



SOLICITORS LICENSE APPLICATION

Email - The completed application can be emailed to Kathryn.Bowman@wentzvillemo.gov

Or can be mailed/dropped off at:

City Hall – 1001 Schroeder Creek Blvd. Wentzville, MO 63385 (636) 327-5101

The following items are required for the license:

- _____ \$35 Administrative Fee (**Paid each time license is applied for**).
- _____ 2x2 Current Digital Photo taken within 60 days, no hats, scarfs or sunglasses shall be worn, background must be plain.
- _____ Copy of sales pitch.
- _____ Copy of the Missouri Sales Tax License or a Missouri Registration Certificate must be provided if applicable.
- _____ State Highway Patrol Background Check issued not more than six months prior to proposed last date of the solicitors license date from the State of applicant's permanent residence. (For Missouri residents, <https://statepatrol.dps.mo.gov/services>)
- _____ Letter of No Tax Due dated within the last 30 days if applicable.
- _____ \$10 per day license fee for _____ days _____
- _____ List the days (Monday-Saturday): _____
- _____ List the times: _____ (permitted only between the hours of 10 a.m. and 1 hour before sunset). **SUNDAYS & HOLIDAYS PROHIBITED.**
- _____ Provide a copy of driver's license.
- _____ Copy of Ordinance 4675 of the Wentzville Municipal Code was given to applicant.
- _____ Credentials establishing the exact relationship with employer and employee. Must be on company letterhead list applicant(s) applying for a license; signed by business owner or president of the company.

ALL REQUIRED DOCUMENTS AND PAYMENT MUST BE SUBMITTED PRIOR TO STARTING THE PROCESS.

PLEASE ALLOW FIVE BUSINESS DAYS FOR SOLICITORS LICENSE TO BE PROCESSED AND ISSUED.

TO BE COMPLETED FULLY BY APPLICANT: _____ For Profit _____ Not For Profit

Applicant Name: _____

Date of Birth: _____

Permanent Home Address: _____

Full Local Address: _____

Phone: _____ Cell: _____

Email: _____

SOLICITORS LICENSE APPLICATION

Employer Name: _____

Employer Address: _____

Phone: _____ Cell: _____

Email: _____

If an issue arises we must be able to contact a Supervisor. This information is required.

Supervisor's Name: _____

Supervisor's Permanent Home Address: _____

Supervisor's Full Local Address: _____

Phone: _____ Cell: _____

Email: _____

Does the Supervisor have a Solicitor's License with the City of Wentzville? Yes___ No___

Will he/she be applying for a license with the City of Wentzville? Yes___ No___

Will the Supervisor be in the city limits of Wentzville when you are soliciting? Yes ___ No ___

Type of vehicle (Year, Make, Model): _____

Number of passenger seats: _____

Vehicle License Plate#: _____ State: _____

Will you be the driver of this vehicle? Yes___ No___

If you will not be driving the vehicle listed, then provide the name of the person you will be riding with:

Name and description of the nature of the business and goods to be sold: _____

The place where the goods or property proposed to be sold or orders taken for or the sale thereof are manufactured or produced, where such goods or products are located at the time such application filed and the proposed method of delivery: _____

Has applicant ever been convicted of any crime, misdemeanor or violation of any municipal ordinance? Yes___ No___

Explain nature of offense(s) and punishment or penalty assessed therefore: _____

SOLICITORS LICENSE APPLICATION

Has applicant ever had a charter, registration permit or license denied, suspended, revoked or enjoined by any court or governmental authority? Yes____ No____

I have received and read the Ordinance 4675.

Initials

Date

Per Ordinance 4675, I understand that there will be no refund of the administration fee if license is not approved:

Initials

Date

I authorize a copy of this application be used in the occurrence of an extension or renewal of this license by my current employer as listed on this application.

Initials

Date

If there is a No Soliciting Sign/Sticker on the dwelling, I will not knock upon the resident's door.

Initials

Date

I hereby testify that the above information is correct, valid and truthful and that I understand the information provided.

