

**City of South Portland  
Office of the City Clerk  
P.O. Box 9422  
South Portland, ME 04116-9422  
207-767-7628**

**Vendor's Application – Door to Door and Fixed Location**

Valid from \_\_\_\_\_ to \_\_\_\_\_  
§14-15

**Door to Door Sales**                       **Fixed Location**   
*\*(if "fixed location", will need to submit a site plan with application)*

Circle One:            Individual            Corporation            Association            Partnership

Parent Company Name (if applicable): \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_

State: \_\_\_\_\_ Zip: \_\_\_\_\_ Telephone: \_\_\_\_\_

Contact Person: \_\_\_\_\_

**NOTE: If applicant is a corporation, association or partnership, list name, address, and title of each officer on enclosed form (as well as all people vending).**

South Portland Business Name: \_\_\_\_\_ Telephone: \_\_\_\_\_

South Portland Business Address/Vending Location: \_\_\_\_\_

State Vendor License #: \_\_\_\_\_ (Attach a copy of your State of Maine Vendor's License.)

Days and hours of operation: \_\_\_\_\_

**Have applicant, partners, associates or corporate officers ever been arrested, indicted, convicted or court martialled for any violation of law? \_\_\_\_\_ If yes, state particulars and disposition:**

\_\_\_\_\_

**Applicant, by signature below, agrees to abide by all laws, orders, ordinances, rules and regulations governing the above license and further agrees that any misstatement of material fact may result in refusal of license or revocation if one has been granted. Applicant agrees that all taxes and accounts pertaining to the premises will be paid prior to issuance of the license.**

**\* Attach letter of permission from property owners (if fixed location).**

\_\_\_\_\_  
Authorized Signature

License Fee:

30 days or Less: \$60.00

More than 30 - 90days: \$85.00

Processing Fee: \$20.00

\_\_\_\_\_  
Print Name and Title

Total: \_\_\_\_\_

**\*Background Check Fee \$25.00/per name  
(check made payable to "City of South Portland")**

**Municipal Use Only**

Date of application: \_\_\_\_\_ Date Paid: \_\_\_\_\_ Receipt #: \_\_\_\_\_

New: \_\_\_\_\_ Renewal: \_\_\_\_\_ Map and Lot #: \_\_\_\_\_ RE Taxes Paid: \_\_\_\_\_

Personal Property Tax #: \_\_\_\_\_ Paid: \_\_\_\_\_

**Health Officer**

**Police Chief**

Approved \_\_\_\_\_

Approved \_\_\_\_\_

Disapproved \_\_\_\_\_

Disapproved \_\_\_\_\_

Comment \_\_\_\_\_

Comment \_\_\_\_\_

**CODE OF ORDINANCES - CHAPTER 14**

**Sec. 14-15. Peddlers and Solicitors; Temporary Vendors.**

The following provisions shall control peddling, solicitations and temporary vending conducted within the City:

- (a) No person, firm or corporation shall conduct any peddling and soliciting, without appointment other than after sunrise and before sunset.
- (b) No person, firm or corporation shall conduct any peddling or soliciting without first obtaining a license from the City Clerk. No person, firm or corporation shall sell, or offer for sale, goods or other merchandise, excepting foodstuffs, on a temporary basis from a fixed location without first obtaining a license from the City Clerk. Application for such license shall be made on a form prescribed by the City Clerk and shall be accompanied by payment of the license fee as specified in the Schedule of License, Permit and Application Fees established by City Council order. The City Clerk shall issue such license unless in his/her judgment there are sufficient facts to demonstrate that the proposed location constitutes a hazard to the public health, safety, or welfare because of inadequate parking, traffic hazards, or other good cause. All applications for a license under this subsection shall include written proof of permission from the owner of the property in question.
- (c) No person, firm or corporation shall offer for sale any foodstuffs from either a fixed location on a temporary basis or by door-to-door sales without first obtaining a license from the City Clerk on the same terms as prescribed pursuant to Article VI of this Chapter; provided, further, in the case of such sales from a fixed location on a temporary basis, approval shall also be based on satisfaction of the public safety standards outlined in subsection (b) above and payment of the applicable fees as specified in the Schedule of License, Permit and Application Fees established by City Council order.
- (d) Nothing contained in this section shall affect the rights or obligations of persons, firms, or corporations to register and obtain a permit pursuant to Article II of Chapter 17.
- (e) A copy of the applicant's State vendor's license (if applicable) shall be required for issuance of a local license.