



City of Hutto

Distributors, Peddlers, Solicitors and Itinerant Vendors FAQ

Article 8.04

1. **What is a “Distributor”?**

Any person who attempts only to distribute handbills, advertising flyer or printed information pertinent to political, religious or other community issues. Distributor may NOT knock on doors or attempt to make face-to-face contact with citizens.

2. **What is a “Peddler”?**

Any person who engages in commercial activities within the City limits by carrying goods or merchandise and selling or offering for sale for immediate delivery such goods or merchandise from door-to-door.

3. **What is a “Solicitor”?**

Any person who solicits or attempts to solicit, door-to-door, funds or orders for services, commercial goods, wares, merchandise, subscriptions or publications to be delivered at a future date or time.

4. **What is an “Itinerant Vendor”?**

Any person who exhibits, displays, sells or offers for sale any commodity from a stand located on public or private property or on the streets of the city.

5. **Is a permit required?**

Yes! It shall be unlawful for any person to engage in the business of distributor, peddler, solicitor or itinerant vendor within the city limits without having first obtained a permit. A permit application can be found on the City of Hutto website or at the Hutto Police Department. The requirements are as follows:

- (a) Full name and all information contained on driver's license of the applicant and each agent or employee working under the permit; including **a copy of a current driver's license for each**; (all permits)
- (b) Permanent home address and present local address of the applicant; (all permits)
- (c) Name and home office address of applicant's employer; (all permits)



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- (d) If the applicant owns or uses a motor vehicle in connection with his business, a description of such motor vehicle and the license number of same; (all permits)
 - (e) A brief description of the merchandise or services to be sold; (all permits) including sample flyers/handbills; (peddler, solicitor, distributor permits)
 - (f) Proposed duration of temporary sales operation; (all permits)
 - (g) Written permission from the owner of the land or building where the sales are to take place; (itinerant vendor permits)
 - (h) A copy of the applicant's Texas limited sales and use tax permit; (all permits)
 - (i) A copy of each person's computerized criminal history. (all permits)
6. Who is exempt from having to obtaining a Distributor/Peddler/Solicitor permit?

The following are excluded from permitting provisions:

- (a) Persons distributing non-profit pamphlets, handbills or other printed material for the purpose of disseminating news or other information of public interest;
- (b) Persons conducting fundraising activities for local non-profit organizations, qualified civic organizations or educational institutions;
- (c) Persons conducting proselytizing activities or distributing religious material or literature;
- (d) Persons engaged in a business or activity regulated under the exclusive authority of the state or federal government;
- (e) Persons engaged in business activity and going to a house or business at the express invitation of the occupant or owner of such house or business;
- (f) Canvassers who attempt only to distribute "non-advertising for profit" handbills or to solicit political support or to determine opinions or sentiments. Persons who are exempt from the permitting requirements are encouraged to notify the Police Department of the approximate dates of the door-to-door activities and the areas in which they will be working.



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7. **Who is exempt from having to obtain an Itinerant Vendor permit?**

- (a) Persons engaged in a business or activity which the state or federal government has exclusive authority to regulate;
- (b) Persons living in the city that will hold a garage sale; in accordance with [article 8.05.001](#);
- (c) Persons engaged in business activity at the express invitation of the occupant or owner of such house or business;
- (d) Individuals, who are engaged in, belonging to, or member of, an entity of the Hutto Independent School District; a qualified civic organization; 501c 3 non-profit organization; or religious organization, as determined by the Chief of Police, for the express purpose of fundraising, when no other permits are required. Determination of the Chief of Police may be appealed to the City Council if written notice is filed with the City Secretary within ten (10) days of said determination;
- (e) Governmental entities.

8. **What are the permit fees for a Distributor?**

All distributors not exempted by this ordinance shall pay a permit fee to the City of Hutto of \$25.00 for EACH PERSON OR GROUP OF PERSONS.

9. **What are the permit fees for a Peddler?**

All peddlers not exempted by this ordinance shall pay a permit fee to the City of Hutto of \$25.00 for EACH PERSON permitted. The permit is valid for 90 days.

10. **What are the permit fees for a Solicitor?**

All solicitors not exempted by this ordinance shall pay a permit fee to the City of Hutto of \$25.00 for EACH PERSON permitted. The permit is valid for 30 days.

