



**City of Puyallup**  
**Office of the City Clerk**  
**333 S. Meridian, Puyallup, WA 98371**  
**253-841-4321**

TO PD \_\_\_\_\_  
 DATE ISSUED \_\_\_\_\_

<b>FOR OFFICE USE ONLY</b>	
CHECK # _____	_____
LICENSE # _____	_____
DATE RECEIVED: _____	_____
AMOUNT: _____	_____

**APPLICATION FOR SOLICITOR LICENSE (PMC 5.64)**

**APPLICANT NAME:** \_\_\_\_\_ **PHONE:**(\_\_\_\_) \_\_\_\_\_  
FIRST NAME                      MID INITIAL                      LAST NAME

**ADDRESS:** \_\_\_\_\_

**LENGTH OF TIME AT THIS ADDRESS** \_\_\_\_\_ **DATE OF BIRTH:** \_\_\_\_\_

**PREVIOUS NAME(S)** \_\_\_\_\_

**PREVIOUS ADDRESS(ES):** \_\_\_\_\_

**DRIVER'S LICENSE #** \_\_\_\_\_

**MALE**     **FEMALE**    **E-Mail Address:** \_\_\_\_\_

**WA STATE REVENUE REGISTRATION #** \_\_\_\_\_

**NAME & ADDRESS OF PERSON, FIRM OR CORPORATIONS ASSOCIATED WITH APPLICANT:**

\_\_\_\_\_

**DESCRIPTION OF ITEM(S) TO BE SOLD:** \_\_\_\_\_

\_\_\_\_\_

**PERIOD OF TIME YOU WILL BE OPERATING IN PUYALLUP (DATES & HOURS):** \_\_\_\_\_

\_\_\_\_\_

**PROPOSED METHOD OF SOLICITATION:** \_\_\_\_\_

\_\_\_\_\_

**LIST ANY FELONY CONVICTIONS; PROVIDE DETAILS OF CONVICTION(S)** \_\_\_\_\_

\_\_\_\_\_

**I certify that the above application information is true and correct.**

**Signature of Applicant** \_\_\_\_\_ **DATE** \_\_\_\_\_

**PLEASE SUBMIT A COPY OF THE APPLICANT'S DRIVER'S LICENSE WITH THIS FORM**

**AUTHORIZATION TO RELEASE INFORMATION**

Read carefully before signing.

To Whom It May Concern:

I, the undersigned, authorize the Puyallup Police Department and/or its agents to access information concerning my **criminal history** and **driving record**. I do hereby release you, your agents, your departments, your employees, and others from any liability of damage which may result from furnishing information or records pursuant to this authorization to release information.

This information will be used to assist the City Clerk's Office in determining my qualifications to obtain a Solicitor's License in the City of Puyallup.

\_\_\_\_\_  
(Please Print) First Name

\_\_\_\_\_  
Middle Initial

\_\_\_\_\_  
Last Name

\_\_\_\_\_  
Driver's License Number

\_\_\_\_\_  
Date of Birth

\_\_\_\_\_  
Applicant's Signature

\_\_\_\_\_  
Date

**OFFICE USE ONLY  
CHIEF OF POLICE REPORT**

**I recommend that the foregoing application shall be:**

**Approved**

**Denied**

By \_\_\_\_\_  
Chief of Police

\_\_\_\_\_  
Date

\_\_\_\_\_  
Additional Comments

## Chapter 5.64 SOLICITORS

### Sections:

- [5.64.010](#) Definitions.
- [5.64.020](#) Solicitor's license – Required.
- [5.64.030](#) Certificate – Organizational.
- [5.64.040](#) License fee.
- [5.64.050](#) Solicitor's license – Application.
- [5.64.060](#) Investigation of applicants.
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- [5.64.090](#) Suspension or revocation procedure – Appeal.
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- [5.64.120](#) Notice regulating soliciting.
- [5.64.130](#) Uninvited solicitors – Prohibited – Violation a nuisance.
- [5.64.140](#) Uninvited solicitors – Departure from premises required.
- [5.64.150](#) Time restrictions.
- [5.64.160](#) Exemptions – License fee.
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- [5.64.170](#) Violation – Penalty.

### **5.64.010 Definitions.**

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Use of Words and Phrases. As used in this chapter, unless the context or subject matter clearly requires otherwise, the words or phrases defined in this section shall have the indicated meanings.

