



CITY OF ANOKA
 2015 First Avenue
 Anoka, MN 55303
 Licensing: 763-576-2710



ARMORY USER/TRANSIENT MERCHANT(S)
(selling service or products from the Anoka Armory)

**Information included in this application is classified as
 PUBLIC INFORMATION and will be provided to the public upon request
 PLEASE FULLY COMPLETE THE APPLICATION AND PRINT LEGIBLY**

**Required Documentation: Applications cannot be accepted without the following
 attachments and payment.**

- Copy of current photo identification providing current address and date of birth.
- Workers Compensation Form
- SP:C1 Tax Clearance Form
- Payment of Investigation Fee \$25.00
- Payment of \$ 60.00 per day/\$100 per month/\$500 annually

(THERE IS NO CHARGE FOR EVENTS THAT ARE GUN/WEAPON RELATED SHOWS)

Type of License you are applying for: Daily Monthly Annual

**SATURDAY EVENTS ARE CHARGED A CSO MONITORING/PARKING
 ENFORCEMENT FEE OF \$50.00 PER HOUR. THIS IS CHARGED SEPARATELY
 BY THE ANOKA POLICE DEPARTMENT (4 HOUR MINIMUM CHARGE APPLIES)**

PERSONAL INFORMATION

Individual Submitting Application (Full First, Middle, Last Name) _____

Home Street Address _____ City/State _____ Zip _____

Home Phone (including area code) _____ Cell Phone (including area code) _____

Date of Birth: _____ Drivers License # _____

State of Issuance: _____

BUSINESS INFORMATION

Business Name _____

Business Street Address _____ City/State _____ Zip _____

Business Phone (including area code) _____ Alternate Phone (including area code) _____

SALE LOCATION

Street Address _____ City/State _____ Zip _____

If associated with a business location, please provide the name of business, contact person, and phone #:

Business Name _____ Contact Person _____ Phone # _____

Dates/Time of sales: Date(s) _____ Time: _____

Type of product(s) being sold: _____

Are you the property owner of the premises in which the sale will take place?

Yes No If no, you must include written permission from the property owner.

Will you be selling food?

Yes If yes, you must attach a copy of your Anoka County Food Sales license. No

Will you be selling beverages that contain alcohol?

Yes If yes, you are required to obtain special licensing, contact the City Clerk for info. No

PLEASE ANSWER ALL QUESTIONS TRUTHFULLY AND TO THE BEST OF YOUR KNOWLEDGE

(attached additional sheets as necessary)

1. Have you ever been convicted of any misdemeanor or felony violation of local ordinances (with the exception of misdemeanor traffic violations)? Yes If yes, provide details on separate sheet. No

2. Have you ever been denied a license to conduct a like or similar activity or had such license suspended, revoked, or canceled, in any City/State?

Yes If yes, provide details on separate sheet. No

4. List all names, nicknames and aliases by which you have been known:

5. List two (2) of your previous addresses, immediately prior to your present address if less than 5 years:

Street Address _____ City/State _____ Zip _____

Street Address _____ City/State _____ Zip _____

(I) do hereby swear that the answers in this application are true and correct to the best of my knowledge. I do authorize the City of Anoka, its agents, and employees, to obtain any necessary information and to conduct an investigation, if necessary, into the truth of the statements set forth in this application and my qualifications for said license. I do understand that providing false information shall be grounds for denial of my license. I fully understand that it is my responsibility to be familiar the requirements of the City, which is detailed in the pertinent section of the Anoka City Code, which was provided to me with my original application, and of which I may request additional copies of by contacting the office of the City Clerk.

Signature of applicant:

Date: _____ Signature: _____

Form SP:C1

LICENSE APPLICANT:

Pursuant to Minnesota Statute 270.72 Tax Clearance; Issuance of Licenses, the licensing authority is required to provide to the Minnesota Commissioner of Revenue your Minnesota Business Tax Identification Number and the Social Security Number of each license applicant.

