



**CITY CLERK-TREASURER
112 S. CHAUNCEY STREET
COLUMBIA CITY, IN 46725
260-248-5100**

Dear Merchant:

The City of Columbia City currently has an ordinance restricting itinerant merchants, transient merchants or street business from selling or offering to sell merchandise in the City without a license.

Attached please find a copy of the ordinance and the guidelines that they must go by.

Please make sure when any person or company wants to peddle goods from your property, that they have obtained the proper permits from the City Hall.

The Police will be checking on this to make sure these peddlers have the required permits.

If you have any questions please feel free to contact us.

Sincerely,

**Rosie Coyle, IAMC
City Clerk Treasurer**



City of Columbia City

Peddler's Permit

112 S. Chauncey Street, Columbia City, IN 46725

Phone: 248-5100 • Fax: 248-5105

Company Name: _____

Home Office: _____

Street Address: _____

Phone Number: _____

Address where you are selling: _____

Items being sold: _____

Dates Items will be sold: _____

Type of vehicle being used while selling: _____

License plate number: _____

Names of People Selling Locally:

_____	_____
_____	_____
_____	_____

****For office use only****

Approved by Police Dept: _____ Fire Department _____

Date Permit Issued: _____ Amount: _____

Effective From: _____ Expires: _____

\$20 PER DAY, \$50 PER WEEK, \$300 PER MONTH

The City of Columbia City Government is an Equal Opportunity Employer and does not discriminate upon the basis of race, age, gender, religion, national origin, disability or any other characteristic protected by law. Columbia City will provide reasonable accommodations to qualified individuals with a disability.

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Columbia City, IN Code of Ordinances

CHAPTER 112: PEDDLERS

Section

- 112.01 Definitions
- 112.02 Peddlers regulated
- 112.03 License required; fee
- 112.04 Orders to be in writing
- 112.05 Exemption
- 112.06 Blanket license

- 112.99 Penalty

§ 112.01 DEFINITIONS.

For the purpose of this chapter the following definitions shall apply unless the context clearly indicates or requires a different meaning.

ITINERANT MERCHANT or ***TRANSIENT MERCHANT***. Any itinerant or transient person who shall engage temporarily in the making or selling of any kind of goods, wares, or merchandise within the city, regardless of whether such goods, wares, or merchandise are peddled from house to house, sold on the streets or other public premises, or sold from any room, building, structure, or lot rented or leased for the purpose of carrying on such business.

PEDDLER or ***HAWKER***. A person who goes from house to house selling or offering to sell merchandise for immediate delivery.

SOLICITOR or ***CANVASSER***. A person who goes from house to house, with or without wares, and takes orders for future delivery of merchandise.

(1980 Code, § 112.01) (Ord. 408, passed 5-11-1957)

§ 112.02 PEDDLERS REGULATED.

No person engaged in the business of street peddler, hawker, canvasser, solicitor, or other itinerant dealer in goods, wares, merchandise, or other articles of value shall sell directly to a consumer, as defined by this chapter, within the city until the provisions of this chapter have been complied with.

(1980 Code, § 112.02) (Ord. 408, passed 5-11-1957) Penalty, see § 112.99

§ 112.03 LICENSE REQUIRED; FEE.

(A) Any person desiring to engage in the business of peddling, hawking, soliciting, canvassing, or acting as an itinerant or transient merchant as herein defined, within the limits of the city, shall make an application in writing to the Clerk-Treasurer at least three days before such applicant shall be authorized to begin such business. The application shall state the name and residence of the applicant, the place where the business is to be conducted, the kind of goods to be sold, and the length of time for which the license is desired. On the filing of the application and at the expiration of the three-day period, and after it has been determined by the Police Chief (or designee), and the Fire Chief (or designee), that there is no threat to public safety or the safety of the business owner, operator, employees or affiliates, the Clerk shall issue a license to the applicant to begin business not less than three days after the date of the filing of the application, on the payment of the following fees: one day, \$20; one week, \$50; one month, \$300. All license fees must be paid in advance, and if such licensee desires to continue in business after the expiration of the license, a new license must be secured in the same manner and on the same terms as the original license.