- (1) “Residence” means and includes every separate living unit occupied for residential purposes by one or more persons, contained within any type of building or structure.
- (2) “Registered solicitor” means and includes any person who has obtained a valid solicitor's license as provided in this chapter, which certificate is in the possession of the solicitor while engaged in soliciting.
- (3) “Soliciting” means and includes one or more of the following activities:
  - (a) Seeking to obtain orders for, or the sale of, goods, wares, merchandise, foodstuffs, or services of any kind, character, or description, for any kind of consideration whatever; or
  - (b) Seeking to obtain prospective customers for application or purchase of insurance of any type, kind or character; or
  - (c) Seeking to obtain subscriptions to books, magazines, periodicals, newspapers, and every other type or kind of publications; or

(d) Seeking to obtain gifts or contributions of money, clothing, or other valuable thing for the support or benefit of any charitable or nonprofit organization, association, or corporation. (Ord. 3164 § 1, 2018; Ord. 2792 § 2, 2004).

#### **5.64.020 Solicitor's license – Required.**

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Every person desiring to engage in soliciting, as defined in PMC [5.64.010](#), from persons in residences or businesses within the city is required to make written application for and receive a solicitor's license as provided in this chapter, and which is in addition to a general business license as may be required under Chapter [5.04](#) PMC. (Ord. 3164 § 1, 2018; Ord. 2792 § 2, 2004).

#### **5.64.030 Certificate – Organizational.**

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Recognizing that bona fide community-based organizations engage in annual fund raising with volunteer solicitors, the city clerk is authorized to grant an organizational certificate to an appropriate official of the organization, who shall comply with the application procedure and provide the city clerk with the names and addresses of the solicitors. The organizational certificate shall be limited in time, and in no event for more than 30 days in any calendar year. Each individual solicitor shall then be issued a photocopy facsimile of the organizational certificate, which shall contain the solicitor's name in prominent letters, and shall contain the inclusive dates of validity. (Ord. 3164 § 1, 2018; Ord. 2792 § 2, 2004).

#### **5.64.040 License fee.**

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The license fee for a solicitor shall be \$50.00 per year per person. A background investigation is required for each solicitor. The cost shall be separate from the solicitor's application fee, and as set forth in the fees schedule adopted by resolution by the city council. Licenses issued are not transferable. (Ord. 3164 § 1, 2018; Ord. 2792 § 2, 2004).

#### **5.64.050 Solicitor's license – Application.**

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(1) Applications for a solicitor's license shall be made to the city clerk upon forms provided by the city. The applicant shall attest to the truthfulness of the application, and shall complete the application in full, providing the following information:

- (a) Name, prior name(s) and aliases; address; present place of residence and the length of residence at such address; and business address if other than the present address;
- (b) Address or place of residence during the past two years if other than present address;
- (c) In the event the name or address of the applicant has changed within the last two years, each name and address used over the last two-year period;
- (d) Applicant's date of birth;
- (e) Name(s) and address(es) of any person, firm, or corporations whom the applicant is employed by or represents; and the length of time of such employment or representation;
- (f) A description of the item(s) being solicited and/or a description sufficient for identification of the subject matter of the soliciting in which the applicant will engage;

- (g) Period of time for which the license is applied;
- (h) Whether the applicant has ever been convicted of a violation of a felony under the laws of this state or any other state or federal law of the United States;
- (i) Signature of applicant;
- (j) Social security number of applicant;
- (k) Physical description of the applicant.

(2) The applicant:

- (a) Shall complete an “authorization to release information” form allowing the police department to conduct necessary background checks;
- (b) May be required to submit to fingerprinting or palm scanning by the police department, in connection with the application for the license;
- (c) Shall provide a copy of a valid driver’s license or picture I.D. for identification purposes. (Ord. 3164 § 1, 2018; Ord. 2792 § 2, 2004).

**5.64.060 Investigation of applicants.**

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(1) It shall be the duty of the chief of police to investigate each application made under PMC [5.64.020](#). In his investigation, the chief of police shall determine:

- (a) The genuineness of all credentials presented by the principal applicant and/or the individual applicant;
- (b) If the principal applicant and/or the individual applicant has a criminal record; and
- (c) The truth of the facts set forth in the application.

(2) The chief of police shall endeavor to complete such investigation within seven to 10 working days after receipt of the application.

