



CITY OF KYLE

100 W. Center • Kyle, Texas 78640 • (512) 262-1010

Peddlers/ Vendors/ Solicitors Permit Application Checklist

All permits are applied for in the CSS Portal on the City of Kyle website. This is a checklist to help you prepare your information for the online application. **You will upload this checklist along with your other documentation in the portal.**

Company Name: _____ Applicant Name: _____

Driver's License Number _____ (Copy of DL required) State: _____

Texas Sales Tax and Use Permit Taxpayer Number: _____
(copy of permit required)

Exact Location(s) of peddling or soliciting (Vendors: Site Map/ Location)

Time of Operation _____

Supervisor name: _____ Supervisor Phone # _____

Type of goods sold: _____

Do you sell consumable products? Yes ___ **(if yes certificates/reports are required)** No ___

Do you plan to sell door to door in residential neighborhoods? Yes ___ No ___

If yes, which neighborhoods? _____

Some Neighborhoods and HOAs do not allow soliciting. Issuance of this permit does not allow solicitation where otherwise not allowed.

Do you plan to sell from a vehicle? Yes ___ **(If yes, a copy of your liability/ hazard insurance is required)** No ___

Motor Vehicle Make: _____ Year: _____ Model: _____ Color: _____

Vehicle License # _____ State: _____

I plan to operate this vehicle in the City of Kyle from _____ to _____

Do you demand, accept, or receive payment or deposit of money in advance of final delivery?
Yes ___ No ___ **(If yes Texas Sales Tax and use Permit required)**

Required Documents for permit issuance (if applicable) You will upload these documents to the portal application under Attachments.

Driver's License	Required
Texas Sales Tax and use Permit	Applicable_____ Not applicable_____
County Health Certificate	Applicable_____ Not applicable_____
Recent Health Inspection Report	Applicable_____ Not applicable_____
Copy of Liability/ Hazard Insurance	Applicable_____ Not applicable_____
Letter of Consent from Property Owner AND Survey/ Site Plan showing location	Applicable_____ Not applicable_____
Valid Food Handlers Training Certificate	Applicable_____ Not applicable_____
Valid Commissary's License & Permits Under Food Establishment Rules. Food Vendors must complete a Commissary Certification Letter	Applicable_____ Not applicable_____

It is the vending permit applicant's responsibility to review, understand and comply with the City of Kyle's vending ordinances. Failure to comply with these ordinances may result in fines up to \$2000 per day, per violation in accordance with Section 1-14 of the City of Kyle's Code of Ordinances. Kyle's vending ordinance can be viewed at <https://www.cityofkyle.com/building/code-ordinances> under Chapter 11, Article IV, - Peddlers, Solicitors and Vendors. A copy of this ordinance can also be obtained by submitting a written request via email to All-Building@cityofkyle.com.

➤ The Police Department has reviewed and concurred that applicant has no local warrants or outstanding issues

Signature of Police Department Staff _____ Date _____

➤ This permit is intended for person(s) going from house to house or place to place soliciting, selling or taking orders for items such as newspapers, magazines, subscriptions, circulars or handbills; or for Mobile, Temp. Food Vendors (Hot/Cold) Certain restrictions apply See Ordinance No. 629

➤ All other Ordinances shall be enforced, such as but not limited to, the Sign Ordinance, the Zoning Ordinance and the Parks Ordinance;

➤ Any person(s) found violating this ordinance shall have committed an offense with fines not to exceed \$200 per day upon conviction;

➤ The provisions of this ordinance shall be enforced by the Police Department and/or all appropriate City agencies;

➤ The Permit may be revoked if any sections of this ordinance are violated As Per Ordinance #576 (Sign)

➤ Signs may not be displayed without first obtaining a sign permit As Per Ordinance #438 (Zoning)

➤ All retail business shall be conducted within appropriately zoned districts

➤ All retail business shall be conducted wholly within and enclosed building, on an engineered foundation, approved ingress and egress, adequate off-street parking, public facilities and approved water and wastewater utilities. As Per Ordinance #461 (Parks)

➤ All peddlers and solicitors shall obtain a permit from the Parks Department before offering to sell, promote or offer products, services and items in the City's Public Parks, Public Grounds or Public Right of Ways.

Please initial that you understand these Limitations, Restrictions and Conditions:

_____ I understand that this permit may be revoked at anytime by an authorized Agent or City Official of the City of Kyle.

_____ I understand all the limitations, restrictions and conditions mentioned above.

_____ I understand that I must keep the Permit on hand at all times while conducting business.

_____ I understand that I must present said permit when asked by any City Agent or City Official.

_____ I understand that this permit DOES NOT authorized stationary sales from any public right of way or public property.

_____ I understand that fines of up to \$200 per day may be levied for violating city ordinances mentioned on this application.

Applicant Signature

Date