Under the Minnesota Government Data Practices Act and the Federal Privacy Act of 1974, we are required to advise you of the following regarding the use of this information:

1. This information may be used to deny the issuance, renewal, or transfer of your license in the event you owe the Minnesota Department of Revenue delinquent taxes, penalties, or interest.
2. Upon receiving this information, the licensing authority will supply it only to the Minnesota Department of Revenue. However, under the Federal Exchange of Information Agreement, the Department of Revenue may supply this information to the Internal Revenue Service.
3. Failure to supply this information may jeopardize or delay the processing of your licensing issuance or renewal application.

Please supply the following information and return along with your application to the agency issuing the license. **DO NOT RETURN TO THE DEPARTMENT OF REVENUE.**

Licensing Authority: City of Anoka
 License Year Applying for: _____

PERSONAL INFORMATION:

Applicant name: _____
 Applicant address: _____
 Social Security No: _____

BUSINESS INFORMATION:

Business name: _____
 Business address: _____

Minnesota Tax Identification No.: _____
 Federal Tax Identification No.: _____

If a Minnesota Tax Identification Number is not required, you must explain on the reverse side.

DATE

APPLICANT'S SIGNATURE AND TITLE (if any)

**-CERTIFICATE OF COMPLIANCE-
MINNESOTA WORKERS' COMPENSATION LAW**

Minnesota Statute Section 176.182 requires every state and local licensing agency to withhold the issuance or renewal of a license or permit to operate a business OR engage in an activity in Minnesota until the applicant presents acceptable evidence of compliance with the workers' compensation insurance coverage requirement of Section 176.181 Subdivision 2. The information required is: the name of the insurance company, the policy number, the dates of coverage or the permit to self-insure. This information will be collected by the licensing agency and put in their company file. It will be furnished, upon request, to the Department of Labor and Industry to check for compliance with Minnesota Statute Section 176.181, Subdivision 2.

This information is required by law. Licenses and permits to operate a business or engage in an activity may not be issued or renewed if it is not provided and/or is falsely reported. Furthermore, if this information is not provided and/or falsely reported, it may result in a \$2,000 penalty assessed against the applicant by the Commissioner or the Department of Labor and Industry payable to the Special Compensation Fund.

Provide the information specified above in the spaces provided, or certify the precise reason your business is excluded from compliance with the insurance coverage requirement for workers' compensation.

Insurance Company Name: _____
(NOT the Insurance Agent)

Policy Number or Self-Insurance Permit Number: _____

Dates of Coverage: _____ to _____

***** (OR) *****

I am not required to have workers' compensation liability coverage because:

- I have no employees.
- I am self-insured (you must include the permit to self-insure)
- I have no employees who are covered by the workers' compensation law (these include: Spouse, Parents, Children, and certain farm employees)
- Other (must specify): _____

APPLICANTS MUST COMPLETE AND SIGN BELOW:

I HAVE READ AND UNDERSTAND MY RIGHTS AND OBLIGATIONS WITH REGARD TO BUSINESS LICENSES, PERMITS AND WORKER'S COMPENSATION COVERAGE. I CERTIFY THAT THE INFORMATION PROVIDED ABOVE IS ACCURATE AND COMPLETE AND THAT A VALID WORKERS' COMPENSATION POLICY WILL BE KEPT IN EFFECT AT ALL TIMES AS REQUIRED BY LAW.

Name: _____
Last Name First Name Middle Name

Doing Business As: _____
(If applicable) (Business Name if different than your name)

Business/Home Address: _____

Business/Home Phone: _____

Signature: _____ Date: _____

CHAPTER 22. LICENSING; BUSINESSES & SERVICES

ARTICLE IV. Peddlers, Solicitors and Transient Merchants

State law references--Hawkers, peddlers and transient merchants, Minn. Stats. ch. 329; authority relative to transient commerce, Minn. Stats. §§ 410.33, 412.221, subd. 19, 437.02; municipal regulation of hawkers, peddlers and transient merchants, Minn. Stats. § 329.15.

Section 22-151.

