



# CITY OF CONROE

Est. 1904

## BUILDING, INSPECTIONS & PERMITS DEPARTMENT

### SOLICITOR PERMIT GUIDELINES

*City of Conroe, Code of Ordinances*

*Article VI, Chapter 18 131-159*

Submit the application along with all required items to [permits@cityofconroe.org](mailto:permits@cityofconroe.org). After you have submitted all the required information for review, allow ten (10) days for processing. Staff will review the information you have provided and ensure that you are adhering to the city ordinance requirements. If any additional information is required, you will be notified via email. Once your permit is approved, you will be notified via email to come in to obtain your badge, permit, and decal (if applicable).

#### **ALL NINETY DAY PERMITS: \$25 permit fee (non-refundable)**

- Solicitor
- Hawker
- Peddler
- Transient Dealer

#### **ALL ONE YEAR PERMITS: (fees are non-refundable)**

- Mobile Food Units (\$500 fee)
- Roadside Food Vendor (\$100 fee)
- Mobile Food Courts (\$500 fee per slot)
- Additional badge (\$25 fee)

You will receive your badge, permit, and decal (if applicable) upon payment of the permit fee.

In cases where a mobile food unit permit is obtained after December 31<sup>st</sup>, the permit fees shall be prorated based on the remaining days in the calendar year. If the applicant needs permitting at the start of the new calendar year on January 1<sup>st</sup>, we recommend submitting your application no later than December 15<sup>th</sup>.

***Prorated fees calculation:***  $\$500/365=1.37$  ( $\$1.37 \times$  remaining days in calendar year) = \$ total fee due

#### **ADDITIONAL INFORMATION FOR MOBILE FOOD UNITS**

A mobile food unit must engage in mobile operations and may not operate at any location, or within 100 yards thereof, for more than six hours in any day. Hours of mobile food unit operation must be consecutive at any location where operated.

After permit issuance, a designated colored decal will be issued and is only valid during the calendar year printed on the decal. The decal must be placed outside of the mobile food unit, preferably on the rear side.

## APPLICATION FOR SOLICITORS PERMIT

PERMITS FOR ROADSIDE FOOD VENDORS - \$100.00 FEE AND MOBILE FOOD UNITS - \$500.00 FEE, BOTH VALID FOR ONE YEAR. ALL OTHER PERMITS ARE VALID FOR 90 DAYS - \$25.00 FEE. ALL ADDITIONAL BADGES ARE \$25.00. EACH BADGE REQUIRES A SEPERATE APPLICATION.

CLASS: \_\_\_\_\_ ADDITIONAL BADGES: \_\_\_\_\_ FEES: \$ \_\_\_\_\_

Full Name: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Email Address: \_\_\_\_\_

Mailing Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Permanent Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Sex: \_\_\_\_\_ Height: \_\_\_\_\_ Weight: \_\_\_\_\_ Hair Color: \_\_\_\_\_ Eye Color: \_\_\_\_\_

Date of Birth: \_\_\_\_\_ Sales Tax Number: \_\_\_\_\_

Full Description of Merchandise or Food to be sold:

\_\_\_\_\_

Location of Sale (Only Applicable for Transient Dealers):

\_\_\_\_\_

Name and Address of company employed by, if applicable:

Name: \_\_\_\_\_

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

Have you ever had a permit revoked within the past year? YES OR NO (*circle answer*)

If yes, explain:

\_\_\_\_\_

\_\_\_\_\_

Have you ever been convicted of a felony or a misdemeanor? YES OR NO (*circle answer*)

If yes, explain:

\_\_\_\_\_

\_\_\_\_\_

Vehicle Registration No. \_\_\_\_\_

Driver's License No. \_\_\_\_\_ State: \_\_\_\_\_

## **REQUIREMENTS**

The following items must be included with your application:

- 2 Years/\$1,000 Permit Bond Requirement made out to the City of Conroe. Bond shall remain in full force and effect for a period of two years following the expiration of the permit.
- Two one-inch square photographs bearing a recent likeness of each person actually intended to engage in the permitted activity.
- Letter from your company acknowledging you and your purpose for working in the City of Conroe.
- Reference to Financial Rating Publication, and/or a Certificate of Good Standing
- Non-Profit Organizations or Group must submit a copy of Certificate of Registration made with the IRS.
- Lease Agreement for a term of at least one month for Transient Permits.

## **ADDITIONAL REQUIREMENTS FOR MOBILE FOOD UNITS**

- Copy of the sales tax permit.
- Copy of the Montgomery County Health Department Permit.
- Vehicle insurance in accordance with the State Requirement.
- Copy of your contract with the licensed commissary that you will be using.
- Letter signed and notarized by the owner of the premises stating that you may use their restrooms.
- Provide a list of all locations that your mobile food unit will be parked.

THE ABOVE FACTS ARE TRUE AND CORRECT \_\_\_\_\_  
Applicant's Signature

WITNESS MY HAND AND SIGNATURE AT CONROE, TEXAS, THIS THE \_\_\_\_\_ DAY OF \_\_\_\_\_, 20\_\_\_\_\_.

\_\_\_\_\_  
Notary Signature

*PLEASE ALLOW 10 DAYS TO PROCESS THIS APPLICATION*