



## Apex Police Department Solicitor, Peddler, and Park Concessions Permit Information



The Town of Apex Ordinance that governs this type of activity can be found at [www.municode.com](http://www.municode.com) under Article III. You are encouraged to read the ordinance and be familiar with the regulations in this ordinance as you will be held to them.

### **Applications and supporting documentation must be submitted online.**

<https://weblink.apexnc.org/forms/SolicitorPermit>

### **Payment must be made at the Apex Town Hall in the Finance Department.**

1. You are required to supply the following items with your electronic application (applications will be denied if all documentation is not included):
  - One passport photo taken within the last 60 days.
  - A valid government issued identification (i.e. driver's license, state identification card, passport)
  - Social security or Tax ID card (a W-2 or tax document including both your name and social security number may be accepted)
  - Registration and Proof of Insurance for any vehicle and/or trailer being used for the permitted activity
  - Receipt of Payment
  - County Health Inspection (applicable food vendors)
  - Property Owner Authorization Letter (applicable Park Concessioners)
  - Proof of Insurance (\$1,000,000 coverage) naming the Town of Apex (Park Concessioners)
  - Proof of Workers Compensation Insurance (Park Concessioners)
2. Each person must submit a separate application and each person must provide proof that the applicable fee was paid at the time the application is submitted. All fees are non-refundable.
  - 30-Day Permit                   \$50
  - 90-Day Permit                   \$100
  - 180-Day Permit (Park Concessioners only)       \$175
3. Permits expire as noted on the permit and badge and cannot be renewed. Applicants must reapply for a new permit as outlined in item 1.
4. Neither the applicant for a peddler, solicitor or park concessions permit, the peddler, solicitor, nor park concessioner shall have been convicted of a felony, misdemeanor or ordinance violation involving a sex offense, a controlled substance trafficking or sales offense or any violent acts against persons or property, such conviction being entered within the five (5) years preceding the date of application; nor shall they have been released from incarceration for such offense within one (1) year preceding the date of application.
5. Neither the applicant, the peddler, solicitor, nor park concessioner shall be a person against whom a judgment based upon, or a criminal conviction for, fraud, forging, theft, uttering, deceit or misrepresentation or other actions or crimes of like nature involving moral turpitude has been entered within the five (5) years preceding the date of application; nor shall they have been released from incarceration for such offense within one (1) year preceding the date of application.
6. Neither the applicant for a peddler, solicitor or park concessions permit, the peddler, solicitor, nor park concessioner shall have been convicted of a felony violation involving murder, rape, manslaughter, robbery or

assault, such conviction being entered within the ten (10) years preceding the date of application; nor shall they have been released from incarceration for such offense within one (1) year preceding the date of application.

7. Neither the applicant nor the peddler, solicitor or park concessioner shall be a person registered as a sex offender with the state of North Carolina, any other state or a federal agency.
8. The applicant is required to display on his/her person in a clearly visible location the ID badge provided by the Apex Police Department. No other person other than the applicant is authorized to wear the issued badge.
9. The Apex Police Department has five business days to respond and approve or deny the application.
10. No person while peddling or soliciting shall enter upon any premises in the Town where the owner or occupant or person legally in charge of the premises has posted a sign bearing the words "No Peddlers," "No Solicitors," "No Trespassing," or words of similar import or indicated similar instructions orally.
11. No person shall engage in park concessions without the written permission of the Parks & Recreations Director.
12. It shall be unlawful for any person holding a permit to be aggressive, threatening or intimidating to person.
13. It shall be unlawful for any person holding a permit to fail to display the permit and photo identification submitted as part of the application process, upon demand of a police officer, while engaged in peddling, soliciting or park concessions in the Town.
14. It is unlawful for a person authorized to work for a permit holder to fail to display a certified copy of the permit and photo identification submitted as part of the application process, upon demand of a police officer, while engaged in peddling, soliciting or park concessions in the Town. A person working for a permit holder shall be listed as an authorized person on the face of the permit.
15. If you plan to use signage please refer to the Town's Unified Development Code Sec.8.7.1 Permitted Signs: Location, Size, and Number which regulates the use of signs.

**If you have any questions contact Nicole Garcia of the Apex Police Department at 919-249-3447 or [nicole.garcia@apexnc.org](mailto:nicole.garcia@apexnc.org)**

**Updated 12/2020**