(B) Any person exempted by the laws of this state from the payment of the license fees shall before the beginning of such business, present to the Clerk-Treasurer his or her credentials, showing he or she is entitled to such exemption. After it has been determined by the Police Chief (or designee), and the Fire Chief (or designee), that there is no threat to public safety or the safety of the business owner, operator, employees or affiliates, the owner-operator of the business shall then receive from the Clerk-Treasurer a certificate authorizing him or her to engage in the business of peddler, hawker, canvasser, solicitor, or itinerant or transient merchant within the limits of the city, for a period not to exceed one month. If at the end of a month the person desires to continue the business another certificate must be procured from the Clerk-Treasurer.

(C) The following are exempt from the payment of any license fees: any person or group exempted by the laws of this state; all Whitley County schools and all Whitley County service organizations, which include but are not limited to: Eagles, Elks, Moose, VFW, Rotary, Police, Fire, Girl Scouts and Boy Scouts.

(1980 Code, § 112.03) (Ord. 408, passed 5-11-1957; Am. Ord. 2007-15, passed 11-27-2007)
Penalty, see § 112.99

§ 112.04 ORDERS TO BE IN WRITING.

All orders taken by canvassers or solicitors within the city shall be in writing, in duplicate, stating the terms thereof and the amount paid in advance, and one copy of the order shall be given to the purchaser.

(1980 Code, § 112.04) (Ord. 408, passed 5-11-1957) Penalty, see § 112.99

§ 112.05 EXEMPTION.

The provisions of this chapter shall not apply to sales to dealers by commercial travelers.

(1980 Code, § 112.05) (Ord. 408, passed 5-11-1957)

§ 112.06 BLANKET LICENSE.

Any person owning five or more acres of land within the city may obtain a blanket license for all itinerant merchants, peddlers or solicitors operating in and upon such tract of land. Such blanket license shall be issued after the name, address and type of business of each itinerant merchant, peddler or solicitor is submitted to the Clerk-Treasurer. No fee shall be charged for such blanket license and the applicants shall not be subject to the three-day waiting period required by § 112.03 above. Each person or firm listed shall be considered as a separate license and subject to the provisions of I.C. 36-4-5-5.

(1980 Code, § 112.06) (Ord. 1994-17, passed 6-14-1994)

§ 112.99 PENALTY.

Whoever violates any of the provisions of this chapter shall on conviction be fined not less than \$10 and not more than \$100. Each day during which any person engages in the business of peddling, hawking, canvassing, soliciting, or any itinerant or transient selling shall constitute a separate offense.

(1980 Code, § 112.99) (Ord. 408, passed 5-11-1957)

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Columbia City, IN Code of Ordinances

CHAPTER 115: STREET BUSINESSES

Section

115.01 Operating business on streets; permit required

115.02 Term of permit

115.99 Penalty

§ 115.01 OPERATING BUSINESS ON STREETS; PERMIT REQUIRED.

(A) No person shall operate a place of business on the streets of the city without first obtaining a permit from the Clerk-Treasurer.

(B) After it has been determined by the Police Chief (or designee), and the Fire Chief (or designee), that there is no threat to public safety or the safety of the business owner, operator, employees or affiliates, the Clerk-Treasurer shall issue the permit on payment of a fee of \$50 and shall assign to the permittee the location at which the business shall be operated.

(1980 Code, § 115.01) (Ord. 362, passed 4-28-1953; Am. Ord. 2007-16, passed 11-27-2007)
Penalty, see § 115.99

§ 115.02 TERM OF PERMIT.

The permit provided for in § 115.01 shall be valid for a period of one week from the time of its issuance.

(1980 Code, § 115.02) (Ord. 362, passed 4-28-1953)

§ 115.99 PENALTY.

Whoever violates any of the provisions of this chapter shall be fined not less than \$25 nor more than \$100. Each day's violation shall constitute a separate offense.

(1980 Code, § 115.99) (Ord. 362, passed 4-28-1953)