or reverse the city manager's decision within five days of the hearing and shall notify the permit holder of the same in writing.
- (f) Any permit holder aggrieved by the final decision of the city council or designated hearing officer may appeal same by petition for writ of certiorari to the Superior Court of DeKalb County in accordance with the law.

Sec. 22-204. – Routes

To the extent practical, each Door-To-Door Salesman shall identify the streets and routes which he will follow on each day he is engaged in the business of soliciting. If changes in routes are made, then such changes must be immediately reported to the city manager's officer.

Sec. 22-205. - Prohibitions.

- (a) It is hereby declared to be unlawful and shall constitute a nuisance for any person to go upon any premises and ring the doorbell upon or near any door, or create any sound in any other manner calculated to attract the attention of the occupant of such residence, for the purpose of securing an audience with the occupant thereof and engage in soliciting as herein defined if the occupant of said residence has made it clear, by written sign or otherwise, that Door-To-Door Salesman are not invited.

- (b) Any Door-To-Door Salesman who has gained entrance to any residence, whether invited or not,

shall immediately and peacefully depart from the premises when requested to do so by the occupant.

(c) It is unlawful for any person to solicit or attempt to solicit at a place of residence at any entrance or part of the building other than the main entrance to the residence.

(d) Times allowed:

(1) It is hereby declared to be unlawful, whether licensed under this chapter or not, to go upon any premises and ring the doorbell upon or near any door of a residence located thereon, or rap or knock upon any door or create any sound in any other manner calculated to attract the attention of the occupant of such residence, for the purpose of securing an audience with the occupant thereof and engage in soliciting as herein defined, prior to 10:00 a.m. or after 7:00 p.m. Monday through Saturday, or at any time on Sunday, or on a state or national holiday.

(2) Solicitations for political purposes shall not occur prior to 10:00 a.m. or after 7:00 p.m.

(e) It is unlawful for any person to lend, rent or sell a Door-To-Door Salesman's permit card to another.

Sec. 22-206. – Penalties.

Any person violating any of the provisions of this article shall be punishable, upon conviction, as provided by Section 1-6 of this Code; and a separate offense shall be deemed committed on each day during or on which a violation occurs or continues.

Please sign and date below acknowledging that you understand your responsibilities to the City of Chamblee as a Door-To-Door Salesman permit holder and will adhere to the provisions pursuant to the City of Chamblee Ordinance Chapter 22, Article VII, Door-To-Door Salesmen. In doing so, you also recognize the following statement:

<p>Contact for Door-To-Door Salesman Permits Chamblee Police Department (770)986-5005 www.chambleega.com</p>

Georgia Code section 16-10-71 provides that a person who makes a lawful oath or affirmation or who executes a document knowing that it purports to be an acknowledgement of a lawful oath or affirmation commits the offense of false swearing when, in any matter or thing other than a judicial proceeding, he knowingly and willfully makes a false statement.

Signature: _____ Date: _____ Phone: _____

Business Name: _____ Applicant Name: _____

****Please make a copy for your records****