

## **SOLICITATION PERMIT PROCESS**

The City of Celeste wishes to protect residents from fraud and crime and thereby promoting the safety and privacy of residences by reasonably limiting the hours of solicitation and requiring permits in a content neutral manner. As a result, solicitors within the City of Celeste are required to obtain special permits as well as business licenses. This information sheet attempts to assist the solicitor in understanding the permit process and is not intended to supersede any provisions in the Celeste Municipal Code.

### **SOLICITATION PERMIT**

Who is required to obtain a solicitation permit?

If you are soliciting on behalf of, or are employed to solicit by, another person, both the person soliciting and the employer or other person upon whose behalf solicitation is being made must have valid solicitation permits and business tax certificates, even if you are exempt from payment of any license fee or business tax.

What are the requirements for a solicitation permit?

1. Payment of application fees in the amount of \$30.00 + \$10.00 for each employee. (Fees are non-refundable.)
2. Submission of application, under penalty of perjury, to the City of Celeste at least thirty (30) calendar days prior to the time the solicitor requests to engage in solicitation.

Applicants shall at all times maintain accurate application information with the city. If there is any change or modification in the information provided in the initial application, the applicant shall give written notification of such a change to the City Secretary within two (2) weeks of the change. The application must be complete and the information within accurate and truthful. If not, it will be grounds for denial of the permit. The City can make changes to submission times as needed.

### **COMMERCIAL SOLICITATION PERMIT PROCESS**

When will I receive my permit?

Generally, applications are approved, and permits are issued within 7 business days from the date received.

Will I need a business license also?

As an independent solicitor, a business tax certificate is required. If you are an employee of a business, you are not subject to business license tax as an individual; however, the business must hold a valid Business Tax Certificate.

How often do I need to renew my permit?

The commercial solicitation permits are valid for up to thirty (30) days and may be renewed thereafter, unless sooner revoked. The Commercial Solicitation Permit.

Renewals are approved by the Celeste Mayor, based upon the applicant's compliance with any conditions of approval and no violation of the Celeste Municipal Code regarding solicitation. Non-refundable renewal fees are required.

**CELESTE  
SOLICITOR'S/DOOR TO DOOR  
PERMIT APPLICATION**

Date: \_\_\_\_\_

County of Hunt  
State of Texas

Name of Company: \_\_\_\_\_

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

Phone#: \_\_\_\_\_

Vehicle Make: \_\_\_\_\_

Vehicle tag#: \_\_\_\_\_

**Information on people going door to door:**

Name \_\_\_\_\_ DL # \_\_\_\_\_ DOB \_\_\_\_\_

Phone # \_\_\_\_\_

Name \_\_\_\_\_ DL # \_\_\_\_\_ DOB \_\_\_\_\_

Phone # \_\_\_\_\_

Name \_\_\_\_\_ DL # \_\_\_\_\_ DOB \_\_\_\_\_

Phone # \_\_\_\_\_

Signature \_\_\_\_\_

**We need the vehicle make & DL of everyone going door to door.  
Door to Door permits are \$30.00 and good for (30) days only. Please make payment online  
at [www.govpaynow.com](http://www.govpaynow.com) and use location code a000wj.**