

CITY OF SPRINGFIELD, OREGON



225 FIFTH STREET • SPRINGFIELD, OR 97477 • PH: 541-726-3753 • FAX: 541-726-3689

DOOR TO DOOR SOLICITOR APPLICATION

APPLICATION FEE: \$52.50 per Fiscal Year (Includes a 5% technology fee)

All fees are non-refundable

A new application must be filled out every year.

BUSINESS INFORMATION

Please describe what you will be selling door to door.

Applicant's Full Name:

Other Names Used:

Residence Address:

(No PO Box)

City:

State:

Zip:

Phone Number:

Date of Birth:

Driver's License
(A copy is required)

State:

Mailing Address:

Same as above

City:

State:

Zip Code:

Email Address:

Are you self-employed

Yes No

Federal Tax ID#:

State of Oregon Registry #:
(if applicable)

BUSINESS OWNER AND CONTACT INFORMATION

Business Name:

(only if working for another business)

Business Owner's City of Springfield License #

Business Owner's Full Name:

Business Owner's Address:

City:

State:

Zip:

Business Phone Number:

Business Email Address

Federal Tax ID#:

State of Oregon Registry #:
(if applicable)

SIGNATURE AND INFORMATION

Please note that we require a minimum of two (2) weeks to process the application. Incomplete or missing information will delay the review process.

The information provided on this form is true and complete to the best of my knowledge.

I understand that a criminal background check will be performed by the Police Department – SMC - Chapter 7 – Section 7.208.

Applicant's Name:

(Please Print)

Date:

Applicant's Signature:

Phone Number:

Payment must be submitted with application. Make checks payable to: City of Springfield

Mailing Address: City of Springfield, Business Licensing, 225 Fifth Street, Springfield, OR 97477

The Business License year is July 1st through June 30th of each year (Fiscal Year). Applications during the business year are not pro-rated and are subject to the entire fee. A penalty of \$10.00 or ten percent of the license fee, whichever is greater, shall accrue for each month a business has operated without obtaining a business license. All Business Licenses are subject to a 5% technology fee. All fees are non-refundable and no license is transferable.