

Solicitor's License – Instructions and Application

GENERAL INFORMATION

- The Solicitor's License is required unless exempted under section 9-139, General Ordinance of the City of Syracuse Chapter 9, Article 12. No solicitor, licensee's assistant or similar vendors of food, goods, ware, merchandise, services and other items by whatever term styled, regardless of the organization's status, shall do business within the city without a license obtained.
- A Nonrefundable Application Fee of \$350.00 is required with all Solicitors Applications and \$100.00 for Licensee's Assistants. **Check or Money Order Only – Payable to the Commission of Finance.**
- All licenses must be worn in a conspicuous place upon the individual.

APPLICATION REVIEW PROCESS

1. **Application is Submitted**
 - A. A complete application, fee, and proof of NY State Certificate of Authority are submitted to the Central Permit Office.
 - B. If using a Motor vehicle, proof of NY State Driver's License, registration and Insurance.
 - C. Two (2) unmounted, unretouched color photographs of the applicant, approximately two (2) inches by two (2) inches in size, of good quality, taken within one month of the date of the application.
 - D. If application package is determined complete, it is accepted for review.
2. **Application is Reviewed** – the following internal reviews are conducted on the applicant:
 - A. Criminal Background Checks – conducted and reviewed for specific types of felony and misdemeanor convictions.
 - B. Financial Indebtedness to City – city records are reviewed to determine if applicant has unpaid parking tickets, delinquent water bills, delinquent taxes, civil penalties or other housing judgments or monies due the city. These must be paid before license will be issued.
3. **License Issued** – if internal reviews are satisfactory, a license will be issued.
4. **License Denied** – if internal reviews and inspection of premises are not satisfactory, the application is denied.
 - A. The applicant will be notified:
 - i. the reason(s) for denial, and
 - ii. He or she has a right to request a hearing within fifteen (15) days of notice.

Disorderliness by licensees prohibited:

- No licensee or licensee's assistant shall carry on his business in a loud or boisterous manner, nor shall he advertise his food, goods, wares, merchandise or services by calling or shouting, nor shall he advertise his food, goods, wares, merchandise or services by ringing any gong or bell or playing or causing to be played any mechanical or electrical musical sound device while in a stationary position.
- No licensee or licensee's assistant shall ring any gong or bell or cause to be played any mechanical or electrical musical sound device to advertise his wares or in aid of his business in any street, lane or alley or upon any sidewalk or upon any plaza, steps or platform immediately adjoining any street, land or alley in the city between 6:00 p.m. and 10:00 a.m. of the following day.
- No licensee or licensee's assistant shall attach or have attached any flashing or revolving light or light on a motor vehicle used in the aid of his business except those permitted by law.

- No licensee shall conduct business within a residential neighborhood of the City of Syracuse between the hours of 6:00 p.m. in the evening and 10:00 a.m. of the morning of the following day.
- No licensee or licensee's assistant shall approach, for the purposes of soliciting, any entryway that does not face the street, unless welcomed by explicit invitation of the owner, occupant or person legally in charge of the premises.
- It shall be unlawful for any person, whether licensed or unlicensed, while conducting the business of a solicitor, to enter upon any residential or commercial property in the City of Syracuse where the owner, occupant or person legally in charge of the premises has posted, at the entry to the premises, or at the entry to the principal building on the premises, a sign bearing the words "No Solicitors," or words of similar import. A "No Solicitors" list shall be made available at the City of Syracuse Central Permit Office. Residents and business owners may sign up on said list, and said list shall be presented to any prospective solicitors or peddlers. Residents and business owners shall not be required to register their name on the "No Solicitors" list and post a "No Solicitors" sign.
- Licensees and/or licensee's assistants shall immediately depart the premises of a business, household, owner or occupant upon being requested to do so.
- Licensees and/or licensee's assistants shall not resort to deceptive acts or practices, physical abuse, threats, intimidation or harassment in the course of conducting business or offer for sale any provision, food or merchandise that is unfit or otherwise harmful to the user or consumer thereof.
- Penalties: Any licensee or licensee's assistant committing an offense against this article shall be guilty of an infraction punishable by a fine not to exceed \$150.00 in amount, or imprisonment not to exceed 15 days or both such fine and imprisonment, or to a penalty not exceeding \$500.00 to be recovered by the city of Syracuse in a civil action. Additionally, license to solicit may be revoked or suspended pursuant to the provisions of Section 9-87.4.