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:

Peddler. Means any person who goes upon the streets, sidewalks or other property in the City showing goods or merchandise for sale and selling them. The term "peddler" also means any person who travels from place to place within the City carrying or transporting goods or merchandise and selling them.

Non-profit Canvasser/Solicitor. Means any organization, society, association or corporation that solicits, or has solicited in its name, donations of money or property or financial assistance of any kind or desiring to sell or distribute any item of literature or merchandise for which a fee is charged or solicited from persons other than members of such organizations, upon the streets, an office or business building, by house-to-house canvass or in public places for charitable, religious, patriotic philanthropic or other non-profit purpose.

Solicitor. Means any person who goes from residential house to house, business to business, or upon the streets and sidewalks or other public areas for the purpose of obtaining or attempting to obtain orders for goods, wares, products, merchandise, other personal property, or services, of which he may be carrying or transporting samples, or that may be described in a catalog or flyer, or by any means, and for which delivery or performance shall occur at a later date. The absence of samples or catalogs shall not remove a person from the scope of this provision if the actual purpose of the person's activity is to obtain or attempt to obtain orders as described in this definition.

Transient merchant. Means any person, firm or corporation who engages temporarily in the business of selling or delivering goods, wares, or merchandise within the City, and who, in the furtherance of such purposes, hires, leases, uses or occupies any of the following or any portion thereof: building, structure, lot, vacant lot, motor vehicle, trailer, railroad car, or tent.

Section 22-152.

Exemptions.

This article does not apply to the following:

- (a) Vendors of milk, groceries, bakery products, or other perishable commodities or vendors of soft water service or laundry and dry cleaning pick-up and delivery who make an uninvited call upon the occupant of a resident as a preliminary step to the establishment of a regular route service for the sale and delivery of such commodities or the providing of such services to regular customers; or for the sale of goods, merchandise or services to business, commercial, or industrial users at their place of business.

- (b) Sidewalk sales authorized by the City Council.
- (c) Garage sales or rummage sales when conducted in or by a nonprofit institution, or when conducted upon the premises of an owner of the articles being offered for sale provided that such sales do not last longer than 72 hours, and provided that no more than three sales be conducted at any given location within one year.
- (d) Any bona fide auction sale by a City resident.
- (e) Any sale under court order.
- (f) The sale and display of merchandise as allowed by Anoka City Code.
- (g) The sale of regularly published newspapers.

Section 22-153.

Special events.

The following standards shall apply to events as designated by Council Resolution:

- (a) All peddler or transient merchant licenses for special events, designated by Council Resolution, shall be issued by the governing board of the specific event.
 - (1) Any previously issued peddler or transient merchant license or solicitor registration other than a non-profit canvasser/solicitor registration for a duration of time which encompasses the days, geographical areas and times of special events, as designated by Council Resolution, shall not be effective for the designated days, areas or times of such events.
- (b) The governing board of the special event may designate where peddlers and transient merchants shall set up their outside booth or sales stand, including those located on private property. This section will apply to the designated areas of events as determined by Council Resolution.
- (c) In addition to the registration requirements of this article, all solicitors, other than non-profit canvassers/solicitors, must have the written consent of the governing board of any special event as determined by City Council Resolution, to conduct regulated activities during the designated times and areas of the special event. The governing board of the special event may regulate the time, place and manner of solicitation activities.
- (d) Any person violating any provision of this section is guilty of a petty misdemeanor and upon conviction shall be subject to the penalties set forth in Minn. Stats. § 609.02, subd. 4a., as amended. Any subsequent violation of this section shall be a misdemeanor and upon conviction shall be subject to the penalties set forth in Minn. Stats. § 609.02, subd. 3, as amended.

Section 22-154.

Peddlers and solicitors may be prohibited by placard.

Any resident of the City who wishes to exclude peddlers, solicitors or non-profit canvassers/solicitors from premises occupied by the resident may place upon or near the usual entrance to such premises a printed placard or sign bearing the following notice: "Peddlers and Solicitors Prohibited," in letters at least one-half inch high. No peddler or solicitor shall enter in or upon any premises or attempt to enter in or upon any premises where such a placard or sign is placed and maintained. No person other than the person occupying such premises shall remove, injure, or deface such placard or sign.

