



Solicitor/Transient/Vendor Permit Application

This application is used for solicitors (businesses going door-to-door), vendors (booths/tents), transient vendors (from out-of-state) and food truck/tent vendors.

One permit application must be submitted for each person who will be vending or soliciting in the City, along with an investigation fee of \$10.00 per application. Each applicant must attach a copy of his/her driver's license/State ID to the application. The Spring Hill Police Department will conduct a background check on each applicant, and it takes at least 72 hours to get these results from the Police Department. In addition to this application and investigation fee, every permittee shall file with the City Recorder a \$1,000.00 surety bond or certificate of insurance.

Solicitor Permits - (businesses going door-to-door)

Once the necessary back ground checks have been completed and approved by the Spring Hill Police Department, each applicant will be issued a solicitation permit. Solicitation permits shall expire on the same date that the permittee's privilege license (business license) expires and shall be renewed without cost if the permittee applies for and obtains a new privilege license within thirty (30) days thereafter. Permits issued to permittees who are not subject to a privilege tax shall be issued for one (1) year.

Food Trucks/Tents

Mobile food truck vendors and food tent vendors must apply for a Solicitation Permit and a Temporary Use Permit. Please call the Spring Hill Business Tax Office for more information, and for a list of requirements. 931-486-2252 ext. 243

Transient Vendors (Tennessee Code Annotated 67-4-710)

Transient Vendors bring goods from out-of-state to sell here in Spring Hill on a temporary basis. (If transient vendors set up for more than six months in the same place, they are not transient. They must obtain a business tax license.) Once the necessary back ground checks have been completed and approved by the Spring Hill Police Department, transient vendors will be issued a transient vendor permit. Each permittee shall pay \$50.00 for each 14 day period that he/she intends to be engaged in business within the City of Spring Hill.

All applications and investigation fees must be submitted to the City Recorder's office located inside the Spring Hill City Hall at 199 Town Center Parkway, Spring Hill, TN 37174. They may also be mailed to the City of Spring Hill at P.O. Box 789, Spring Hill, TN 37174.

199 Town Center Parkway
P.O. Box 789
Spring Hill, Tn 37174

Phone: 931-486-2252
Fax: 931-486-0516
www.springhilltn.org

INVESTIGATION FEE	
Date:	_____
Receipt No.	_____
Amount:	\$10.00



FINAL PAYMENT	
Date:	_____
Receipt No.	_____
Amount: \$	_____
TRANSIENT VENDOR	

CITY OF SPRING HILL SOLICITOR/TRANSIENT/VENDOR PERMIT APPLICATION

1. Full Name: _____ Date of birth: _____
 Driver's License No./State: _____
 Height: _____ Weight: _____ Hair Color: _____ Eye Color: _____

2. Permanent Home Address: _____
 Address in Spring Hill: _____
 Address from which sales will be made (transient merchants): _____

3. Kinds of goods or business (description): _____

4. If employed, name and address of employer: _____

Credentials must be furnished from employer establishing the exact relationship.

5. How long do you wish to do business? _____

6. Names and phone numbers of two (2) reputable local property owners who will certify as to moral reputation and business responsibility (if not available, other evidence as to the moral reputation and business responsibility must be furnished.).

7. Have you been convicted of any crime or misdemeanor or for violating any municipal ordinance? If yes, state location (city and state) of occurrence and date of offense. Give details as to nature and penalty for punishment.

8. Name the last three (3) cities or towns where you carried on business immediately preceding the date of this application. Transient merchants furnish address from which business was conducted in these cities or towns.

9. A copy of your current driver's license or state issued ID must be submitted with this form.

10. A fee of \$10.00 shall be paid to the City of Spring Hill upon the filing of this application. This is to cover the cost of investigating the facts state herein.

Vehicle Year/Make/Model/Color _____ Tag No./State.: _____

Cell Phone Number: _____ Home Phone Number: _____

Signature: _____

Date: _____

APPROVED
Chief of Police: _____
Date: _____

DISAPPROVED
Chief of Police: _____
Date: _____

Submit this form with a \$1,000 Surety Bond or Certificate of Insurance that specifically names the individual completing this application AND lists the City of Spring Hill as the certificate holder.