(3) No license shall be issued to any person who has been convicted of a felony under the laws of any state within the United States or federal law of the United States, within five years from the termination of any court-ordered time served and including any probationary period ordered; nor to any person whose license issued under this chapter has previously been revoked.

(4) The chief of police may deny, suspend or revoke a license if any applicant for a license or a registered solicitor is convicted of any of the following categories of crimes under the laws of any state within the United States or federal law of the United States:

- (a) Homicide;
- (b) Assault;
- (c) Domestic violence crimes;

- (d) Crimes of dishonesty;
- (e) Sex crimes;
- (f) Drug-related crimes;
- (g) Crimes against children and/or vulnerable adults;
- (h) Burglary and/or trespass; or
- (i) Kidnapping and/or unlawful imprisonment. (Ord. 3164 § 1, 2018; Ord. 3016 § 1, 2012; Ord. 2792 § 2, 2004).

#### **5.64.070 Issuance of license – Expiration date.**

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If, after the completion of the investigation, the chief of police determines that the facts set forth in the application are true, then the chief may approve the application, and the city clerk shall issue the license. The license shall not be transferable. No license shall be issued until the conclusion of the police chief's investigation of the application. All licenses expire December 31st of the year in which issued. (Ord. 3164 § 1, 2018; Ord. 2792 § 2, 2004).

#### **5.64.080 Denial, revocation or suspension of license.**

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In addition to the other penalties provided by law, any license issued under the provisions of this chapter may be denied, revoked or suspended at any time, where the same was:

- (1) Procured by fraud, false representation or material omission of fact, or for the violation of or failure to comply with any of the provisions of this chapter by the person holding such license; or
- (2) If the licensee violates any applicable city, state or federal law, or if the purpose for which the license was issued is being abused to the detriment of the public, or if such license is being used for a purpose different from that for which it was issued;
- (3) It is unlawful for any person whose application for a license has been denied or license has been revoked or suspended to continue in the business of solicitor or to keep the license issued to him/her in his/her possession and control, and the same shall immediately be surrendered to the city clerk, the chief of police or his/her designee;
- (4) Upon denial of a license, the city clerk shall give written notice of such action to the applicant, stating the basis for such action. A copy of this letter shall become part of the original application, and kept on file in the city clerk's office. (Ord. 3164 § 1, 2018; Ord. 3016 § 2, 2012; Ord. 2792 § 2, 2004).

#### **5.64.090 Suspension or revocation procedure – Appeal.**

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- (1) Any license may be suspended or revoked by the city clerk, the chief of police or his/her designee for any violations of city code or state or federal law.
- (2) An appeal of a decision to deny, suspend, or revoke a license shall be filed with the city clerk in writing within 10 days of the revocation or denial of the license or application. Such appeal shall be heard by the city council. (Ord. 3164 § 1, 2018; Ord. 3016 § 3, 2012; Ord. 2792 § 2, 2004).

**5.64.100 Carrying of license required.**

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The license required by this chapter and photo identification shall be carried at all times by the solicitor for whom it was issued when soliciting in the city. The license and photo identification shall be exhibited by the solicitor whenever and wherever he or she shall be requested to do so by any police officer, city official or person solicited. (Ord. 3164 § 1, 2018; Ord. 2792 § 2, 2004).

**5.64.110 Prohibited practices.**

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It shall be unlawful for any person, while engaged or attempting to engage in soliciting within the city, to:

- (1) Enter upon any other person's private property, home, residence, apartment complex or business that prominently displays a "No Peddlers" or "No Solicitors" sign, or any other similar sign that communicates the occupant's desire not to be contacted by solicitors.
- (2) Persist or continue in any solicitation or attempted solicitation of any particular member or members of the general public if such person or persons do not wish or desire any further solicitation efforts.
- (3) Solicit or sell merchandise upon the city street, sidewalk or public right-of-way or any other public property either on foot or from any cart, wagon, wheeled conveyance or other device.
- (4) Solicit or sell merchandise within 500 feet of a legally licensed temporary stand, temporary event, or special event. (Ord. 3164 § 1, 2018; Ord. 2792 § 2, 2004).

**5.64.120 Notice regulating soliciting.**

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Every person desiring to secure the protection provided by the regulations pertaining to soliciting contained in this chapter shall comply with the directions contained in this section.