Signature of Applicant

Date

Print Applicant Name

Date

FOR OFFICE USE ONLY

Received by:_____

Date Received:_____

Issued by:_____

Date Issued:_____

State Highway Patrol Check:

Reviewed and Approved by Wentzville Police Department

Signature:_____ Date: _____

City Clerk: _____ Date: _____

Bill No. 4902, an Ordinance Amending Sections 610.010, 610.030, 610.100, 610.110, and 610.130 of Chapter 610 of the Municipal Code of the City of Wentzville, Missouri Pertaining to Solicitor Licenses

WHEREAS, the City of Wentzville, Missouri (the "City"), has established regulations for solicitors, including, without limitation, requirements for applications for licenses and solicitor license fees within Chapter 610 of the Municipal Code of the City (the "Code"); and

WHEREAS, the City previously amended Sections 610.030, 610.100 and 610.111 in Ordinance No. 4617; and

WHEREAS, Section 79.470 RSMo, authorizes the City to impose penalties for ordinance violations; and

WHEREAS, since the passage of Ordinance No. 4617, the City desires to update the regulations for solicitors and to refine the penalty structure for violations of Chapter 610 of the Code in accordance with Section 79.470 RSMo; and

WHEREAS, the Board of Aldermen finds it is in the best interest of the City to amend Sections 610.010, 610.030, 610.100, 610.110, and 610.130 of the Code.

NOW, THEREFORE, BE IT ORDAINED BY THE BOARD OF ALDERMEN OF THE CITY OF WENTZVILLE, MISSOURI, AS FOLLOWS:

Section 1: Section 610.050 of the Municipal Code is hereby repealed in its entirety and a new section 610.050 addressing definitions is adopted to read as follows:

Sec. 610.010. - Definitions.

The following words, terms and phrases, when used in this chapter, shall have the meanings ascribed to them in this section, except where the context clearly indicates a different meaning:

Canvasser means any person, firm, corporation or other entity, whether a resident of the city or not, which attempts to make personal contact with a resident at his residence without prior specific invitation or appointment from the resident for the primary purpose of:

- (1) Attempting to enlist support for or against a particular religion, philosophy, ideology, political party, issue or candidate, or some patriotic, philanthropic social service, welfare, benevolent, educational, civic, fraternal, charitable purpose or cause even if incidental to such purpose the canvasser accepts a donation of money for or against such cause or if incidental to such donation there is a promise of some good or service; or
- (2) Distributing a handbill or flyer advertising a non-commercial event or service.

Canvassing means engaging in the activities described in the definition of the term "canvasser" in this section.

Employer or contracting entity means any business, company, corporation, partnership, association, organization, or other legal entity that employs or authorizes one or more persons, firms, corporations, or other entities to solicit on behalf of itself.

Solicitation, soliciting or peddling means engaging in the activities described in the definition of the term "solicitor/peddler" in this section.

Solicitor/peddler means any person, firm, corporation or other entity, whether a resident of the city or not, traveling either by foot, automobile or any other type of conveyance from place to place, from house to house or from street to street directly selling goods, wares, merchandise, personal property of any nature whatsoever or services, or taking or attempting to take orders for, or distributing information, whether written or oral, pertaining to the sale of goods, wares and merchandise, personal property of any nature whatsoever, or services, whether or not such individual has, carries or exposes for sale a sample of the subject of such sale or whether he is collecting advance payments on such sales or not. Distributing a handbill or flyer advertising a commercial event or service shall not be considered solicitation, soliciting or peddling if direct contact with the inhabitant or owner of a property is not attempted.

Section 2: Section 610.030 of the Municipal Code is hereby repealed in its entirety and a new section 610.030 addressing application for license; filing fee is adopted to read as follows:

Sec. 610.030. Application for license; filing fee.

