



City of Sand Springs, Oklahoma

Itinerant Peddler or Solicitor License Application

(license valid for one (1) year from date of issue)

APPLICATION DATE: _____ DAYTIME PHONE: _____

APPLICANT NAME: _____ DOB: _____

PERMANENT ADDRESS: _____

CITY: _____ STATE: _____ ZIP: _____

LOCAL ADDRESS: _____

CITY: _____ STATE: _____ ZIP: _____

COMPANY (if applicable): _____

COMPANY ADDRESS: _____

CITY: _____ STATE: _____ ZIP: _____

CONTACT PERSON: _____ PHONE: _____

For mobile or door-to-door sales:

DESCRIPTION OF VEHICLE TO BE USED: _____

LICENSE PLATE NUMBER: _____ STATE: _____

For sales from a fixed location:

BUSINESS NAME: _____

BUSINESS ADDRESS: _____

Are you immediately going to receive a payment or deposit for the goods or services? YES ___ NO ___

Have you ever been convicted of a crime or misdemeanor involving moral turpitude? YES ___ NO ___

IMPORTANT: All applications must include the following attachments as applicable:

- Copy of current Oklahoma Sales Tax Permit (or documentation of exemption)
- Written permission of property or business owner for fixed-location operations.
- Site plan showing fixed-location operation's location upon the property.
- Copy of Tulsa Health Department permit(s) for operations involving regulated food service.

Additional information applicant wants to provide for application review:

(See reverse side for additional information and signature certification)

City of Sand Springs, Oklahoma
Application for Itinerant Peddler's or Solicitor's License
(Code of Ordinances Section 5.16.050)

PLEASE READ CAREFULLY

- All persons, firms or corporations providing goods, services or merchandise for sale on a temporary basis within Sand Springs' city limits must first obtain an itinerant peddler's or solicitor's license from the city clerk or authorized designee.
- An itinerant peddler's or solicitor's license is valid for one year from the issue date.
- Each individual performing peddling or soliciting must obtain a license displaying his or her name. The license must be carried upon the individual at all times while conducting peddling or soliciting activities within Sand Springs' city limits and must be presented for inspection upon request by any peace officer, code enforcement officer, or other authorized employee of the City of Sand Springs.
- Applicants must present for copy by the city clerk a valid driver's license or other acceptable form of government-issued identification at the time of application submittal.
- A non-refundable \$75 fee must be paid at the time of application submittal.
- Applications and applicants will undergo a criminal background check and additional investigation as necessary by the Sand Springs Police Department and other employees of the city prior to issuance of an itinerant peddler's and solicitor's license. The city clerk or designee will contact the applicant when the license is issued or denied.
- When itinerant peddling or soliciting activities are being conducted at a fixed location upon private property (for example, the parking lot of a supermarket), the itinerant peddler or solicitor applicant must present written permission from the property owner and a site plan showing the itinerant location upon the property. The itinerant activity must be compliant with the city's zoning classification or regulations for the property.
- An itinerant peddler's and solicitor's license is required for each individual conducting door-to-door sales or sales from a moving vehicle. No such activities can take place during the sleeping hours of 9 p.m. to 8 a.m. the following morning unless by specific appointment with or invitation from the prospective customer.
- Public properties – including street rights-of-way, parks and other properties owned or controlled by the city – cannot be used for itinerant peddling or soliciting activities except when such properties and activities are part of a special event or other activity authorized by the city, and the itinerant peddler or solicitor is authorized to be a part of that special event or other activity.
- Submitting fraudulent information on this application, conducting fraudulent business practices or any other violation of city, county, state or federal law or regulation shall be cause to revoke any permit issued.

An applicant who is denied an itinerant peddler's or solicitor's license, or who has his or her license revoked, may appeal such by submitting an appeal in writing to the city clerk within ten (10) days from the date of the denial or revocation. The appeal shall include reasons or evidence why the license should be issued or reinstated. A hearing shall be scheduled before the city manager within five (5) days of receipt of the appeal to hear such. The decision of the city manager shall be final.

I certify that I have truthfully completed this application; and that I have read, understand and agree to the regulations regarding itinerant peddling and soliciting within the city limits of the City of Sand Springs, Oklahoma.

Applicant's Signature



Attention Peddlers: “No Knock List” In Effect Locally

The City of Sand Springs, Oklahoma, has adopted Ordinance No. 1279 creating a “No Knock List” of residential addresses where you are PROHIBITED from ringing a door bell, knocking on a door, or otherwise attempting to make unsolicited contact with residents at that address for purposes of commercial peddling or solicitations.

You are RESPONSIBLE for obtaining the most current version of the “No Knock List” from the City’s website — www.sandspringsok.org — and assuring that you do not attempt any prohibited contact with residential addresses that appear on the list. To view or print the “No Knock List” on the City’s website, access the “Departments” tab and open the “Neighborhood Services” title page. Scroll down the page to find a link to the “No Knock List.” The list is updated each Wednesday morning.

Computers with FREE INTERNET ACCESS and printing capabilities are available at both local libraries. The Charles Page Library is located at 551 E. Fourth St. The Harry Pratt Library is located at 3219 S. 113th W. Ave.

You are PROHIBITED from attempting any form of contact with residential properties that have a “No Soliciting” or “No Trespassing” sign posted — even if the address of the residence is not shown on the “No Knock List.”

Violation of the No Knock List ordinance may result in issuance of a Municipal Court CITATION with a maximum fine of \$500 plus court costs for each occurrence.

As a reminder, each person conducting commercial door-to-door sales of goods or services in the city limits of Sand Springs must have an Itinerant Peddler License issued in their name in their possession. Each person must also have a government-issued identification with them. The City of Sand Springs appreciates your attention to all door-to-door sales regulations. For further information, contact the City’s Neighborhood Services Division at 918-246-2572.



City of Sand Springs

No Knock List FAQs

What is the No Knock List?

Residents in Sand Springs' city limits who do not want to be disturbed by people ringing their doorbell, knocking on their door, or otherwise contacting them at their residence for the sale of goods or services can sign up for the City's No-Knock List.

How do I sign up for the No Knock List?

Go to the City's website at www.sandspringsok.org and click on the "How Do I" tab. You will see the No Knock List link under the "Sign Up For" listing. Just click and complete the information, then click the submit button. If you do not have computer access, you may fill out a paper application at the Customer Service counter located on the first floor of City Hall. Only your street address will actually appear on the list.

Does every member of the residence need to sign up?

No. Only one enrollment per residence is required for the list.

When does my home become off limits after I sign up for the No Knock List?

The list will be updated weekly, and itinerant peddlers and solicitors must check the list regularly. Peddlers and solicitors will be held accountable for the list as presented for that week.

If I decide later that I do not wish to be on the No-Knock List, how can I cancel enrollment?

Call the City of Sand Springs' Neighborhood Service Division at 918-246-2572.

Does the No-Knock List prevent all solicitations?

No. Non-profit, not for profit, religious, political and charitable groups are not subject to this list.

If I have a "No Solicitors" or "No Trespassing" sign up at my residence, do I need to sign up for the No Knock List?

No. It is also a violation for an itinerant peddler or solicitor to enter the property if that signage is present.

Who should I call if a peddler or solicitor violates this ordinance?

Please call the Sand Springs Police Department at (918)245-8777.

Does this protect my home from unwanted phone calls?

No. You may register for the Oklahoma Do Not Call List at www.ok.gov/oag/ or call 405-521-3921.