- (1) Notice of the determination by the occupant(s) of the refusal of an invitation to solicitors to a residence, business, or development shall be given in the manner following:
  - (a) A sign posted in a conspicuous place, at, near or posted on the door, or upon any gated and fenced property, that reads "no solicitors allowed."
  - (b) In single-family or multifamily residential developments served by a readily identifiable entrance, notice may be given by posting at each entrance a sign of an appropriate size placed at a location which will give reasonable notice to any person entering the development that solicitors are not allowed, and containing language such as "no solicitors allowed." (Ord. 3164 § 1, 2018; Ord. 2792 § 2, 2004).

**5.64.130 Uninvited solicitors – Prohibited – Violation a nuisance.**

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It is unlawful and constitutes a nuisance for a person to go upon a premises and ring the doorbell upon or near a door or create a sound in any other manner calculated to attract the attention of the occupant of such residence or business for the purpose of securing an audience with the occupant thereof and engage in soliciting as defined in PMC [5.64.010](#), in defiance of the notice exhibited at the

residence, business, or development in accordance with the provisions of PMC [5.64.120](#). (Ord. 3164 § 1, 2018; Ord. 2792 § 2, 2004).

#### **5.64.140 Uninvited solicitors – Departure from premises required.**

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It shall be the duty of every solicitor upon going onto any premises or development in the city upon which a residence, as defined in this chapter, or a business is located to determine if the notice provided for in PMC [5.64.120](#) exists, and to be governed by the statement contained on the notice by immediately and peacefully departing from the premises.

A solicitor who has gained entrance to a residence, business, or development, whether invited or not, shall immediately and peacefully depart from the premises when requested to do so by the occupant. (Ord. 3164 § 1, 2018; Ord. 2792 § 2, 2004).

#### **5.64.150 Time restrictions.**

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No person shall engage in soliciting within the city, except between the hours of 9:00 a.m. and dusk, or one-half hour after sunset. (Ord. 3164 § 1, 2018; Ord. 2792 § 2, 2004).

#### **5.64.160 Exemptions – License fee.**

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This chapter shall not apply to the following groups:

(1) Any person selling personal property at wholesale to dealers in such articles or commodities; or newspaper couriers; or persons who have been invited to call upon that other person for the purpose of displaying for possible purchase goods, literature or giving information about any article, thing, product or service.

(2) Farmers, gardeners, or other persons who deliver or sell any agricultural, horticultural, or farm products which they have actually grown, harvested, or produced; provided, that this exemption does not apply to the sale of firewood.

(3) This chapter shall not apply to casual sales of seasonal articles such as produce, holiday items, handmade gift articles, etc., or services such as lawn care, snow removal and other household jobs.

(4) Nothing in PMC [5.64.010](#) through [5.64.150](#) shall be construed so as to require licensing of any person or persons engaged in the business of selling through the United States mail.

(5) Charitable, religious or nonprofit organizations, or organizations that have received exempt status under [26 USC 501\(c\)\(3\)](#), shall be exempt from all provisions of this chapter except PMC [5.64.165](#).

(6) Candidates for political office, campaign workers, members and representatives of political committees or political organizations campaigning on behalf of ballot issues, distributors of sample ballots and other political literature and persons soliciting signatures of registered voters on petitions to be submitted to any governmental agency shall be exempt from all provisions of this chapter. (Ord. 3164 § 1, 2018; Ord. 2940 § 1, 2009; Ord. 2792 § 2, 2004).

#### **5.64.165 “No Soliciting” signs.**

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No soliciting shall occur at a residence, business, facility or other location with a posted “No Soliciting” sign, which is conspicuously visible at the premises. (Ord. 3164 § 1, 2018; Ord. 3016 § 4, 2012; Ord. 2940 § 2, 2009).

#### **5.64.170 Violation – Penalty.**

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Violation of any provision of this chapter by a person, firm, party, corporation, or other legal entity shall constitute a Class I civil infraction subject to the provisions of Chapter [1.02](#) PMC. A second violation of any provision of this chapter shall constitute a misdemeanor subject to the penalties as defined in PMC [9A.05.010](#)(2). (Ord. 3164 § 1, 2018; Ord. 3016 § 5, 2012; Ord. 2792 § 2, 2004).

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**The Puyallup Municipal Code is current through Ordinance 3185, passed January 29, 2019.**

Disclaimer: The City Clerk's Office has the official version of the Puyallup Municipal Code. Users should contact the City Clerk's Office for ordinances passed subsequent to the ordinance cited above.

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