(a) Prior to engaging in solicitation or peddling activities (hereinafter "soliciting") within the city, each person who will engage in those activities within the city, must have submitted an application and administration fee to, and have been issued a valid license by the city. An applicant for a solicitor's license must file with the city clerk a sworn application in writing and in duplicate on a form to be furnished by the city clerk, which shall give the following information:

- (1) The name and description of the applicant;
- (2) The permanent home address and telephone number and full local address and telephone number of the applicant;
- (3) A brief description of the nature of the business and the goods sold, and a copy of any sales pitch;
- (4) If employed by or acting on behalf of an entity, the name and address of the employer or contracting entity, with credentials establishing the exact relationship;
- (5) The length of time for which the right to do business is desired;
- (6) The place where the goods or property proposed to be sold or orders taken for the sale thereof are manufactured or produced, where such goods or products are located at the time such application is filed, and the proposed method of delivery;

(7) A photograph of the applicant taken within sixty (60) days immediately prior to the date of filing the application, showing the head and shoulders of the applicant in a clear and distinguishing manner; no hats; scarfs or sunglasses shall be worn; background of picture must be a plain background;

(8) A statement as to whether or not the applicant has been convicted of any crime, misdemeanor or violation of any municipal ordinance, the nature of the offense and the punishment or penalty assessed therefore. Also, whether the applicant has ever had a charter, registration permit or license denied, suspended, revoked or enjoined by any court or governmental authority;

(9) A copy of the state sales tax license or a state registration certificate must be provided;

(10) A state highway patrol check must be provided from the state of the applicant's permanent residence issued not more than six months prior to the date of application;

(11) The year, make, and model of the vehicle that will be used and names of people who will be riding in the vehicles; and

(12) Such other information as the city may require.

(b) At the time of filing the application, an administration fee of thirty-five dollars (\$ 35.00) shall be paid to the city clerk to cover the cost of processing the application for a solicitor's license.

(c) Upon submission of a completed application form and payment of both the administration fee and the license fee, unless the city clerk determines the application is incomplete or the information provided identifies a health, safety or general welfare basis to deny the issuance of a solicitor's license, the city clerk shall issue a solicitor's license. The solicitor's license shall be issued in the name of both the individual applicant and, if applicable, the named employer or contracting entity. Any solicitor's license that lists an employer or contracting entity only permits the named individual to engage in solicitation on behalf of the listed employer or contracting entity identified on the solicitor's license.

(d) Only one company shall be permitted to solicit within the City at any given time. No more than 10 employees or representatives of the company shall solicit at one time. Each company is limited to a solicitation period of no more than two consecutive weeks (12 days; excludes Sundays) and cannot apply for a license more than 3 times in a 6-month period. Upon completion of this period, the company must reapply and shall not be eligible to solicit again until at least two weeks have passed. A new application fee of \$35.00 must be paid.

(e) Processing applications will take 3-5 business days.

(f) Because only one company shall be permitted to solicit within the City at any given time, in the event two or more companies apply to solicit in the City on the same days, the company that applied first will be issued a license for such dates and the other company or

companies will be provided dates by the City to engage in soliciting in the order in which their applications were received by the City. No company will be issued a second or third license to solicit within a six-month period when there are other companies that have applied for solicitors' licenses, but have not yet had their licenses issued.

Section 3: Section 610.100 of the Municipal Code is hereby repealed in its entirety and a new section 610.100 addressing suspension, revocation of license is adopted to read as follows:

Sec. 610.100. Violations, Suspension, Revocation of License.

(a) The license of any solicitor issued under this chapter who makes a false statement or misrepresentation in an application for license, or who otherwise violates any provision of this chapter, or who conducts the business of soliciting in an unlawful manner or in such manner as to constitute a menace to the health, safety or general welfare of the public, may be temporarily suspended or revoked by the City Administrator or their designee for a period not to exceed thirty days, no refunds will be given.

(b) In the event of such temporary suspension or revocation, a notice of temporary suspension or revocation shall be mailed to the solicitor and their employer or contracting entity at their respective last known addresses, certified mail return requested. Said notice of suspension or revocation shall also provide a notice of hearing before the city administrator or their designee setting forth specifically the grounds of the complaint and the time and place of the hearing. Said notice shall be mailed to the solicitor and his employer at least five days prior to the hearing.

(c) After notice and hearing, the city administrator or their designee may issue an order permanently suspending or revoking the license. Said order shall be mailed, postage prepaid, to the solicitor and their employer or contracting entity at their respective last known addresses.

(d) No soliciting shall occur by the solicitor or the employer or contracting entity the solicitor is working for during the period of suspension or revocation or before the completion of such hearing before the city administrator.

