



## Town of Portland, Connecticut

33 East Main Street ▪ P.O. Box 71 ▪ Portland, CT 06480-0071 ▪ Phone: (860) 342-6715

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Equal Opportunity Employer

**Office of the First Selectwoman**

### **To all applicants for a license to Canvass, Hawk, Peddle, Solicit, or Vend:**

You must file with the Portland Chief of Police the following information for your application to be accepted and processed:

1. Name of Company, telephone number, address and Connecticut sales tax number
2. Name and description of the applicant†
3. Full permanent/local address of the applicant
4. A detailed description of the nature of the business and goods to be sold
5. The length of time the applicant wishes to engage in business
6. Proposed method of delivery
7. The location/property address where the goods will be sold
8. The make, model, registration number of vehicle to be used
9. Proof of Health Department Compliance, where applicable
10. Proof of Zoning Compliance, where applicable

Licensing fee\* shall be paid at the time of filing the application (\*Veterans are exempt; documentation must be provided)

\$100.00 – one year

\$50.00 – six months

\$10.00 – one month

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Criminal background search will be conducted by the Portland Police Department and upon their clearance, said license will be processed within 10 business days.

License must displayed prominently in the place of business or carried upon your person when engaged in door-to-door activities and must be exhibited at the request of any citizen. In the event that a license is not granted, no fee shall be charged. There shall be no refund when, after issuance, a license is revoked.

† multiple staff representing the company must be listed on the application and provide the requested information **in full.**