



## Door-to-Door Solicitation Permit Application Form

**Instructions:** Please complete all sections of this application form legibly and in full. **A non-refundable application fee of \$100.00 must be submitted with this application.** Incomplete applications will not be processed. All required supporting documentation must be attached at the time of submission. This application is subject to the provisions of the Town of Fort Mill Code of Ordinances.

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### Section 1: Applicant Information

#### i. Applicant's Name:

- True and Correct Name: \_\_\_\_\_
- Former Names or Aliases (if any): \_\_\_\_\_

#### ii. Applicant's Business Contact Information:

- Business Name: \_\_\_\_\_
  - Business Address: \_\_\_\_\_  
(Street, City, State, Zip Code)
  - Business Telephone Number: \_\_\_\_\_
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### Section 2: Responsible Party & Supervisor Information

#### iii. Responsible Person or Entity (if different from the applicant):

- Name: \_\_\_\_\_
- Address: \_\_\_\_\_
- Phone Number: \_\_\_\_\_

**iv. Applicant's Immediate Supervisor (if any):**

- Name: \_\_\_\_\_
  - Address: \_\_\_\_\_
  - Phone Number: \_\_\_\_\_
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**Section 3: Business & Licensing Information**

**Please provide the following information and attach the required documentation.**

**v. Business Information:**

- Legal Status (e.g., LLC, Corporation, Sole Proprietor): \_\_\_\_\_
- Proof of registration with, or a certificate of good standing from the South Carolina Secretary of State is attached.

**vi. South Carolina Department of Revenue:**

- Proof that the applicant or applicant's company has registered with the SC Department of Revenue for the payment of sales tax is attached.

**vii. Town of Fort Mill Business License:**

- A copy of a valid Town of Fort Mill Business License is attached.
    - Business License Number: \_\_\_\_\_
  - (If applicable) A copy of a valid Home Occupation Permit and/or Contractor's License is attached.
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**Section 4: Solicitation Activity Details**

**viii. Description of Solicitation Activity:**

- Please provide a brief explanation of the nature of the solicitation (e.g., selling magazine subscriptions, offering lawn care services) and the proposed duration (start and end dates).

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**ix. Permit History:**

- Has a permit, license, or registration in connection with soliciting ever been revoked by any jurisdiction?  **Yes**  **No**
- If yes, please provide an explanation of the circumstances (jurisdiction, date, reason for revocation):

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**Section 5: Authorized Solicitors**

**x. List of Persons Authorized to Solicit:**

- Please complete the table below for **every individual** who will be soliciting under this permit. Use additional sheets if necessary.
- For each person listed, you **MUST** attach the required documentation as detailed below the table.

Full Name	Full Residential Address	Phone Number	Date of Birth (MM/DD/YYYY)

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**Required Documentation for EACH Solicitor Listed Above:**

For **EACH** individual named in Section 5, the following documents **MUST** be submitted with this application:

**1. Proof of Identification (Photocopy of one of the following):**

- A valid U.S. driver’s license or identification card issued by any state
- A valid United States uniformed service identification card
- A valid U.S. passport
- U.S. Citizenship & Immigration Services Green Card

**2. Criminal Background Check:**

- A copy of a criminal background check conducted by the South Carolina Law Enforcement Division (SLED). This copy must be no more than 30 days old at the time of this application.

**Applicant's Affirmation and Signature**

I hereby certify that all information contained in this application and all supporting documentation is true and correct to the best of my knowledge. I have read and understand the Town of Fort Mill's ordinances regarding door-to-door solicitation and agree that I, and all solicitors listed herein, will abide by all applicable rules and regulations. I understand that any false statement made herein may result in the denial or revocation of this permit.

**Applicant's Signature:** \_\_\_\_\_

**Printed Name:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**FOR OFFICE USE ONLY**

<b>Date Received:</b>		<b>Received By:</b>	
<b>Application Fee Paid:</b>	\$ _____	<b>Check # / Cash / Other:</b>	
<b>Reviewed By:</b>		<b>Date Reviewed:</b>	
<b>Status:</b>	<input type="checkbox"/> Approved <input type="checkbox"/> Denied	<b>Reason for Denial:</b>	
<b>Permit Number Issued:</b>			
<b>Date Issued:</b>		<b>Expiration Date:</b>	
<b>Notes:</b>			