11. **What are the permit fees for an Itinerant Vendor?**

- (a) 14 day permit: \$25.00 fee
- (b) 30 day permit: \$35.00 fee
- (c) 90 day permit: \$75.00 fee
- (d) 180 day permit: \$100.00 fee



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12. [Where do I obtain a copy of my criminal history?](#)

The Texas Department of Public Safety Driver License office
<https://records.txdps.state.tx.us/DpsWebsite/CriminalHistory/>

13. [Where do I obtain a Texas Sales and Tax Use permit?](#)

The Texas Comptroller of Public Accounts
<http://www.window.state.tx.us/taxinfo/sales/>

**PLEASE REFER TO THE CITY WEBSITE FOR CITY ORDINANCES
REGULATING YOUR DETAILED PERMIT REQUIREMENTS OR REQUEST A
COPY AT THE HUTTO POLICE DEPARTMENT. FAILURE TO MAKE
YOURSELF AWARE OF THESE REQUIREMENTS DOES NOT EXEMPT YOU
FROM ABIDING BY THE ORDINANCE.**



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Vendor Permit Application

City Ordinance 8.04.031

Approved: _____
Date: _____

Type of permit requested

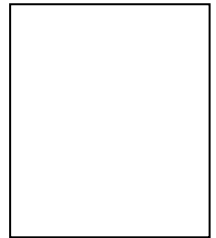
- 30-day Distributor Permit /\$ 25.00 (group) 90-day Peddler Permit /\$ 25.00 (each)
- 30-day Solicitor Permit /\$ 25.00 (each)

- 14-day Itinerant Vendor Permit /\$ 25.00 30-day Itinerant Vendor Permit /\$35.00
- 90-day Itinerant Vendor Permit/\$ 75.00 180-day Itinerant Vendor Permit/\$100.00

Permit No. _____ Effective Dates _____

1. Applicant Name: _____
2. Address: _____
3. Phone No.: _____
4. Date of Birth: _____
5. Driver License Number: _____ State: _____
6. Present local address: _____
7. Employers name and full address: _____

8. Year, Make and Model of Vehicle: _____
9. Vehicle License Plate No.: _____
10. Color of vehicle to be used: _____



Finger/Thumb Print
Peddler/Solicitor Only



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11. Description of merchandise or service to be sold: _____

12. Location where books and records are kept: _____
(For Peddler/Solicitors/Distributors Only)

13. Web address for the organization: _____

14. The name and permanent address of the organization, person or group for whom donations or proceeds are accepted:

(For Peddler/Solicitors/Distributors Only)

15. Attach written permission from the owner of the land or building where the sales are to take place.
(For Itinerant Vendors Only)

Yes No

16. Attach a copy of the applicant's sales and use tax permit issued by the State of Texas.
(Needed for all permits) <http://www.window.state.tx.us/taxpermit/>

Yes No

17. Texas Department Of Public Safety Computerized Criminal History for each applicant and participant. (Needed for all permits) (Must be within 90 days of permit application)
<https://records.txdps.state.tx.us/DpsWebsite/CriminalHistory/>

Yes No



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Additional Employees or Agents working under this permit

Name: _____

Address: _____

Phone No.: _____

Date of Birth: _____

Driver License Number: _____ State: _____

Permanent Home Address: _____

Name: _____

Address: _____

Phone No.: _____

Date of Birth: _____

Driver License Number: _____ State: _____

Permanent Home Address: _____

Name: _____

Address: _____

Phone: _____

Date of Birth: _____

Driver License Number: _____ State _____

Permanent Home Address _____



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Certification

I CERTIFY, under the penalties of perjury, that the information contained in this application is true and correct to the best of my knowledge, information and belief.

Signature of Applicant

Date submitted

Notary Public in and for Williamson County, Texas

My commission expires: _____



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Denial

Application denied by _____
Officer Date

Reason for denial:

- Misrepresentation or false statement contained in the application for permit;
- A violation of any of the provision of this Article;
- Conviction of any crime involving moral turpitude;
- Conviction of any crime constituting a breach of the peace, or violation of any city ordinance or state law, when the incident constituting the basis of such crime occurred during the course of businesses as an itinerant vendor or peddler;
- The proposed operation would not comply with Federal law, State law or city ordinance, including zoning restrictions;

Inspections

- Failure to provide parking spaces, which need not be paved, sufficient in number to accommodate the number of automobiles being reasonably expected to be parked at any one time, taking into consideration the type, size and quantity of merchandise to be offered for sale, and in addition to those parking spaces required under the zoning ordinance for existing businesses;
- The use blocks access or driveway;
- Failure to provide adequate trash containers for the proposed use;
- Failure to comply with all the provisions of this Article; or
- Mental incompetence to a degree that the person is not held responsible for criminal actions in a court of law or is not competent to stand trial.

*Faxed applications will not be accepted.
Incomplete applications will be rejected.*