(e) Upon the city administrator or their designee determining that two violations of this chapter have occurred by one or more solicitors who are soliciting for the same employer or contracting entity within a 12-month period, the city clerk shall provide written notice to such employer or contracting entity that the employer or contracting entity shall be barred from having any employees or other representatives engage in soliciting activities in the city for a period of three (3) months, no refunds will be given. Upon the city administrator or their designee determining that three violations of this chapter have occurred by one or more solicitors who are soliciting for the same employer or contracting entity within a 12-month period, the city clerk shall provide written notice to such employer or contracting entity that the employer or contracting entity shall be barred from having any employees or other representatives engage in soliciting activities in the city for a period of six (6) months, no refunds will be given. Upon the city administrator or their designee determining that four or more violations of this chapter have occurred by one or more solicitors who are soliciting for the same employer or contracting entity

within a 12-month period, the city clerk shall provide written notice to such employer or contracting entity that the employer or contracting entity shall be barred from having any employees or other representatives engage in soliciting activities in the city for a period of one (1) year, no refunds will be given.

(f) Any employer or contracting entity that authorizes, directs, or otherwise permits a solicitor to engage in solicitation in violation of this Chapter shall be deemed to have committed a separate municipal ordinance violation.

(g) Each individual solicitor who violates this Chapter and each employer or contracting entity subject to liability under subsection (f) may be cited separately for the same occurrence.

(h) Each day that a violation continues, or each separate act of solicitation in violation of this Chapter, shall constitute a separate offense.

Section 4: Section 610.110 of the Municipal Code is hereby repealed in its entirety and a new section 610.110 addressing hours of operation is adopted to read as follows:

Sec. 610.110. Hours of operation.

All persons, firms, corporations or other entities engaging in solicitation or transient merchant activities shall be permitted to conduct such activities within the city only between the hours of 10:00 a.m. and 1 hour before sunset, Monday through Saturday. Soliciting hours will be provided by the City Clerk on the solicitor's badge. Solicitation is prohibited on the following holidays: New Year's Day, Memorial Day, Independence Day, Labor Day, Thanksgiving Day, and Christmas Day.

Section 5: Section 610.130 of the Municipal Code is hereby repealed in its entirety and a new section 610.130 addressing penalties for violations is adopted to read as follows:

Sec. 610.130. Penalties.

Any person or entity who engages in unlawful practices as defined in section 610.050 shall be subject to the following penalties:

- (1) First violation: A fine not less than \$200.00 up to \$500.00
- (2) Second violation within twelve (12) months of the first violation: A fine not less than \$275.00 up to \$500.00
- (3) Third and each subsequent violation within twelve (12) months of the first violation: A fine not less than \$350.00 up to \$500.00.

In addition, or as an alternative to any fine authorized herein, violators may be subject to imprisonment for up to 90 days.

Section 6: The portions of this Ordinance shall be severable. In the event that any portion of

4675
Ordinance No. ~~(ID # 14589)~~

this Ordinance is found by a court of competent jurisdiction to be invalid, the remaining portions of this Ordinance shall be deemed valid, unless the court finds the valid portions of this Ordinance are so essential and inseparably connected with and dependent upon the void portion that it cannot be presumed that the governing body of the City has enacted the valid portions without the invalid ones, or unless the court finds that the valid portions standing alone are incomplete and are incapable of being executed in accordance with the legislative intent. All prior resolutions or ordinances in conflict herewith shall be and are hereby repealed.

Section 7: This Ordinance shall be in full force and effect from and after its passage by the Board of Alderman and approval by the Mayor.

READ TWO TIMES AND PASSED BY THE BOARD OF ALDERMEN OF THE CITY OF WENTZVILLE, MISSOURI THIS 26 DAY OF August, 2026.


Mayor, Nickolas Guccione

Attest:


City Clerk, Kathryn Bowman

APPROVED BY THE MAYOR OF THE CITY OF WENTZVILLE, MISSOURI THIS 26 DAY OF August, 2026.


Mayor, Nickolas Guccione

Attest:


City Clerk, Kathryn Bowman

Approved as to Form:


Attorney

