



Town of Jackson Commercial Solicitation License Application

This application is required for any person seeking a license to engage in Door-to-Door Commercial Solicitation at private residences or Commercial Solicitation on streets, highways, or sidewalks located in the Town of Jackson. The application must be approved, and a license must be issued by the Town before it is legal to engage in Door-to-Door Commercial Solicitation or Commercial Solicitation within the Town. The application must be fully completed by the applicant to be processed.

A license is not required for merchants conducting a sale otherwise permitted in the Town's Municipal Code or for persons engaged in Noncommercial Solicitation.

Expiration and Renewal: Commercial Solicitation Licenses expire each year on December 31 and must be annually renewed by submitting this application prior to December 31.

Annual License Fees: The annual license fee must be submitted with the application. This fee is non-refundable and shall not be pro-rated based on the time of year the application is submitted. Submission of the fee does not constitute approval of an application. If the application is denied, a refund of the fee will be issued minus a \$50.00 application fee. A late fee will be assessed for untimely renewal applications.

Change of Location: If a Commercial Solicitation License holder seeks to change the location(s) of their solicitation, a new application is required for the approval of the location(s). An application based on a change of location does not require resubmission of the annual license fee, but does require a \$50.00 application fee.

Commercial Solicitation License Fee: \$135.00

APPLICANT INFORMATION

Full Legal Name: _____

Physical Address: _____

Mailing Address: _____

Email Address: _____ Phone Number: _____

Name of the business/organization associated with the commercial solicitation: _____

Nature of the business/organization: _____

Owner of business/organization: _____

Phone Number of business/organization: _____

Mailing Address of business/organization: _____

Physical Address of business/organization: _____

Email Address of business/organization: _____

Is the business/organization in your residence? Yes _____ No _____

If YES, and if it is within Town of Jackson corporate limits, submit with the application a Home Occupation Form.

Is the location of the business/organization rented or leased? Yes _____ No _____

If YES, and if it is within Town of Jackson corporate limits, submit with the application a Notarized Letter of Authorization from the owner of the business location.

If the location is rented or leased, what is the name of the property owner: _____

Property Owner's Phone Number: _____

Property Owner's Mailing Address: _____

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Describe all goods, items, activities, events, and organizations you intend to advance in your Commercial Solicitation (if advancing magazines, journals, or books, please list the titles):

Do you intend to engage in Door-to-Door Commercial Solicitation at private residences? Yes No

Do you intend to engage in Commercial Solicitation on streets, highways, or sidewalks located in the Town? Yes No

List the location(s) you will engage in Commercial Solicitation: _____

Describe in detail your proposed method of operation: _____

Have you RECEIVED a Commercial Solicitation License in the Town of Jackson in the past? Yes No

If YES, list the date and business/organization for all Commercial Solicitation Licenses previously received:

If YES, is this application submitted for the renewal of a current Commercial Solicitation License? Yes No

Will there be other employees soliciting for the business/organization in the Town of Jackson? Yes No If YES, how many? _____

Will there be any agents or independent contractors soliciting for the business/organization in the Town of Jackson? Yes No If YES, each independent contractor/agent is required to obtain their own solicitation license.

If you answer YES to any of the following questions, the Town may contact you for more information.

Have you been DENIED a Commercial Solicitation License from the Town of Jackson in the past? Yes No

Have you ever had a Commercial Solicitation License in the Town of Jackson REVOKED or SUSPENDED? Yes No

Have you ever been convicted of a felony or crime involving dishonesty or a false statement? Yes No

I (print your full legal name), _____, do hereby swear and affirm, under penalty of perjury, the information I have provided on this application is true and correct to the best of my knowledge and I understand the information provided herein may be investigated for accuracy.

Signature of Applicant _____ Date _____

Submit this completed form in person at Town Hall, 150 E Pearl Avenue, or by mail to TOJ Attn: Finance Dept, PO Box 1687, Jackson, WY 83001.

For Official Use Only – Please Do Not Write Below This Line

Approving Department	Initials	Date Approved	Comments
Finance Department			
Building Department			
Fire Department			
Planning Department			
License Fee \$		Date Paid:	Date Application Received:

All applications shall be processed within 30 days of receipt of the application.

Change of Location applications shall be processed within 14 days of receipt of the application.