Section 22-155.

Permission of property owner required.

No transient merchant shall sell or offer for sale any goods, wares, or merchandise within the City from a stationary location on public or private property without first obtaining the written consent of the property owner or occupant.

Section 22-156. Times allowed.

No peddler, solicitor, non-profit canvasser/solicitor, or transient merchant shall call attention to his business or to his merchandise by crying out, by blowing a horn, by ringing a bell, or by any loud or unusual noise, nor shall any person engage in business after the hour of 8:00 p.m. or before 9:00 a.m. unless a previous appointment has been made; nor shall any person furnish false information on the application required in Section 22-178; nor shall any such person sell merchandise or services by means of statements which the person making them knows or should know are false or misleading; nor shall any such person violate any provision of Chapter 74. No transient merchant shall occupy any area within a sight triangle at any intersection for the purpose of advertising and/or conducting business.

For purpose of this section, a sight triangle is the area located at the corner of intersecting streets contained by a triangle composed of sides measuring 50 feet in length from the corner along the curb line or edge of the street and the line connecting the non-joining ends of those two sides.

Sections 22-157 thru 22-175. Reserved.

Section 22-176. License/registration required.

- (a) No peddler or transient merchant shall sell or offer for sale any goods, wares, or merchandise within the City unless a license therefore shall first be secured as provided by this article.
- (b) No person shall conduct business as a peddler, solicitor, or transient merchant within the City limits without first having obtained the appropriate license.
- (c) All solicitors shall be required to register with the City. Registration shall be made on the same form required for a license application. A registration processing fee shall be required. Such fee shall be established by the Council to offset administrative costs and the costs of investigations. No additional licensing fee shall be required. Every application shall bear the written report and recommendation of the police chief upon investigation. The City Clerk, within two regular business days of receipt of the application, shall determine if the application is complete. If the clerk determines that the application is incomplete, the clerk shall inform the applicant of the required necessary information which is necessary. In all other cases, the City Clerk shall issue to the registrant a registration certification as proof of the registration. Registration certifications shall be nontransferable.
- (d) Non-profit Canvasser/Solicitor:
 - 1. Any organization, society, association or corporation desiring to solicit, or have solicited in its name, money, donations of money or property or financial assistance of any kind or desiring to sell or distribute any item of literature or merchandise for which a fee is charged or solicited from persons other than members of such organizations, upon the streets, an office or business building, by house-to-house canvass or in public places for charitable, religious, patriotic philanthropic or other non-profit purpose shall be exempt from Section 22-176 & 22-180 of this Article, provided a sworn registration application in writing on a form

furnished by the City is filed, which shall include the following information:

- a. Name and purpose of the cause for which the license is sought.
 - b. Names and addresses of the officers and/or directors of the organization.
 - c. The period during which the solicitation is to be carried on.
 - d. Whether or not any commissions, fees, wages or emoluments are to be expended in connection with such solicitation.
 - e. The names and addresses of all persons conducting the canvassing/solicitation.
2. Upon the foregoing being satisfied, such organization, association or corporation shall furnish all its members, agents or representatives conducting the solicitation, credentials in writing stating the name of the organization, name of agent, and the purpose of the solicitation. Such credentials shall be kept on the person of the members, agents or representatives during the actual solicitation and be presented to anyone requesting to see the same.

Section 22-177. Group sales.

In the case of group sales where two or more transient merchants are engaged in business at the same time and location, it shall not be necessary for any such transient merchant to obtain a license under this article provided that the sponsor, promoter, or organizer of the group sale has obtained a license as required under this article and has submitted such information for all other transient merchants involved in the group sale as may be required by the City Manager.

Section 22-178. Application and issuance.

