SOLICITOR PERMIT PROCEDURES
City of Conroe, Code of Ordinances
Article VI, Chapter 18 131-159

An application and information packet can be obtained at the Permit Division in the Community Development Department at City Hall. You must submit all information required on the application, along with two 1 inch recent photos of yourself. This information will be reviewed by the Chief Building Inspector, and the Director. Allow ten (10) days for processing. You will be notified to come in to obtain your permit and badge if your application is submitted with all the necessary papers, and adheres to the city ordinance requirements. If additional information is required, you will be notified.

All NINETY DAY PERMITS:
Solicitor
Hawker
Peddler
Transient Dealer

The fee for the above permits is $25.00

All ONE YEAR PERMITS:
Mobile Food Units
Roadside Food Vendor

The fee for the above permits is $100.00

Additional badge fee: $25

You will receive your permit and badge upon receipt of the fee amount.

A mobile food unit must engage in mobile operations and may not operate at any location for more than two hours in any day.
APPLICATION FOR SOLICITORS PERMIT

TERM: PERMITS FOR ROADSIDE FOOD VENDORS AND MOBILE FOOD UNITS ARE FOR ONE YEAR - $100.00 FEE. ALL OTHER PERMITS ARE FOR 90 DAYS - $25.00
ALL ADDITIONAL BADGES ARE $10.00 (EACH BADGE REQUIRES AN APPLICATION)

CLASS: ________________ ADDITIONAL BADGES: _______________ FEES: $__________

Full Name: ____________________________________ Phone Number: _________________________

Mailing Address: ________________________ City: __________________ State: ________ Zip: ________

Permanent Address: ________________________ City: __________________ State: ________ Zip: ________

Sex: ___________ Height: ________ Weight: _______ Hair Color: ___________ Eye Color: _____________

Date of Birth: _______________ SS#______-_____-______

Full Description of Merchandise or Food to be sold:
____________________________________________________________

Location of Sale (Only applicable for Transient Dealers):
____________________________________________________________

Name and Address of company employed by (If any):
____________________________________________________________

Have you ever had a permit revoked within the past year? __________
If yes, explain: ________________________________
____________________________________________________________
____________________________________________________________

Have you ever been convicted of a felony or a misdemeanor? __________
If yes, explain:
________________________________________________________________
________________________________________________________________

Vehicle Registration No. _________________________
Driver’s License No. ___________________ State: __________________

300 West Davis, Conroe, Texas 77301
REQUIREMENTS

Submit the following items with your application:

Verify:

__ 2 Years/$1,000 Permit Bond Requirement made out to the City of Conroe. Bond shall remain in full force and effect for a period of two years following the expiration of the permit.

__ Two recent photos 1 in. in size.

__ Letter from your company acknowledging you and your purpose for working in the City of Conroe.

__ Reference to Financial Rating Publication, and/or a Certificate of Good Standing.

__ Non-Profit Organizations or Group must submit a copy of Certificate of Registration made with the IRS.

__ Lease Agreement for a term of at least one month for Transient Permits.

ADDITIONAL REQUIREMENTS FOR MOBILE FOOD UNITS

__ Copy of the Montgomery County Health Department Permit.

__ Vehicle insurance in accordance with the State Requirement.

__ Copy of your contract with the licensed commissary that you will be using.

__ Letter signed and notarized by the owner of the premises stating that you may use their restrooms.

__ Provide a list of all locations that your mobile food unit will be parked.

THE ABOVE FACTS ARE TRUE AND CORRECT. _____________________________________________

Applicant’s Signature

WITNESS MY HAND AND SIGNATURE AT CONROE, TEXAS, THIS THE _____DAY OF ______________, 20____.

____________________________________

Notary Signature

PLEASE ALLOW 10 DAYS TO PROCESS THIS APPLICATION

300 West Davis, Conroe, Texas 77301