

**1264.1 SUBJECT: SOLICITOR'S PERMIT**

**:1 OBJECTIVE:**

Establish a procedure for administering applications and issuance of Solicitor's Permits.

**:2 AUTHORITY:**

This procedure amended by City Council September 15, 2003.

**:3 DIRECTION:**

The Permitting and Code Enforcement Division Manager r, as an appointed official, serves at the pleasure of and receives direction from the Mayor or the Mayor's Designee through the Economic Development Department Director.

**:4 METHOD OF OPERATION:**

**A. Application Form**

Each applicant for a solicitor's permit shall complete "Application for Solicitor's Permit - Commercial." The form shall consist of a set of four copies, each sheet colored and designated as follows:

Original (White) - License Official Copy

1st Copy (Blue) - Police Dept. Copy

2nd Copy (Pink) - Police Dept. for completion and return to License Section

3rd Copy (Yellow) - Applicant Copy

**B. Statement by Applicant**

The Occupational License Supervisor or a designee shall review the completed form and determine that any required documents are attached to the original form and have the applicant certify to the validity of the statements contained therein.

**C. Collection of Fee and Validation of Payment**

The Occupational License Supervisor or designee will take all four copies of the completed form, with supporting documents stapled to the original, to the City Cashier

The City Cashier shall accept the four copies with the nonreturnable fee of \$20.00 and provide a Centralized Revenue receipt. The copies and receipt are returned to the License Section. The Original is retained by the License Section and the applicant is then directed to take copies 1 and 2 of the application to the Police Department Identification Unit of the Technical Services Division for further processing and fingerprinting.

The applicant shall retain the Centralized Revenue receipt and the 3rd copy of the application. At this time the applicant will be given a Solicitor's Permit Information Sheet.

D. Police Department Action

The Identification Unit of the Technical Services Division of the Police Department shall, upon presentation of the first and second copies of the application form, fingerprint (using the Orlando Police Department "Application Card") and photograph the applicant.

A police records check through the Orlando Police Department, Orange County Sheriff's Office and the Florida Department of Law Enforcement shall be made of the applicant. Upon completion of the records check and development of the photographs, the second copy of the application form, with any pertinent information noted thereon in the "Police Comments" space and a photograph of the applicant, shall be attached to the form and forwarded to the License Section.

E. Issuance of Permit

The Occupational License Supervisor, upon receipt of the second copy from the Police Department with the applicant's photograph attached, shall evaluate the Police Department Report and other documents supporting the application and determine the eligibility of the applicant for a Solicitor's Permit. If the application is approved by the Occupational License Supervisor, a Solicitor's Permit will be completed with the photograph permanently attached thereon. The applicant will be advised to call for the permit at the License Section when it has been approved for issue.

F. Permit Renewal

The Occupational License Supervisor may renew the permit of a solicitor engaged in the same work and product line with the same employer. Any permit holder desiring a renewed permit shall complete the Affidavit Request for Renewal of Solicitor's Permit, in quadruplicate (same colors as set described in paragraph :4A), have the form notarized and pay the nonrefundable renewal fee of \$10.

The License Official, or designee, will evaluate the affidavit; and, if justification is not found for denial, the permit period of validity will be extended for an additional 12 month period.

A copy of the affidavit shall be sent to the Chief of Police, or a designee, for evaluation and determination that the statements of the permittee are true insofar as available police information is concerned.

Should the Police records reveal information to the effect that the renewal is detrimental to the public health, safety or welfare, the Occupational License Supervisor shall be so advised.

The Occupational License Supervisor shall evaluate the information; and, if it is determined that the permit renewal is detrimental to the public welfare, the Occupational License Supervisor shall revoke the renewed permit and advise the permittee.

G. Revocation and Appeal

1. Permits issued, as provided by City Code Chapter 45, may be revoked by the License Official after notice and hearing for any of the following offenses:

- a) Fraud, misrepresentation or a false statement in the application.
  - b) Violation of any condition, provision or qualification provided in the application.
  - c) Conviction, nolo contendere plea or forfeiture resulting from violation of any City, State or Federal law involving moral turpitude.
  - d) Any violation of City Code Chapter 45.
  - e) Conducting business in an unlawful manner as to threaten a breach of the peace or menace public safety or welfare.
2. Written notice of revocation, and the grounds therefore, shall be mailed to a permittee at an address of record at least five days before the date set for a hearing with the Occupational License Supervisor.
  3. An applicant denied a permit or a holder of a revoked permit aggrieved by the action of the Occupational License Supervisor may appeal to the City Clerk detailing the grounds for appeal within 14 days after the notice of denial or revocation has been mailed.
  4. The City Clerk shall set a time and place for hearing before City Council, and its decision shall be final.

:5 FORMS:

Application for Solicitor's Permit - Commercial; Company Statement; Solicitor's Permit; Solicitor's Permit Information Sheet; Permit Renewal Affidavit.

:6 COMMITTEE RESPONSIBILITIES:

None.

:7 REFERENCE:

City of Orlando Code, Chapter 45. Procedure amended May 5, 1975, Item 33; amended July 18, 1977, Item 26; June 14, 1993, Item 4-Q; amended March 5, 2001, Item A-12; amended September 15, 2003; re-formatted only April 2004.

:8 EFFECTIVE DATE:

This procedure effective September 15, 2003.