- (a) Application for such license shall be made to the City Clerk on a form supplied by the City. The applicant shall include:
 - (1) The name, address, and date of birth of the applicant and of all persons associated with him in his business;
 - (2) A photograph of the applicant and all persons associated with the applicant in the business, taken within 60 days immediately prior to the date of filing of the application, which picture shall be two inches by two inches showing the head and shoulders of the applicant in a clear and distinguishing manner; application for such license shall be made to the City Clerk on a form supplied by the City;
 - (3) A brief description of the nature of the business and the goods to be sold;
 - (4) The name and address of the employer, if any;
 - (5) The length of time for which the license is desired;
 - (6) The source of supply of the goods or property proposed to be sold, or in the case of goods or property to be sold by solicitation of orders, where such goods or products are located at the time the information is submitted to the City Clerk, and the proposed method of delivery;

- (7) Any felonies or gross misdemeanors, or any crimes of theft, fraud or issuance of a worthless check of which the registrant has been convicted, and the nature of the crime or crimes of which the registrant was convicted and the date and place of each conviction;
 - (8) Whether the registrant has taken advantage of any state or federal bankruptcy or insolvency law or proceeding as a bankrupt or debtor within the ten most recent years;
 - (9) In the case of transient merchants, the place where the business is to be carried on;
 - (10) The type of advertising to be used; and
 - (11) If a vehicle is to be used, a description of the vehicle, together with the license number or other means of identification.
- (b) Applications shall be issued upon payment of a fee established by the council to offset administrative costs and the costs of investigation. Every application shall bear the written report and recommendation of the Chief of Police after an investigation of the moral character of the applicant. The completed application shall be presented to the City Manager or his designee for consideration and if granted by the City Manager or his designee, a license/permit shall be issued by the City Clerk upon payment of the required fee. In the event of the denial of the application by the City Manager, the applicant shall have the right to appeal such decision to the City Council within ten (10) days after receipt of such denial. The City Council shall hold a hearing on the appeal to the applicant at their regularly scheduled Council meeting. The decision of the City Council shall be final.

Section 22-179.

Denial of license.

Peddlers, solicitors, or transient merchant licenses may be denied for the following reasons:

- (a) The applicant, or anyone whose activity would be covered by the license, has been convicted of a felony, gross misdemeanor or any crime of theft, fraud or issuance of a worthless check.
- (b) The applicant has furnished false information on the application.
- (c) The applicant has previously sold goods in the City without a license if one was required.
- (d) No transient merchant license shall be issued unless the applicant submits written consent of the property owner, as required under section 22-155, along with the license application.
- (e) No peddler's license shall be issued to peddlers whose sales occur directly from vehicles on City streets.
- (f) No transient merchant license shall be issued for sales from any location which does not have sufficient parking for customers and for areas where customer parking would interfere with normal traffic flow. No transient merchant license shall be issued for activities on any property abutting thoroughfares identified by resolution of the City Council from time to time.

Section 22-180.

License fees.

Fees for licenses shall be established by the City Council. Events identified by City staff that will require additional police services or Community Service Officers services will be charged a fee as established in the Master Fee Schedule or determined by City Council or staff.

Section 22-181. Duration of license.

Each license shall be valid only for the period specified in such license.

Section 22-182. License to be carried or displayed.

All licenses shall be carried by the licensee and the license shall be exhibited to any officer or citizen upon request. If any business is conducted from a stationary location the license shall be conspicuously posted and displayed.

Section 22-183. License not transferable.

All licenses under this article shall be nontransferable. No refunds shall be made on unused portions of license except by resolution of the council. Each peddler, solicitor, or transient merchant shall secure a separate license.

Section 22-184. Revocation of license.

The license issued pursuant to this article may be revoked by the City Council after notice and hearing, for any of the following reasons:

- (a) Any fraud, misrepresentation, or false statement contained in the registration or in the application for license;
- (b) Any fraud, misrepresentation, or false statement made in connection with the selling of goods, wares or merchandise;
- (c) Any violations of this article;
- (d) Conviction of the licensee of any crime involving moral turpitude, fraud, or theft;
- (e) Conducting the business licensed under this article in any unlawful manner or in such manner as to constitute a breach of the peace or a menace to the health, safety or general welfare of the public.

Sections 22-185 thru 22-210. Reserved.